



**TEXAS JUVENILE PROBATION COMMISSION  
STANDARDS COMPLIANCE MONITORING VISIT**

**REVIEWER WORKBOOK**

**Chapter 349 General Administrative Standards  
Probation and Detention Officer Certification and Recertification**

Name of Probation Department:				Name of Private Facility Operator:		Facility Number:	
Lead County Name:		Lead County Number:		Lead Compliance Resource Specialist (CRS):		Book #	
Counties Under Jurisdiction of Probation Department or Under Contract for Probation Services:							
County Operated Facilities Being Monitored:		Pre	Post	Participating CRSs:		Book #	
Privately Operated Facilities Being Monitored:		Pre	Post				
Juvenile Board Chairperson Name:				Chief Administrative Officer:			
Address:				Facility Administrator:			
City, State, Zip		Phone: ( )		Email:		Fax: ( )	
<b>STARTED</b>		<b>FINISHED</b>		Email:			
Date:	Time:	Date:	Time:	Email:			
Final Report Sent to Juvenile Board Chairperson	Mail Date	Fax Date	Email Date	Person Sending Name:			

**Reviewer Workbook No. \_\_\_\_\_ of \_\_\_\_\_**

Texas Juvenile Probation Commission  
*Vicki Spriggs, Executive Director*  
 4900 North Lamar Boulevard  
 Post Office Box 13547  
 Austin, Texas 78711 Phone 512.424.6700 • Fax 512.424.6717  
 www.tjpc.state.tx.us

# TJPC IN-HOUSE EXTENSIONS

Phone (512) 424-6700 • Fax (512) 424-6717 • www.tjpc.state.tx.us

NAME	EXT	HELP LINE	NAME	EXT	HELP LINE
AMANDA ZAMARRON	6701	6724	LAURA MARROQUIN		6724
ANA AGUIRRE	6708		LESLEY JACOBS	6680	
ANNIE COLLIER	6694		LINDA BROOKE	6703	
ANTHONY WELEBOB	6676		LISA CAPERS	6672	6721
BARB SCOBEY	6699		LISA DAVENPORT	6706	
BELINDA FIELD	6693		LORI BREWSTER	6673	
BILL BRYAN	6729		LUIS GUERRERO	6690	
BONNIE FRANCIS	6734		MARISA GONZALEZ	6722	
CARRICK WALKER	6744		MARTIN POWEL	6695	
CHRISTINE RIGGS	6737		MITZI GOMEZ	6731	
CINDY WEISINGER	6698		NADINE BUTLER	6674	
DEBBIE GARZA	6678		NANCY ARRIGONA	6738	
DEMETRIUS LEWIS	6686		NIKELL WILLIAMS	6684	
DENISE ASKEA	6704		NYDIA THOMAS	6683	6721
DIANE LAFFOON	6700		PAMELA GEREAU	6697	
DONNA ELLIS	6726		PAT McREYNOLDS	6714	
ELIDA MARTINEZ	6732		PAUL ANDERSON	6723	
ELLIE HERNANDEZ	6707		PEARL CHANG	6709	
ERIN ESPINOSA	6728		PIERRE WILLIAMS	6739	
FLORA WILLIAMS	6711		REBECCA EICHELBERGER	6742	
JAIME CORONADO	6675		RICK DYER	6677	6724
JENNIFER CARPENTER	6681		ROBIN BLACKMON	6685	
JOANNA GARCIA	6712		SCOTT FRIEDMAN	6688	
JOHN GONZALES	6730	6721	SHAWN CONLY	6720	
JUDY McREYNOLDS	6696		SPENCER LERCHE	6715	
JUDY YBARBO	6735		TONYA BITTNER	6689	
KEVIN DuBOSE	6687		VICKI SPRIGGS	6682	
KRIS JOHNSON	6713		VONZO TOLBERT	6702	
KRISTY CARR	6710		WILL WALSH	6679	
LARRY HAZELTON	6671				

CONFERENCE ROOM BY VICKI.....6719  
 CONFERENCE ROOM 5501.....4778

FAX: (512) 424-6716 – Abuse and Neglect  
 (512) 424-6717 – Front  
 (512) 424-6718 – Back  
 (214) 495-8729 – Laura

Emergency..... 911

During Work Hours:  
 Guard Desk..... 4458 (or 4566)  
 Facilities..... 4450

Weekends or After Hours:  
 Security Pager ..... 604-5386  
 Security Cell Phone ..... 799-9561  
 Main Security (Office) ..... 4458

**Texas Juvenile Probation Commission**  
**STANDARDS MONITORING COMPLIANCE VISIT**  
**Reviewer Preparation Checklist – Prior to Visit**

*Texas Administrative Code Chapter 349*

Preparation Item	Information	Completed
Phone Call to Schedule Visit.	Date & Time: _____ Phone: _____ Contact: _____ Date of Scheduled Visit: _____	
Send confirmation letter at least 15 calendar days prior to visit (30 days preferable and maximum). Retain a copy of the confirmation letter in the Reviewer Workbook.  Email the confirmation letter with a read receipt requested. Retain a copy of the returned email read receipt and place in Reviewer Workbook.	Fax Date: _____ Mail Date: _____ E-Mail Date: _____ Persons Sent to:	
Make travel arrangements: <ul style="list-style-type: none"> <li>• Prepare and submit advance travel voucher for approval by supervisor</li> <li>• Reserve van or rental car, if needed</li> <li>• Reserve hotel room, if needed</li> <li>• Reserve airline flight, if needed</li> </ul>		
Computer Preparation: <ul style="list-style-type: none"> <li>• Perform update immediately prior to visit.</li> <li>• Obtain at least 3 blank diskettes for each program monitored. Label the 3 disks as detailed below: <ul style="list-style-type: none"> <li>○ "Draft Report" - Use BLUE Label</li> <li>○ "Final Report - _____ County" Use GREEN Label</li> <li>○ "Transfer Disk" - Use RED Label</li> </ul> </li> <li>• Obtain Wireless Internet Card</li> <li>• Check for appropriate cords and accessories (e.g., AC cord, mouse, etc.)</li> </ul>		
Run the Certification Submission Report and place copy in Reviewer Workbook.		
Obtain a copy of the Grandfathered Officer List (GOL) from the Training Division and place copy in Reviewer Workbook		
Obtain a copy of the Revoked and/or Suspended Officer List		
Obtain copies of COMETS Reference Guides for distribution to administrator.		
Include a hard-copy printout of the CRM for Chapter 349.		
Include laminated copy of Disqualifying Criminal History Matrix document for reference.		
Include 2-3 expando files, multi-color highlighters, scissors, calculator, pen, pencils, sticky notes/flags and other necessary office supplies. Bring Tylenol or Advil for headaches!		
Include TDCAA Laminated Penal Code Offense reference sheet and/or Penal Code.		



