



TRANSMITTAL MEMO

TO: TJJJ Staff
FROM: Office of the General Counsel, Policy and Standards Section
SUBJECT: PRS Transmittal
DATE: February 12, 2020

Please be advised that changes have been made to the Personnel Policy and Procedure (PRS) Manual. These changes will go into effect immediately.

SUMMARY OF CHANGES

PRS.02.08 Criminal History: Standards, Background Checks, and Self-Reporting Requirements

- Clarified that TJJJ conducts criminal history background checks but is not the entity that conducts fingerprinting before hiring an applicant, enrolling a volunteer, and granting a contractor access to TJJJ youth or youth records.
- Clarified that an arrest for a disqualifying offense means an arrest for any felony, domestic violence involving a family member or non-spouse partner, or official oppression.
- Deleted that employees, contractors, or volunteers who provide services in a facility that contracts to accept TJJJ youth and that is licensed by DFPS must meet all TJJJ criminal history standards in order to work with youth.
- Added that contracts between TJJJ and facilities that accept TJJJ youth and are licensed by DFPS must include provisions that require those facilities to provide TJJJ:
 - sufficient information to allow TJJJ to verify DFPS clearance; and
 - notification within 24 hours of learning of the arrest of any employee, contractor, or volunteer.