



TEXAS
JUVENILE JUSTICE
DEPARTMENT

TRANSMITTAL MEMO

TO: TJJJ Staff
FROM: Office of the General Counsel, Policy and Standards Section
SUBJECT: PRS Transmittal
DATE: June 6, 2018

Please be advised that changes have been made to the Personnel Policy and Procedure (PRS) Manual. These changes will go into effect on **June 7, 2019**.

SUMMARY OF CHANGES

[PRS Appendix A Youth Development Coach Career Ladder: Pay Levels and Service Substitutions](#)

- Changed the months of service required for a Coach IV, Pay Level 8, to be 90-102 months, rather than 90+ months.
- Moved the Coach V position into the same career ladder as the Coach I-IV positions.
- Changed all "JCO" references to "coach."