# Texas Juvenile Probation Commission Statistical Sampling Worksheet

## Texas Administrative Code Chapter 349– General Administrative Certification and Recertification

Reviewer:

Date:

Sample #	Sample Name	Sample Type (i.e., Random Systematic, Block)*	Purpose of Sample and Description	Systematic Sample* Combined County Sample		Systematic Sample* Non-Combined Programs (Separate Facilities operated by Private Vendor)	
				Sample Size Required or Methodology from Research	"Nth" Number <i>Computer Generated</i>	Sample Size Required or Methodology from Research	"Nth" Number Computer Generated
11	Personnel Files – Juvenile Probation Officers	Block/ Systematic	Certified and Recertified Officers Files				
12A	Personnel Files – Juvenile Detention Officers – Pre-Adjudication Detention Facility	Block/ Systematic	Certified and Recertified Officers Files				
12B	Personnel Files – Juvenile Detention Officers – Post-Adjudication Detention Facility	Block/ Systematic	Certified and Recertified Officers Files				

**Texas Juvenile Probation Commission**  
**STANDARDS COMPLIANCE MONITORING WORKSHEET**  
**Chapter 349 Juvenile Probation Officer Personnel Files Review**  
**Sample #11 – Initial Certification Sample**

Legend	
✓	= Compliant
x	= Non-Compliant
⊙	= Not Applicable

Reviewer's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Sample Size: \_\_\_\_\_

Number of Files Reviewed: \_\_\_\_\_

## PROBATION OFFICER CERTIFICATION

			\$349.7(a)	\$349.8(a)	\$349.7(a) \$341.23(a)	\$349.7(b)	\$349.15(c)(1)	\$349.15(a)-(b)	\$349.7(e)															
			Age	Criminal History Records Checks <sup>1</sup>			Education	Graduate Study	Work Experience	Required Training	Other													
Probation Officer Name File Identification (Last Name, First Name, MI)	Date of ACIS Application Submission	Training Date Range (18 Months) <sup>2</sup>	Age (Must be 21) <sup>3</sup>	TCIC	NCIC	Local Sex Offender Registration Check	Out of State Checks <sup>4</sup>	No Disqualifying Criminal History	4 Year Bachelor's Degree <sup>5</sup>	College or University Accreditation <sup>6</sup>	Degree Validation Acceptable	Grandfathered Officer	1 Year Graduate Study <sup>7</sup>	Acceptable Course of Study	1 Year Work Experience in Acceptable Field <sup>8</sup>	Internship Documentation <sup>9</sup>	Work Experience Exemption	Initial Certification 40 Hours Training	Required Topics <sup>10</sup>	No Training Hour Limitation Violations	No Other Disqualifiers <sup>11</sup>	No Suspension or Revocation		
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
<b>SUBTOTAL (PAGE 1) NON-COMPLIANT FILES</b>																								

<sup>1</sup> Date returned must be within 90 days of submission of certification application.  
<sup>2</sup> Compare date on certification submission report to file documentation.  
<sup>3</sup> 18 months prior to submission day of certification application is training window.  
<sup>4</sup> Copy of birth certificate, driver's license, military identification, etc. required in file.  
<sup>5</sup> Completed Residency Verification Form or its equivalent required in file.  
<sup>6</sup> Certified copy of transcript required. Photocopy of certified transcript is not acceptable.  
<sup>7</sup> Accreditation Verification Form or a substantial equivalent document must be in the file.

<sup>7</sup> 18 post-graduate hours with acceptable scholastic standing (i.e., if credit conferred).  
<sup>8</sup> Verify length and type of experience with written documentation. Resume and/or job application secondary documentation only.  
<sup>9</sup> Acceptable experience from formal internship program at college, university or juvenile justice program.  
<sup>10</sup> Certification training for probation officers shall include but not be limited to the following subjects: role of the probation officer; case planning and management; officer safety; transportation; juvenile law; courtroom proceedings and presentation; law enforcement processing; local programs and services including access procedures; interagency collaborations and memoranda of understanding; code of ethics, disciplinary and revocation hearing procedures; and abuse, exploitation and neglect.  
<sup>11</sup> Law enforcement officer with active TCLEOSE commission, etc.

Comments

1

2

3

4

5

6

7

8

9

10

Legend	
✓	= Compliant
x	= Non-Compliant
⊙	= Not Applicable

**Texas Juvenile Probation Commission**  
**STANDARDS COMPLIANCE MONITORING WORKSHEET**  
**Chapter 349 Juvenile Probation Officer Personnel Files Review**  
**Sample #11 – Initial Certification Sample (Continued)**

			\$349.7(a)						\$349.8(a)						\$349.7(a)	\$341.23(a)						\$349.7(b)						\$349.15(c)(1)	\$349.15(a)-(b)						\$349.7(a)
			Age	Criminal History Records Checks <sup>1</sup>					Education			Graduate Study		Work Experience			Required Training		Other																
			Age (Must be 21) <sup>3</sup>	TCIC	NCIC	Local Sex Offender Registration Check	Out of State Checks <sup>4</sup>	No Disqualifying Criminal History	4 Year Bachelor's Degree <sup>5</sup>	College or University Accreditation <sup>6</sup>	Degree Validation Acceptable	Grandfathered Officer	1 Year Graduate Study <sup>7</sup>	Acceptable Course of Study	1 Year Work Experience in Acceptable Field <sup>8</sup>	Internship Documentation <sup>9</sup>	Work Experience Exemption	Initial Certification 40 Hours Training	Required Topics <sup>10</sup>	No Training Hour Limitation Violations	No Other Disqualifiers <sup>11</sup>	No Suspension or Revocation													
Probation Officer Name File Identification (Last Name, First Name, MI)	Date of ACIS Application Submission	Training Date Range (18 Months) <sup>2</sup>																																	
11																																			
12																																			
13																																			
14																																			
15																																			
16																																			
17																																			
18																																			
19																																			
20																																			
<b>SUBTOTAL (PAGE 2) NON-COMPLIANT FILES</b>																																			

<sup>1</sup> Date returned must be within 90 days of submission of certification application. Compare date on certification submission report to file documentation.  
<sup>2</sup> 18 months prior to submission day of certification application is training window.  
<sup>3</sup> Copy of birth certificate, driver's license, military identification, etc. required in file.  
<sup>4</sup> Completed Residency Verification Form or its equivalent required in file.  
<sup>5</sup> Certified copy of transcript required. Photocopy of certified transcript is not acceptable.  
<sup>6</sup> Accreditation Verification Form or a substantial equivalent document must be in the file.

<sup>7</sup> 18 post-graduate hours with acceptable scholastic standing (i.e., if credit conferred).  
<sup>8</sup> Verify length and type of experience with written documentation. Resume and/or job application secondary documentation only.  
<sup>9</sup> Acceptable experience from formal internship program at college, university or juvenile justice program.  
<sup>10</sup> Certification training for probation officers shall include but not be limited to the following subjects: role of the probation officer; case planning and management; officer safety; transportation; juvenile law; courtroom proceedings and presentation; law enforcement processing; local programs and services including access procedures; interagency collaborations and memoranda of understanding; code of ethics, disciplinary and revocation hearing procedures; and abuse, exploitation and neglect.  
<sup>11</sup> Law enforcement officer with active TCLEOSE commission, etc.

Comments

11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

Legend	
✓	= Compliant
x	= Non-Compliant
⊙	= Not Applicable

**Texas Juvenile Probation Commission**  
**STANDARDS COMPLIANCE MONITORING WORKSHEET**  
**Chapter 349 Juvenile Probation Officer Personnel Files Review**  
**Sample #11 – Initial Certification Sample (Continued)**

			\$349.7(a)						\$349.8(a)						\$349.7(a) \$341.23(a)						\$349.7(b)						\$349.15(c)(1)	\$349.15(a)-(b)						\$349.7(a)
			Age	Criminal History Records Checks <sup>1</sup>					Education			Graduate Study		Work Experience			Required Training		Other															
			Age (Must be 21) <sup>3</sup>	TCIC	NCIC	Local Sex Offender Registration Check	Out of State Checks <sup>4</sup>	No Disqualifying Criminal History	4 Year Bachelor's Degree <sup>5</sup>	College or University Accreditation <sup>6</sup>	Degree Validation Acceptable	Grandfathered Officer	1 Year Graduate Study <sup>7</sup>	Acceptable Course of Study	1 Year Work Experience in Acceptable Field <sup>8</sup>	Internship Documentation <sup>9</sup>	Work Experience Exemption	Initial Certification 40 Hours Training	Required Topics <sup>10</sup>	No Training Hour Limitation Violations	No Other Disqualifiers <sup>11</sup>	No Suspension or Revocation												
Probation Officer Name File Identification (Last Name, First Name, MI)	Date of ACIS Application Submission	Training Date Range (18 Months) <sup>2</sup>																																
21																																		
22																																		
23																																		
24																																		
25																																		
26																																		
27																																		
28																																		
29																																		
30																																		
<b>SUBTOTAL (PAGE 3) NON-COMPLIANT FILES</b>																																		

<sup>1</sup> Date returned must be within 90 days of submission of certification application.  
<sup>2</sup> Compare date on certification submission report to file documentation.  
<sup>3</sup> 18 months prior to submission day of certification application is training window.  
<sup>4</sup> Copy of birth certificate, driver's license, military identification, etc. required in file.  
<sup>5</sup> Completed Residency Verification Form or its equivalent required in file.  
<sup>6</sup> Certified copy of transcript required. Photocopy of certified transcript is not acceptable.  
<sup>7</sup> Accreditation Verification Form or a substantial equivalent document must be in the file.

