



TRANSMITTAL MEMO

TO: TJJJ Staff
FROM: Office of the General Counsel, Policy and Standards Section
SUBJECT: PRS Transmittal
DATE: October 11, 2019

Please be advised that changes have been made to the Personnel Policy and Procedure (PRS) Manual. These changes will go into effect on **October 15, 2019**.

SUMMARY OF CHANGES

PRS.11.08 Removal of Access to Youth Due to Abuse Allegation

- Added that, if the chief local administrator or designee has reviewed video of an alleged incident of abuse, neglect, or exploitation and the video clearly indicates that misconduct warranting removal did not occur, the chief local administrator may return an employee to his/her regular duties if the employee had been removed from direct-care duties.
- Added that the chief local administrator or designee must notify the director of secure facilities or designee and the campus shift administrator any time an employee is returned to direct-care duties after having been removed.
- Added a requirement for the campus shift administrator to document each removal from direct care and each return to direct care on the [Campus Shift Administrator Report, CCF-420](#). The Notice of Reassignment to Non-Direct Care Duties, HR-125a, and the Notice of Return from Reassignment, HR-125b, will no longer be used.
- Added a requirement for the campus shift administrator to document on the CCF-420 the name of the person who reviewed video of the incident in cases where the chief local administrator returns the accused staff member to direct-care duties after a video review.
- Added that the *chief local administrator or designee* (rather than the manager over volunteer services) handles the notifications for an accused volunteer (i.e., letters to volunteer regarding access to youth or facilities; notice to appropriate staff).
- Removed the exception that allowed an accused volunteer who was a member of the community resource council to attend council meetings at a TJJJ facility under certain security measures. All access will be denied until the investigation files are closed.
- Clarified that restrictions on access for an accused contractor, social services provider, or registered advocate apply in the community *only when the person provides services through a TJJJ contract*.
- Added that the *superintendent, director of reentry services, or a designee* (rather than various Central Office staff) handle the notifications for an accused contractor, social services provider, or registered advocate.
- Added that, if a person who is not covered in this policy (e.g., personal attorney, personal clergy) is accused of abuse, the chief local administrator or director of reentry services or a designee must contact the Office of the General Counsel for assistance in determining whether access should be restricted. The policy no longer directs staff to issue a letter banning access in all such cases. However, if the person shows up for visitation before the Office of the General Counsel responds, the chief local administrator or designee may deny the person entry.

PRS Appendix D Youth Development Coach Career Ladder: Pay Levels and Service Substitutions

- Removed the Coach I and Coach II levels from the career ladder and made changes to the number of service months required for certain levels.
- Revised the salary for all coach levels.
- Removed the column that contained the monthly salaries for coaches who are ERS retirees. Their salaries are the same as coaches who are not retirees.