

Chapter: Rules for State-Operated Programs and Facilities	Effective Date: 4/15/16 Page: 1 of 2 Replaces: GAP.380.9955, 6/1/09
Subchapter: General Provisions	
Division: Juvenile Correctional Officers	
Rule: Staffing Requirements for Juvenile Correctional Officers	
ACA: N/A	
Statutes: Human Resources Code §242.009	

(a) **Purpose.**

This rule establishes requirements for scheduling station assignments for juvenile correctional officers (JCOs) employed by the Texas Juvenile Justice Department (TJJD).

(b) **Applicability.**

This rule applies to high-restriction facilities operated by TJJD.

(c) **Definitions.**

- (1) **Extended Period of Time**--more than 24 months.
- (2) **Station**--any JCO duty assignment at a facility.
- (3) **Regular Interval**--12 months, or other interval less than an extended period of time if approved by the division director over residential facilities or his/her designee.

(d) **General Provisions.**

(1) **JCO Rotation.**

- (A) JCOs rotate station assignments at regular intervals so that a JCO is not assigned to the custodial supervision of the same youth for an extended period of time.
- (B) The rotation of staff is scheduled to ensure continuity in the delivery of specialized treatment programs.
- (C) A wing or pod of a dormitory may be considered a station if the population of that wing or pod does not routinely interact with the population of the other wings or pods during activities occurring at the dormitory.
- (D) Except as approved by the division director over residential facilities or his/her designee, a JCO must not return to a previously assigned station until he/she has served at least one regular interval at another station.

(2) **JCO Three-Year Age Differential.**

JCOs are assigned to dormitory stations in a manner that provides for at least a three-year age differential between the staff and the youth they supervise. When it is not practical to meet the three-year age differential for an individual JCO station assignment, justification for the assignment must be documented and approved in accordance with agency policy and procedures.

(3) **JCO Staffing Schedules.**

- (A) JCO staffing schedules provide for at least one JCO to be stationed to supervise in or near any classroom or other location in which youth receive education services or training at the time the youth are receiving the education services or training.

- (B) JCO staffing schedules for each facility provide for a ratio of at least one JCO performing direct supervisory duties for every 12 youth committed to the facility.
- (C) A JCO who does not meet the requirements for sole supervision as defined in [§380.9951](#) of this title may be included in the ratio described in subparagraph (B) of this paragraph if he/she has completed the following minimum training requirements:
 - (i) appropriate restraint techniques; and
 - (ii) first aid and cardiopulmonary resuscitation.

See [INS.15.05](#) for procedures relating to the three-year age differential.

See [INS.15.07](#) for procedures relating to the JCO rotation plan.