<sup>8</sup> 18 post-graduate hours with acceptable scholastic standing (i.e., if credit conferred).  
<sup>9</sup> Verify length and type of experience with written documentation. Resume and/or job application secondary documentation only.  
<sup>10</sup> Acceptable experience from formal internship program at college, university or juvenile justice program.  
<sup>11</sup> Certification training for probation officers shall include but not be limited to the following subjects: role of the probation officer; case planning and management; officer safety; transportation; juvenile law; courtroom proceedings and presentation; law enforcement processing; local programs and services including access procedures; interagency collaborations and memoranda of understanding; code of ethics, disciplinary and revocation hearing procedures; and abuse, exploitation and neglect.  
<sup>12</sup> Law enforcement officer with active TCLEOSE commission, etc.

Comments

21	
22	
23	
24	
25	
26	
27	
28	
29	
30	

Legend	
✓	= Compliant
x	= Non-Compliant
⊙	= Not Applicable

**Texas Juvenile Probation Commission**  
**STANDARDS COMPLIANCE MONITORING WORKSHEET**  
**Chapter 349 Juvenile Probation Officer Personnel Files Review**  
**Sample #11 – Initial Certification Sample (Continued)**

			\$349.7(a)						\$349.8(a)						\$349.7(a) \$341.23(a)						\$349.7(b)						\$349.15(c)(1)	\$349.15(a)-(b)						\$349.7(a)
			Age	Criminal History Records Checks <sup>1</sup>					Education			Graduate Study		Work Experience			Required Training		Other															
			Age (Must be 21) <sup>3</sup>	TCIC	NCIC	Local Sex Offender Registration Check	Out of State Checks <sup>4</sup>	No Disqualifying Criminal History	4 Year Bachelor's Degree <sup>5</sup>	College or University Accreditation <sup>6</sup>	Degree Validation Acceptable	Grandfathered Officer	1 Year Graduate Study <sup>7</sup>	Acceptable Course of Study	1 Year Work Experience in Acceptable Field <sup>8</sup>	Internship Documentation <sup>9</sup>	Work Experience Exemption	Initial Certification 40 Hours Training	Required Topics <sup>10</sup>	No Training Hour Limitation Violations	No Other Disqualifiers <sup>11</sup>	No Suspension or Revocation												
Probation Officer Name File Identification (Last Name, First Name, MI)	Date of ACIS Application Submission	Training Date Range (18 Months) <sup>2</sup>																																
31																																		
32																																		
33																																		
34																																		
35																																		
36																																		
37																																		
38																																		
39																																		
40																																		
<b>SUBTOTAL (PAGE 4) NON-COMPLIANT FILES</b>																																		

<sup>1</sup> Date returned must be within 90 days of submission of certification application. Compare date on certification submission report to file documentation.  
<sup>2</sup> 18 months prior to submission day of certification application is training window.  
<sup>3</sup> Copy of birth certificate, driver's license, military identification, etc. required in file.  
<sup>4</sup> Completed Residency Verification Form or its equivalent required in file.  
<sup>5</sup> Certified copy of transcript required. Photocopy of certified transcript is not acceptable.  
<sup>6</sup> Accreditation Verification Form or a substantial equivalent document must be in the file.

<sup>7</sup> 18 post-graduate hours with acceptable scholastic standing (i.e., if credit conferred).  
<sup>8</sup> Verify length and type of experience with written documentation. Resume and/or job application secondary documentation only.  
<sup>9</sup> Acceptable experience from formal internship program at college, university or juvenile justice program.  
<sup>10</sup> Certification training for probation officers shall include but not be limited to the following subjects: role of the probation officer; case planning and management; officer safety; transportation; juvenile law; courtroom proceedings and presentation; law enforcement processing; local programs and services including access procedures; interagency collaborations and memoranda of understanding; code of ethics, disciplinary and revocation hearing procedures; and abuse, exploitation and neglect.  
<sup>11</sup> Law enforcement officer with active TCLEOSE commission, etc.

Comments

31	
32	
33	
34	
35	
36	
37	
38	
39	
40	

Legend	
✓	= Compliant
X	= Non-Compliant
⊙	= Not Applicable

**Texas Juvenile Probation Commission**  
**STANDARDS COMPLIANCE MONITORING WORKSHEET**  
**Chapter 349 Juvenile Probation Officer Personnel Files Review**  
**Sample #11 – Initial Certification Sample (Continued)**

			\$349.7(a)	\$349.8(a)					\$349.7(a) \$341.23(a)	\$349.7(b)					\$349.15(c)(1)	\$349.15(a)-(b)	\$349.7(a)						
			Age	Criminal History Records Checks <sup>1</sup>					Education			Graduate Study		Work Experience		Required Training		Other					
			Age (Must be 21) <sup>3</sup>	TCIC	NCIC	Local Sex Offender Registration Check	Out of State Checks <sup>4</sup>	No Disqualifying Criminal History	4 Year Bachelor's Degree <sup>5</sup>	College or University Accreditation <sup>6</sup>	Degree Validation Acceptable	Grandfathered Officer	1 Year Graduate Study <sup>7</sup>	Acceptable Course of Study	1 Year Work Experience in Acceptable Field <sup>8</sup>	Internship Documentation <sup>9</sup>	Work Experience Exemption	Initial Certification 40 Hours Training	Required Topics <sup>10</sup>	No Training Hour Limitation Violations	No Other Disqualifiers <sup>11</sup>	No Suspension or Revocation	
Probation Officer Name File Identification (Last Name, First Name, MI)	Date of ACIS Application Submission	Training Date Range (18 Months) <sup>2</sup>																					
41																							
42																							
43																							
44																							
45																							
46																							
47																							
48																							
49																							
50																							
<b>SUBTOTAL (PAGE 5) NON-COMPLIANT FILES</b>																							
<b>TOTAL NON-COMPLIANT FILES</b>																							

<sup>1</sup> Date returned must be within 90 days of submission of certification application.

<sup>2</sup> Compare date on certification submission report to file documentation.

<sup>3</sup> 18 months prior to submission day of certification application is training window.

<sup>4</sup> Copy of birth certificate, driver's license, military identification, etc. required in file.

<sup>5</sup> Completed Residency Verification Form or its equivalent required in file.

<sup>6</sup> Certified copy of transcript required. Photocopy of certified transcript is not acceptable.

<sup>7</sup> Accreditation Verification Form or a substantial equivalent document must be in the file.

<sup>8</sup> 18 post-graduate hours with acceptable scholastic standing (i.e., if credit conferred).

<sup>9</sup> Verify length and type of experience with written documentation. Resume and/or job application secondary documentation only.

<sup>10</sup> Acceptable experience from formal internship program at college, university or juvenile justice program.

<sup>11</sup> Certification training for probation officers shall include but not be limited to the following subjects: role of the probation officer; case planning and management; officer safety; transportation; juvenile law; courtroom proceedings and presentation; law enforcement processing; local programs and services including access procedures; interagency collaborations and memoranda

of understanding; code of ethics, disciplinary and revocation hearing procedures; and abuse, exploitation and neglect.

