

**Chapter: General Administration**  
**Rule: Administrator's Responsibility**

**Effective Date:** 2/20/98, T-42  
**Page:** 1 of 2  
**Replaces:** GAP.03.01  
**Dated:** 12/31/96, T-40

**ACA Standard(s):** 3-JTS-1A-07, 1A-11, 1A-19, 1A-22, 1B-01

---

**Policy.**

- (1) The administrators of programs and organizational units of the Texas Youth Commission (TYC):
  - (A) comply with and implement the rules and laws of the State of Texas and with the policies and procedures of TYC;
  - (B) comply with regulatory standards and directives of regulatory agencies;
  - (C) identify program and fiscal needs of their units;
  - (D) write objectives and plans to meet those needs;
  - (E) prepare budget requests and complete budget measure reports following agency guidelines;
  - (F) make appropriate grant requests;
  - (G) administer funds to meet stated objectives and plans;
  - (H) use sound management principles for fiscal administration;
  - (I) participate in federal, state and local planning efforts with criminal justice and other agencies as assigned;
  - (J) provide required reports and report major problems to central office administrators immediately as appropriate;
  - (K) supervise the unit's organization and staff:
    - (i) maintain a current organizational chart for the unit;
    - (ii) maintain the statement of the unit's programs and purposes;
    - (iii) practice fair employment policies and promote affirmative action in employment decisions;
    - (iv) define job expectations and decision making authority for staff and provide written job descriptions and training;
    - (v) provide instruction covering the role and mission and the goals and objectives related to work activities;
    - (vi) ensure that every staff is informed of agency policies and procedures and that written copies of policy and procedures manuals are available for reference;
    - (vii) ensure that every staff is evaluated at least once a year;
    - (viii) provide supervision and direction for staff;
    - (ix) maintain working conditions that are safe, attractive, and conducive to productive work; and
    - (x) encourage staff to deal effectively with coworkers, other professionals, and youth.

**Chapter: General Administration**  
**Rule: Administrator's Responsibility**

**Effective Date:** 2/20/98, T-42

**Page:** 2 of 2

**Replaces:** GAP.03.01

**Dated:** 12/31/96, T-40

**ACA Standard(s):** 3-JTS-1A-07, 1A-11, 1A-19, 1A-22, 1B-01

- 
- (2) Institution and halfway house superintendents meet at least monthly with respective key staff to share information and ideas, discuss policy, and provide direction as needed.
- 
-