



## TRANSMITTAL MEMO

**TO:** TJJJ Staff  
**FROM:** Office of the General Counsel, Policy and Standards Section  
**SUBJECT:** GAP Transmittal  
**DATE:** December 21, 2018

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Please be advised that changes have been made to the General Administrative Policy (GAP) Manual. These changes will go into effect on **January 1, 2019**.

### SUMMARY OF CHANGES

#### GAP.07.11 Automated External Defibrillators

- Added that any staff member who receives a recall notice or service bulletin for an AED must immediately notify the medical director or designee.
- Added that the chief local administrator must immediately notify the medical director or designee if an AED is taken out of service for any reason.
- Added that the medical director or designee maintains a master list of each AED owned by the agency. The list includes certain information about each AED.
- Added that AEDs must be replaced within 10 years after purchase.
- Added that replacement AED pads must be ordered at least two months before the expiration date of the installed pads.
- Added that the chief local administrator or designee ensures the timely replacement of AEDs at his/her location and notifies the medical director or designee when a new AED is received.
- Specified which staff members at each type of location (i.e., residential facilities, district offices, and Central Office) are required to receive CPR and AED training.
- Clarified that the chief local administrator must notify the local EMS of the existence, location, and type of *each AED* at the site (rather than notifying only upon acquiring the first AED at the site), as required by state law. The notification must be in writing and maintained locally.
- Added a minimum number of AEDs for each location as follows:

Facility/Office Type	Minimum Number of AEDs
Institution with a sports team	Four (One must be present in the team vehicle when the team is traveling)
Institution without a sports team	Three
Halfway house	One
District office	One
Central Office	One

- Added that a facility or office may not have fewer AEDs than the minimum number unless the medical director has approved it.
- Added that the chief local administrator decides where to place AEDs within the facility/office and notifies the medical director of the location.

- Added requirements for how high off the ground AED cases must be stored or mounted if the AED is in a public area.
- Added that each facility or office must have one extra AED battery on site.
- Added that the following items must be stored in or near each AED case: scissors, razor, CPR mask/barrier, small towel, and extra AED pads. Daily checks at facilities and parole offices will now include verification that these items are present.

**The following policies have been revised and moved to the new Financial Procedures (FIN) manual. They are no longer in the GAP manual.**

- GAP.09.01 (Budget Administration and Process) - see [FIN.01.11](#)
- GAP.09.39 (Incoming Mail) - see [FIN.33.07](#)
- GAP.09.85 Suspected Misuse of Funds - see [FIN.01.13](#)

**The following policies have been repealed because the topics are addressed elsewhere within TJJD manuals.**

- GAP.09.33 (Accounting System) - addressed in FIN manual
- GAP.09.35 (Signatory Authority) - addressed in FIN manual
- GAP.09.37 (Cash Handling) - addressed in FIN manual
- GAP.09.43 (Space and Equipment Acquisition) - addressed in FIN manual
- GAP.09.45 (Vending Machines and Pay Telephones) - addressed in [Board Governance and Policy Manual](#)
- GAP.09.47 (Workshops and Seminars - Meeting Room Rental) - addressed in [Procurement Procedures Manual](#) and [Training Procedure Manual](#).
- GAP.09.63 (Claim Settlements) - addressed in Board Governance and Policy Manual
- GAP.10.15 (Receiving of Goods and Services Procedures) - addressed in FIN manual and in [CAPPS Financial User Manual and Reference Guide](#)