<sup>11</sup> Law enforcement officer with active TCLEOSE commission, etc.

Comments

41	
42	
43	
44	
45	
46	
47	
48	
49	
50	

Legend	
✓	= Compliant
x	= Non-Compliant
⊙	= Not Applicable

**Texas Juvenile Probation Commission**  
**STANDARDS COMPLIANCE MONITORING WORKSHEET**  
**Chapter 349 Juvenile Probation Officer Personnel Files Review**  
**Sample #11 – Recertification Sample**

Reviewer's Name: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Sample Size: \_\_\_\_\_  
 Number of Files Reviewed: \_\_\_\_\_

**PROBATION OFFICER  
 RECERTIFICATION**

			Criminal History Records Checks <sup>1</sup>					Required Training		Other	
Probation Officer Name File Identification (Last Name, First Name, MI)			TCIC	NCIC	Local Sex Offender Registration Check	Out of State Checks <sup>3</sup>	No Disqualifying Criminal History	Recertification 80 Hours <sup>4</sup> Training	No Training Hour Limitation Violations	No Other Disqualifiers <sup>5</sup>	No Suspension or Revocation
	Date of ACIS Application Submission	Training Date Range (24 Months) <sup>2</sup>									
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
<b>SUBTOTAL (PAGE 1) NON-COMPLIANT FILES</b>											
			<b>§349.10(b)</b>								
CJPO <sup>6</sup>											

§349.11(a)

§349.10(a)  
§341.23(a)

§349.10(b)

§349.15(a)-(b)

§349.10(a)

<sup>1</sup> Date returned must be within 90 days of submission of recertification application. Compare date on certification submission report to file documentation.  
<sup>2</sup> 24 months prior to recertification application submission is training window. If outside 24 month window, contact Certification Division to get help.  
<sup>3</sup> Completed Residency Verification Form or its equivalent required in file.  
<sup>4</sup> Recertification training topics shall be related to job responsibilities, the field of juvenile justice, or fields of studies approved by the Commission.  
<sup>5</sup> Law enforcement officer with active TCLEOSE commission, etc.  
<sup>6</sup> Twenty hours of the recertification training shall be in management and supervisory skills. Monitor CJPO file if recertified, but not in the sample. If in the sample, use CJPO file for 349.10(b) also.

Comments

1

2

3

4

5

6

7

8

9

10

**Texas Juvenile Probation Commission**  
**STANDARDS COMPLIANCE MONITORING WORKSHEET**  
**Chapter 349 Juvenile Probation Officer Personnel Files Review**  
**Sample #11 – Recertification Sample (Continued)**

Legend	
✓	= Compliant
x	= Non-Compliant
⊙	= Not Applicable

Probation Officer Name File Identification (Last Name, First Name, MI)	Date of ACIS Application Submission	Training Date Range (24 Months) <sup>2</sup>	§349.11(a)					§349.10(a)	§341.23(a)	§349.10(b)	§349.15(a)-(b)	§349.10(a)	
			Criminal History Records Checks <sup>1</sup>					Required Training		Other			
			TCIC	NCIC	Local Sex Offender Registration Check	Out of State Checks <sup>3</sup>	No Disqualifying Criminal History	Recertification 80 Hours <sup>4</sup> Training	No Training Hour Limitation Violations	No Other Disqualifiers <sup>5</sup>	No Suspension or Revocation		
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
<b>SUBTOTAL (PAGE 2) NON-COMPLIANT FILES</b>													

<sup>1</sup> Date returned must be within 90 days of submission of recertification application. Compare date on certification submission report to file documentation.

<sup>2</sup> 24 months prior to recertification application submission is training window. If outside 24 month window, contact Certification Division to get help.

<sup>3</sup> Completed Residency Verification Form or its equivalent required in file.

<sup>4</sup> Recertification training topics shall be related to job responsibilities, the field of juvenile justice, or fields of studies approved by the Commission.

<sup>5</sup> Law enforcement officer with active TCLEOSE commission, etc.

<sup>6</sup> Twenty hours of the recertification training shall be in management and supervisory skills. Monitor CJPO file if recertified, but not in the sample. If in the sample, use CJPO file for 349.10(b) also.

Comments

11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

Legend	
✓	= Compliant
x	= Non-Compliant
⊖	= Not Applicable

**Texas Juvenile Probation Commission**  
**STANDARDS COMPLIANCE MONITORING WORKSHEET**  
**Chapter 349 Juvenile Probation Officer Personnel Files Review**  
**Sample #11 – Recertification Sample (Continued)**

Probation Officer Name File Identification (Last Name, First Name, MI)	Date of ACIS Application Submission	Training Date Range (24 Months) <sup>2</sup>	§349.11(a)					§349.10(a)	§341.23(a)	§349.10(b)	§349.15(a)-(b)	§349.10(a)
			Criminal History Records Checks <sup>1</sup>					Required Training		Other		
			TCIC	NCIC	Local Sex Offender Registration Check	Out of State Checks <sup>3</sup>	No Disqualifying Criminal History	Recertification 80 Hours <sup>4</sup> Training	No Training Hour Limitation Violations	No Other Disqualifiers <sup>5</sup>	No Suspension or Revocation	
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
<b>SUBTOTAL (PAGE 3) NON-COMPLIANT FILES</b>												

<sup>1</sup> Date returned must be within 90 days of submission of recertification application. Compare date on certification submission report to file documentation.

<sup>2</sup> 24 months prior to recertification application submission is training window. If outside 24 month window, contact Certification Division to get help.

<sup>3</sup> Completed Residency Verification Form or its equivalent required in file.

<sup>4</sup> Recertification training topics shall be related to job responsibilities, the field of juvenile justice, or fields of studies approved by the Commission.

<sup>5</sup> Law enforcement officer with active TCLEOSE commission, etc.

<sup>6</sup> Twenty hours of the recertification training shall be in management and supervisory skills. Monitor CJPO file if recertified, but not in the sample. If in the sample, use CJPO file for 349.10(b) also.

Comments

21	
22	
23	
24	
25	
26	
27	
28	
29	
30	

**Texas Juvenile Probation Commission**  
**STANDARDS COMPLIANCE MONITORING WORKSHEET**  
**Chapter 349 Juvenile Probation Officer Personnel Files Review**  
**Sample #11 – Recertification Sample (Continued)**

Legend	
✓	= Compliant
x	= Non-Compliant
⊙	= Not Applicable

Probation Officer Name File Identification (Last Name, First Name, MI)	Date of ACIS Application Submission	Training Date Range (24 Months) <sup>2</sup>	§349.11(a)					§349.10(a) §341.23(a)	§349.10(b)	§349.15(a)-(b)	§349.10(a)
			Criminal History Records Checks <sup>1</sup>					Required Training		Other	
			TCIC	NCIC	Local Sex Offender Registration Check	Out of State Checks <sup>3</sup>	No Disqualifying Criminal History	Recertification 80 Hours <sup>4</sup> Training	No Training Hour Limitation Violations	No Other Disqualifiers <sup>5</sup>	No Suspension or Revocation
31											
32											
33											
34											
35											
36											
37											
38											
39											
40											
<b>SUBTOTAL (PAGE 4) NON-COMPLIANT FILES</b>											

<sup>1</sup> Date returned must be within 90 days of submission of recertification application. Compare date on certification submission report to file documentation.

<sup>2</sup> 24 months prior to recertification application submission is training window. If outside 24 month window, contact Certification Division to get help.

<sup>3</sup> Completed Residency Verification Form or its equivalent required in file.

<sup>4</sup> Recertification training topics shall be related to job responsibilities, the field of juvenile justice, or fields of studies approved by the Commission.

