

**Chapter: Conditions of Employment**  
**Title: Use of State Property**

**Effective Date: 12/1/11**  
**Page: 1 of 1**  
**New**

ACA Standard(s): N/A

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(a) **Policy.**

The Texas Juvenile Justice Department (TJJD) holds its employees accountable for any TJJD facilities, property, and supplies they use.

(b) **General Accountability.**

- (1) TJJD maintains effective accountability and control of agency property through the assignment of custodial responsibilities, maintaining fixed asset and supply inventory subsystems, and through physical inventories.
- (2) Administrators and supervisors are accountable for all physical assets assigned to their units, including facilities, property, prepaid items, and supplies.
- (3) State property can be moved only after appropriate transfer procedures have been completed. For additional information, refer to ACC.53.09.
- (4) Removal of state property for personal use is prohibited by law.

(c) **Destruction of State Property.**

When property of TJJD is neglectfully or intentionally damaged or destroyed by an employee, that person is pecuniarily liable to the state for the loss. The liability may be joint if more than one person is involved in the incident.

- (1) The employee responsible for the loss, destruction, or damage must report the incident to the agency property manager and the property custodian. The employee shall also notify his/her supervisor(s) as appropriate.
  - (2) The property custodian must report the incident and submit all needed reports to the agency property manager. The agency property manager submits all reports to the assistant deputy executive director for financial support.
  - (3) The chief financial officer shall determine if the loss is a result of neglect or intentional damage.
  - (4) The agency property manager shall report such loss to the state comptroller and attorney general. The attorney general will investigate the matter.
  - (5) If the attorney general finds that a loss has been sustained, the attorney general makes written demand that the employee reimburse the state.
  - (6) The attorney general may file suit against an employee who refuses or disregards demands for reimbursement.
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