<sup>5</sup> Law enforcement officer with active TCLEOSE commission, etc.

<sup>6</sup> Twenty hours of the recertification training shall be in management and supervisory skills. Monitor CJPO file if recertified, but not in the sample. If in the sample, use CJPO file for 349.10(b) also.

Comments

31	
32	
33	
34	
35	
36	
37	
38	
39	
40	

Legend	
✓	= Compliant
x	= Non-Compliant
⊙	= Not Applicable

**Texas Juvenile Probation Commission**  
**STANDARDS COMPLIANCE MONITORING WORKSHEET**  
**Chapter 349 Juvenile Probation Officer Personnel Files Review**  
**Sample #11 – Recertification Sample (Continued)**

Probation Officer Name File Identification (Last Name, First Name, MI)	Date of ACIS Application Submission	Training Date Range (24 Months) <sup>2</sup>	§349.11(a)					§349.10(a) §341.23(a)	§349.10(b)	§349.15(a)-(b)	§349.10(a)	
			Criminal History Records Checks <sup>1</sup>					Required Training		Other		
			TCIC	NCIC	Local Sex Offender Registration Check	Out of State Checks <sup>3</sup>	No Disqualifying Criminal History	Recertification 80 Hours <sup>4</sup> Training	No Training Hour Limitation Violations	No Other Disqualifiers <sup>5</sup>	No Suspension or Revocation	
41												
42												
43												
44												
45												
46												
47												
48												
49												
50												
<b>SUBTOTAL (PAGE 5) NON-COMPLIANT FILES</b>												
<b>TOTAL NON-COMPLIANT FILES</b>												

<sup>1</sup> Date returned must be within 90 days of submission of recertification application. Compare date on certification submission report to file documentation.  
<sup>2</sup> 24 months prior to recertification application submission is training window. If outside 24 month window, contact Certification Division to get help.  
<sup>3</sup> Completed Residency Verification Form or its equivalent required in file.  
<sup>4</sup> Recertification training topics shall be related to job responsibilities, the field of juvenile justice, or fields of studies approved by the Commission.  
<sup>5</sup> Law enforcement officer with active TCLEOSE commission, etc.  
<sup>6</sup> Twenty hours of the recertification training shall be in management and supervisory skills. Monitor CJPO file if recertified, but not in the sample. If in the sample, use CJPO file for 349.10(b) also.

Comments

41	
42	
43	
44	
45	
46	
47	
48	
49	
50	

**Legend**  
 ✓ = Compliant  
 x = Non-Compliant  
 ⊙ = Not Applicable

**Texas Juvenile Probation Commission  
 STANDARDS COMPLIANCE MONITORING WORKSHEET  
 Chapter 349 Juvenile Detention Officer Personnel Files Review  
 Sample #12A/12B – Initial Certification Sample**

Reviewer's Name: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Sample Size: \_\_\_\_\_  
 Number of Files Reviewed: \_\_\_\_\_

**DETENTION OFFICER  
 CERTIFICATION**

Detention Officer Name File Identification (Last Name, First Name, MI)	Date of ACIS Application Submission	Training Date Range (18 Months) <sup>2</sup>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
<b>SUBTOTAL (PAGE 1) NON-COMPLIANT FILES</b>		

Age (Must be 21) <sup>3</sup>	Criminal History Records Checks <sup>1</sup>					High School Education		Required Training					Other			
	TCIC	NCIC	Local Sex Offender Registration	Out of State Checks <sup>4</sup>	No Disqualifying Criminal History	High School Diploma from US High School or G.E.D. <sup>5</sup>	Validation of HS Diploma or Home Schooling Acceptable	First Aid	CPR	Initial Certification 40 Hours <sup>6</sup> Training	PRT	PRT Recert 2 Yr Max	Required Topics <sup>7</sup>	No Training Hour Limitation Violations	No Other Disqualifiers <sup>8</sup>	No Suspension or Revocation
\$349.7(a)																
\$349.8(a)																
\$349.7(a) \$343.15(c)(1)(A)-(G)																
\$349.7(c)																
\$343.64																
\$349.15(c)(2)																
\$349.15(a)(b)																
\$349.7(a) \$343.15(c)(2)																

<sup>1</sup> Date returned shall be within 90 days of certification application. Compare date on certification submission report to file documentation.  
<sup>2</sup> 18 months prior to submission day of certification application is training window.  
<sup>3</sup> Copy of birth certificate, driver's license, military identification, etc. required in file.  
<sup>4</sup> Completed Residency Verification Form or its equivalent required in file. Out of state criminal history required in the following states: Hawaii, Kansas, Kentucky, Louisiana, Maine, Massachusetts, New Hampshire, Rhode Island, Tennessee, Vermont, and District of Columbia.  
<sup>5</sup> Copy of high school diploma or G.E.D. certificate or transcript required in file.

<sup>6</sup> Training topics shall be appropriate and job related.  
<sup>7</sup> Certification training for detention officers shall include but not be limited to the following subjects: an introduction to juvenile detention; juvenile rights; abuse, exploitation and neglect; behavior observation and recording; suicide prevention and identification, including training on the facility's suicide prevention plan; legal liabilities; dynamics of youth with mental illness in detention centers; behavior management; risk management, safety, and security; HIV/AIDS and communicable diseases; medical and health services; and Code of Ethics, disciplinary and revocation procedures.  
<sup>8</sup> Law enforcement officer with active TCLEOSE commission, etc.

Comments

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

**Texas Juvenile Probation Commission**  
**STANDARDS COMPLIANCE MONITORING WORKSHEET**  
**Chapter 349 Juvenile Detention Officer Personnel Files Review**  
**Sample #12A/12B – Initial Certification Sample (Continued)**

Legend	
✓	= Compliant
x	= Non-Compliant
⊙	= Not Applicable

Detention Officer Name File Identification (Last Name, First Name, MI)	Date of ACIS Application Submission	Training Date Range (18 Months) <sup>2</sup>	Criminal History Records Checks <sup>1</sup>						High School Education		Required Training					Other		
			Age (Must be 21) <sup>3</sup>	TCIC	NCIC	Local Sex Offender Registration	Out of State Checks <sup>4</sup>	No Disqualifying Criminal History	High School Diploma from US High School or G.E.D. <sup>5</sup>	Validation of HS Diploma or Home Schooling Acceptable	First Aid	CPR	Initial Certification 40 Hours <sup>6</sup> Training	PRT	PRT Recert 2 Yr Max	Required Topics <sup>7</sup>	No Training Hour Limitation Violations	No Other Disqualifiers <sup>8</sup>
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		
19																		
20																		
<b>SUBTOTAL (PAGE 2) NON-COMPLIANT FILES</b>																		

<sup>1</sup> Date returned shall be within 90 days of certification application. Compare date on certification submission report to file documentation.  
<sup>2</sup> 18 months prior to submission day of certification application is training window.  
<sup>3</sup> Copy of birth certificate, driver's license, military identification, etc. required in file.  
<sup>4</sup> Completed Residency Verification Form or its equivalent required in file. Out of state criminal history required in the following states: Hawaii, Kansas, Kentucky, Louisiana, Maine, Massachusetts, New Hampshire, Rhode Island, Tennessee, Vermont, and District of Columbia.  
<sup>5</sup> Copy of high school diploma or G.E.D. certificate or transcript required in file.

<sup>6</sup> Training topics shall be appropriate and job related.  
<sup>7</sup> Certification training for detention officers shall include but not be limited to the following subjects: an introduction to juvenile detention; juvenile rights; abuse, exploitation and neglect; behavior observation and recording; suicide prevention and identification, including training on the facility's suicide prevention plan; legal liabilities; dynamics of youth with mental illness in detention centers; behavior management; risk management, safety, and security; HIV/AIDS and communicable diseases; medical and health services; and Code of Ethics, disciplinary and revocation procedures.  
<sup>8</sup> Law enforcement officer with active TCLEOSE commission, etc.

Comments

11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

Legend	
✓	= Compliant
x	= Non-Compliant
⊙	= Not Applicable

**Texas Juvenile Probation Commission**  
**STANDARDS COMPLIANCE MONITORING WORKSHEET**  
**Chapter 349 Juvenile Detention Officer Personnel Files Review**  
**Sample #12A/12B – Initial Certification Sample (Continued)**

Detention Officer Name File Identification (Last Name, First Name, MI)	Date of ACIS Application Submission	Training Date Range (18 Months) <sup>2</sup>	§349.7(a)			§349.8(a)			§349.7(a) §343.15(c)(1)(A)-(G)		§349.7(c)			§343.64		§349.15(c)(2)		§349.15(a)-(b)		§349.7(a) §343.15(c)(2)		
			Age (Must be 21) <sup>3</sup>	TCIC	NCIC	Local Sex Offender Registration	Out of State Checks <sup>4</sup>	No Disqualifying Criminal History	High School Diploma from US High School or G.E.D. <sup>5</sup>	Validation of HS Diploma or Home Schooling Acceptable	First Aid	CPR	Initial Certification 40 Hours <sup>6</sup> Training	PRT	PRT Recert 2 Yr Max	Required Topics <sup>7</sup>	No Training Hour Limitation Violations	No Other Disqualifiers <sup>8</sup>	No Suspension or Revocation			
21																						
22																						
23																						
24																						
25																						
26																						
27																						
28																						
29																						
30																						
<b>SUBTOTAL (PAGE 3) NON-COMPLIANT FILES</b>																						

<sup>1</sup> Date returned shall be within 90 days of certification application. Compare date on certification submission report to file documentation.

<sup>2</sup> 18 months prior to submission day of certification application is training window.

<sup>3</sup> Copy of birth certificate, driver's license, military identification, etc. required in file.

<sup>4</sup> Completed Residency Verification Form or its equivalent required in file. Out of state criminal history required in the following states: Hawaii, Kansas, Kentucky, Louisiana, Maine, Massachusetts, New Hampshire, Rhode Island, Tennessee, Vermont, and District of Columbia.

<sup>5</sup> Copy of high school diploma or G.E.D. certificate or transcript required in file.

<sup>6</sup> Training topics shall be appropriate and job related.

<sup>7</sup> Certification training for detention officers shall include but not be limited to the following subjects: an introduction to juvenile detention; juvenile rights; abuse, exploitation and neglect; behavior observation and recording; suicide prevention and identification, including training on the facility's suicide prevention plan; legal liabilities; dynamics of youth with mental illness in detention centers; behavior management; risk management, safety, and security; HIV/AIDS and communicable diseases; medical and health services; and Code of Ethics, disciplinary and revocation procedures.

<sup>8</sup> Law enforcement officer with active TCLEOSE commission, etc.

Comments

21	
22	
23	
24	
25	
26	
27	
28	
29	
30	

Texas Juvenile Probation Commission

**STANDARDS COMPLIANCE MONITORING WORKSHEET**  
**Chapter 349 Juvenile Detention Officer Personnel Files Review**  
**Sample #12A/12B – Initial Certification Sample (Continued)**

Legend	
✓	= Compliant
x	= Non-Compliant
⊖	= Not Applicable

Detention Officer Name File Identification (Last Name, First Name, MI)	Date of ACIS Application Submission	Training Date Range (18 Months) <sup>2</sup>	§349.7(a)			§349.8(a)			§349.7(a) §343.15(c)(1)(A)-(G)		§349.7(c)			§343.64		§349.15(c)(2)	§349.15(a)-(b)	§349.7(a) §343.15(c)(2)	
			Age (Must be 21) <sup>3</sup>	TCIC	NCIC	Local Sex Offender Registration	Out of State Checks <sup>4</sup>	No Disqualifying Criminal History	High School Diploma from US High School or G.E.D. <sup>5</sup>	Validation of HS Diploma or Home Schooling Acceptable	First Aid	CPR	Initial Certification 40 Hours <sup>6</sup> Training	PRT	PRT Recert 2 Yr Max	Required Topics <sup>7</sup>	No Training Hour Limitation Violations	No Other Disqualifiers <sup>8</sup>	No Suspension or Revocation
31																			
32																			
33																			
34																			
35																			
36																			
37																			
38																			
39																			
40																			
<b>SUBTOTAL (PAGE 4) NON-COMPLIANT FILES</b>																			

<sup>1</sup> Date returned shall be within 90 days of certification application. Compare date on certification submission report to file documentation.

<sup>2</sup> 18 months prior to submission day of certification application is training window.

<sup>3</sup> Copy of birth certificate, driver's license, military identification, etc. required in file.

<sup>4</sup> Completed Residency Verification Form or its equivalent required in file. Out of state criminal history required in the following states: Hawaii, Kansas, Kentucky, Louisiana, Maine, Massachusetts, New Hampshire, Rhode Island, Tennessee, Vermont, and District of Columbia.

<sup>5</sup> Copy of high school diploma or G.E.D. certificate or transcript required in file.

<sup>6</sup> Training topics shall be appropriate and job related.

<sup>7</sup> Certification training for detention officers shall include but not be limited to the following subjects: an introduction to juvenile detention; juvenile rights; abuse, exploitation and neglect; behavior observation and recording; suicide prevention and identification, including training on the facility's suicide prevention plan; legal liabilities; dynamics of youth with mental illness in detention centers; behavior management; risk management, safety, and security; HIV/AIDS and communicable diseases; medical and health services; and Code of Ethics, disciplinary and revocation procedures.

<sup>8</sup> Law enforcement officer with active TCLEOSE commission, etc.

Comments

31	
32	
33	
34	
35	
36	
37	
38	
39	
40	

Legend	
✓	= Compliant
x	= Non-Compliant
⊖	= Not Applicable

**Texas Juvenile Probation Commission**  
**STANDARDS COMPLIANCE MONITORING WORKSHEET**  
**Chapter 349 Juvenile Detention Officer Personnel Files Review**  
**Sample #12A/12B – Initial Certification Sample (Continued)**

Detention Officer Name File Identification (Last Name, First Name, MI)	Date of ACIS Application Submission	Training Date Range (18 Months) <sup>2</sup>	§349.7(a)					§349.8(a)		§349.7(a) §343.15(c)(1)(A)-(G)		§349.7(c)				§343.64	§349.15(c)(2)	§349.15(a)-(b)	§349.7(a) §343.15(c)(2)		
			Age	Criminal History Records Checks <sup>1</sup>			High School Education	Required Training				Other									
			Age (Must be 21) <sup>3</sup>	TCIC	NCIC	Local Sex Offender Registration	Out of State Checks <sup>4</sup>	No Disqualifying Criminal History	High School Diploma from US High School or G.E.D. <sup>5</sup>	Validation of HS Diploma or Home Schooling Acceptable	First Aid	CPR	Initial Certification 40 Hours <sup>6</sup> Training	PRT	PRT Recert 2 Yr Max	Required Topics <sup>7</sup>	No Training Hour Limitation Violations	No Other Disqualifiers <sup>8</sup>	No Suspension or Revocation		
41																					
42																					
43																					
44																					
45																					
46																					
47																					
48																					
49																					
50																					
<b>SUBTOTAL (PAGE 5) NON-COMPLIANT FILES</b>																					
<b>TOTAL NON-COMPLIANT FILES</b>																					

<sup>1</sup> Date returned shall be within 90 days of certification application. Compare date on certification submission report to file documentation.

<sup>2</sup> 18 months prior to submission day of certification application is training window.

<sup>3</sup> Copy of birth certificate, driver's license, military identification, etc. required in file.

<sup>4</sup> Completed Residency Verification Form or its equivalent required in file. Out of state criminal history required in the following states: Hawaii, Kansas, Kentucky, Louisiana, Maine, Massachusetts, New Hampshire, Rhode Island, Tennessee, Vermont, and District of Columbia.

<sup>5</sup> Copy of high school diploma or G.E.D. certificate or transcript required in file.

<sup>6</sup> Training topics shall be appropriate and job related.

<sup>7</sup> Certification training for detention officers shall include but not be limited to the following subjects: an introduction to juvenile detention; juvenile rights; abuse, exploitation and neglect; behavior observation and recording; suicide prevention and identification, including training on the facility's suicide prevention plan; legal liabilities; dynamics of youth with mental illness in detention centers; behavior management; risk management, safety, and security; HIV/AIDS and communicable diseases; medical and health services; and Code of Ethics, disciplinary and revocation procedures.

<sup>8</sup> Law enforcement officer with active TCLEOSE commission, etc.

Comments

41	
42	
43	
44	
45	
46	
47	
48	
49	
50	



Comments

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

**Texas Juvenile Probation Commission**  
**STANDARDS COMPLIANCE MONITORING WORKSHEET**  
**Chapter 349 Juvenile Detention Officer Personnel Files Review**  
**Sample #12A/12B – Recertification Sample (Continued)**

Legend	
✓	= Compliant
x	= Non-Compliant
⊙	= Not Applicable

Detention Officer Name File Identification (Last Name, First Name, MI)	Date of ACIS Application Submission	Training Date Range (24 Months) <sup>2</sup>	349.11(a)					§349.10(a) §343.15(c)(1)(A)-(G)					§349.10(c)(1)-(2) §349.10(c)(3) §349.15(d)-(e)		§343.64	§349.15(a)-(b)	§349.10(a)
			Criminal History Records Checks <sup>1</sup>					Required Training					Other				
			TCIC	NCIC	Local Sex Offender Registration	Out of State Checks <sup>3</sup>	No Disqualifying Criminal History	First Aid	CPR	Recertification 80 Hours <sup>4</sup> Training	PRT	PRT Recert 2 Yr Max	No Training Hour Limitation Violations	No Other Disqualifiers <sup>5</sup>	No Suspension or Revocation		
11																	
12																	
13																	
14																	
15																	
16																	
17																	
18																	
19																	
20																	
<b>SUBTOTAL (PAGE 2) NON-COMPLIANT FILES</b>																	

<sup>1</sup> Date returned shall be within 90 days of certification application. Compare date on certification submission report to file documentation.  
<sup>2</sup> 24 months prior to recertification application submission is training window. If outside 24 month window, contact Certification Division to get help.  
<sup>3</sup> Completed Residency Verification Form or its equivalent required in file. Out of state criminal history required in the following states: Hawaii, Kansas, Kentucky, Louisiana, Maine, Massachusetts, New Hampshire, Rhode Island, Tennessee, Vermont, and District of Columbia.  
<sup>4</sup> Recertification training topics shall be related to job responsibilities, the field of juvenile justice, or fields of studies approved by the Commission.  
<sup>5</sup> Law enforcement officer with active TCLEOSE commission, etc.  
<sup>6</sup> Twenty hours of the recertification training shall be in management and supervisory skills.

Comments

11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

**Texas Juvenile Probation Commission**  
**STANDARDS COMPLIANCE MONITORING WORKSHEET**  
**Chapter 349 Juvenile Detention Officer Personnel Files Review**  
**Sample #12A/12B – Recertification Sample (Continued)**

Legend	
✓	= Compliant
x	= Non-Compliant
⊙	= Not Applicable

Detention Officer Name File Identification (Last Name, First Name, MI)	Date of ACIS Application Submission	Training Date Range (24 Months) <sup>2</sup>	349.11(a)					§349.10(a) §343.15(c)(1)(A)-(G)			§349.10(c)(1)-(2) §349.10(c)(3) §349.15(d)-(e)			§343.64	§349.15(a)-(b)	§349.10(a)
			Criminal History Records Checks <sup>1</sup>					Required Training					Other			
			TCIC	NCIC	Local Sex Offender Registration	Out of State Checks <sup>3</sup>	No Disqualifying Criminal History	First Aid	CPR	Recertification 80 Hours <sup>4</sup> Training	PRT	PRT Recert 2 Yr Max	No Training Hour Limitation Violations	No Other Disqualifiers <sup>5</sup>	No Suspension or Revocation	
21																
22																
23																
24																
25																
26																
27																
28																
29																
30																
<b>SUBTOTAL (PAGE 3) NON-COMPLIANT FILES</b>																

<sup>1</sup> Date returned shall be within 90 days of certification application. Compare date on certification submission report to file documentation.  
<sup>2</sup> 24 months prior to recertification application submission is training window. If outside 24 month window, contact Certification Division to get help.  
<sup>3</sup> Completed Residency Verification Form or its equivalent required in file. Out of state criminal history required in the following states: Hawaii, Kansas, Kentucky, Louisiana, Maine, Massachusetts, New Hampshire, Rhode Island, Tennessee, Vermont, and District of Columbia.  
<sup>4</sup> Recertification training topics shall be related to job responsibilities, the field of juvenile justice, or fields of studies approved by the Commission.  
<sup>5</sup> Law enforcement officer with active TCLEOSE commission, etc.  
<sup>6</sup> Twenty hours of the recertification training shall be in management and supervisory skills.

Comments

21	
22	
23	
24	
25	
26	
27	
28	
29	
30	

Legend	
✓	= Compliant
x	= Non-Compliant
⊙	= Not Applicable

**Texas Juvenile Probation Commission**  
**STANDARDS COMPLIANCE MONITORING WORKSHEET**  
**Chapter 349 Juvenile Detention Officer Personnel Files Review**  
**Sample #12A/12B – Recertification Sample (Continued)**

Detention Officer Name File Identification (Last Name, First Name, MI)	Date of ACIS Application Submission	Training Date Range (24 Months) <sup>2</sup>	349.11(a)					§349.10(a) §343.15(c)(1)(A)-(G)			§349.10(c)(1)-(2) §349.10(c)(3) §349.15(d)-(e)			§343.64	§349.15(a)-(b)	§349.10(a)
			Criminal History Records Checks <sup>1</sup>					Required Training					Other			
			TCIC	NCIC	Local Sex Offender Registration	Out of State Checks <sup>3</sup>	No Disqualifying Criminal History	First Aid	CPR	Recertification 80 Hours <sup>4</sup> Training	PRT	PRT Recert 2 Yr Max	No Training Hour Limitation Violations	No Other Disqualifiers <sup>5</sup>	No Suspension or Revocation	
31																
32																
33																
34																
35																
36																
37																
38																
39																
40																
<b>SUBTOTAL (PAGE 4) NON-COMPLIANT FILES</b>																

<sup>1</sup> Date returned shall be within 90 days of certification application. Compare date on certification submission report to file documentation.  
<sup>2</sup> 24 months prior to recertification application submission is training window. If outside 24 month window, contact Certification Division to get help.  
<sup>3</sup> Completed Residency Verification Form or its equivalent required in file. Out of state criminal history required in the following states: Hawaii, Kansas, Kentucky, Louisiana, Maine, Massachusetts, New Hampshire, Rhode Island, Tennessee, Vermont, and District of Columbia.  
<sup>4</sup> Recertification training topics shall be related to job responsibilities, the field of juvenile justice, or fields of studies approved by the Commission.  
<sup>5</sup> Law enforcement officer with active TCLEOSE commission, etc.  
<sup>6</sup> Twenty hours of the recertification training shall be in management and supervisory skills.

Comments

31	
32	
33	
34	
35	
36	
37	
38	
39	
40	

Legend	
✓	= Compliant
x	= Non-Compliant
⊙	= Not Applicable

**Texas Juvenile Probation Commission**  
**STANDARDS COMPLIANCE MONITORING WORKSHEET**  
**Chapter 349 Juvenile Detention Officer Personnel Files Review**  
**Sample #12A/12B – Recertification Sample (Continued)**

Detention Officer Name File Identification (Last Name, First Name, MI)	Date of ACIS Application Submission	Training Date Range (24 Months) <sup>2</sup>	349.11(a)					§349.10(a) §343.15(c)(1)(A)-(G)			§349.10(c)(1)-(2) §349.10(c)(3) §349.15(d)-(e)			§343.64	§349.15(a)-(b)	§349.10(a)
			Criminal History Records Checks <sup>1</sup>					Required Training					Other			
			TCIC	NCIC	Local Sex Offender Registration	Out of State Checks <sup>3</sup>	No Disqualifying Criminal History	First Aid	CPR	Recertification 80 Hours <sup>4</sup> Training	PRT	PRT Recert 2 Yr Max	No Training Hour Limitation Violations	No Other Disqualifiers <sup>5</sup>	No Suspension or Revocation	
41																
42																
43																
44																
45																
46																
47																
48																
49																
50																
<b>SUBTOTAL (PAGE 5) NON-COMPLIANT FILES</b>																
<b>TOTAL NON-COMPLIANT FILES</b>																

<sup>1</sup> Date returned shall be within 90 days of certification application. Compare date on certification submission report to file documentation.  
<sup>2</sup> 24 months prior to recertification application submission is training window. If outside 24 month window, contact Certification Division to get help.  
<sup>3</sup> Completed Residency Verification Form or its equivalent required in file. Out of state criminal history required in the following states: Hawaii, Kansas, Kentucky, Louisiana, Maine, Massachusetts, New Hampshire, Rhode Island, Tennessee, Vermont, and District of Columbia.  
<sup>4</sup> Recertification training topics shall be related to job responsibilities, the field of juvenile justice, or fields of studies approved by the Commission.  
<sup>5</sup> Law enforcement officer with active TCLEOSE commission, etc.  
<sup>6</sup> Twenty hours of the recertification training shall be in management and supervisory skills.

Comments

41	
42	
43	
44	
45	
46	
47	
48	
49	
50	

Texas Juvenile Probation Commission  
 Secure Juvenile Facility Numbers  
**PRIVATELY OPERATED PRE-ADJUDICATION DETENTION AND  
 POST-ADJUDICATION CORRECTIONAL FACILITIES**

County #	Facility Name
301	CORRECTIONAL SERVICES CORP. BELL
303	CORRECTIONAL SERVICES CORP. BOWIE
305	CSC/YSI - CALDWELL
306	SOUTHWEST KEYS EL PASO
307	MANAGEMENT & TRAINING CORP. GARZA
308	COMMUNITY CORRECTIONS INC. HAYS
309	CORRECTIONAL SERVICES CORP. HEMPHILL
310	COMMUNITY CORRECTIONS INC. LASALLE
311	CORRECTIONS CORP. OF AMERICA LIBERTY
312	COMMUNITY CORRECTIONS INC. MEDINA
313	CORRECTIONAL SERVICES CORP. MILAM
316	LYLE B. MEDLOCK TREATMENT CTR - DALLAS
317	CORRECTIONAL SERVICES CORP. COLORADO
318	S.C.C.I JUVENILE JUSTICE CENTER - PARKER
319	CSC DALLAS YOUTH ACADEMY
320	SOUTHWEST KEYS TOM GREEN
321	TEXSON MANAGEMENT GROUP HAYS
322	RICARDO H. GARCIA REGIONAL JUV DET FAC
323	KERR COUNTY JUVENILE FACILITY
324	BILL CLAYTON DETENTION CENTER
325	SOUTHWEST TEXAS JUVENILE DET CTR DIMMIT
326	HOOD COUNTY REGIONAL JUVENILE FACILITY
327	EVER CHANGE VOCATIONAL ACADEMY
328	MEDINA COUNTY JUVENILE DETENTION CENTER
329	TEXAS ADJUDICATED PLACEMENT SERVICES
330	ROCKDALE REGIONAL JUVENILE JUSTICE CTR

# Texas Juvenile Probation Commission

## STANDARDS COMPLIANCE MONITORING VISIT

### Pre- and Post-Exit Interview Procedures

#### PRE-EXIT INTERVIEW:

---

1. **CREATE DRAFT REPORT.** After validating the report in COMETS, create the draft report disk by selecting "create draft report" option on COMETS Summary Screen. COMETS will prompt you to enter a disk. Use the blue labeled disk entitled "Draft" and insert the disk in the "A" drive on the laptop.
2. **CHECK REPORT.** After the computer creates the PDF file on the disk in Drive A, check the report. Minimize the COMETS program. Click on "My Computer" and access the "A" drive. Open the PDF file and review the report on the laptop screen.
3. **DRAFT REPORT TO PROGRAM.** After the computer creates the PDF report on the disk in Drive A, give the draft Report" disk to department/facility administrator and request they print at least 2 copies of the report (1 for administrator and 1 for reviewer) to be used in the Exit Interview. They may print as many as they choose for those persons attending Exit Interview.
4. **COLLECT DRAFT DISK.** After the program administrator has printed the draft copies of the report, collect the draft disk for future use.
5. **EXIT INTERVIEW.** Conduct the exit interview.

#### POST-EXIT INTERVIEW:

---

1. **REPORT MODIFICATIONS.** If any report changes or modifications were discovered during the exit interview, make those changes in COMETS. Validate the report again.
2. **FINAL REPORT.** When all changes have been made to the report and you are ABSOLUTELY sure you are done, produce the final report using COMETS by selecting the option "Create Final Report Disk". The computer will ask for the "Final Report" disk first (i.e., the disk with green label) and the "Transfer" disk (i.e., the disk with red label) second. Insert each disk in Drive A of laptop when prompted by COMETS.
3. **FINAL REPORT TO PROGRAM.** Provide the "Final Report" Disk (i.e., the disk with green label) to the program at conclusion of visit and note this on Exit Interview Checklist.
4. **SEND IT TO AUSTIN.** The following instructions are applicable to the send-it procedure. Select the applicable situation:
  - a. **Wireless Internet Card/Connection.** If you were able to check out one of the Spring Wireless Connection Cards and you are in an area that has Sprint service, follow this procedure to send the final reports to Austin:
    - i. Remove the Sprint PCS Connection Card from its leather case.
    - ii. Insert the card (face-up) firmly into the card slot on the **LEFT** side of the laptop.
    - iii. Double-click on the Wireless Connection icon on the Windows Desktop.
    - iv. Wait for the green signal strength bars to appear and the Connection Manager states the card is "Ready".
    - v. Click the "Connect" button.
    - vi. Connection Manager should state the card is Connected.
    - vii. Make sure the "Transfer Disk" (red label disk created last) is in Drive A of the laptop.
    - viii. Click "Start" in the bottom left corner of desktop and choose "Run".
    - ix. In the Open box, enter the command **A:SENDIT**
    - x. Click OK.
    - xi. A number of messages will appear. Look for lines that state the successful transmission.
    - xii. To disconnect from the Internet, click the Disconnect button on the Connection Manager.
    - xiii. Remove the Sprint PCS card from laptop and store in its leather container. Failure to do this will damage card.
  - b. **Department Internet Connection.** If you do not have the Sprint PCS card or the connection cannot be maintained, you must send the report to Austin using the department's internet-connected computer. Follow this procedure to send the final reports to Austin:
    - i. Ask the program administrator for access to a department computer with an Internet connection. Be sure the Internet connection is open and running.
    - ii. Insert the "Transfer Disk" (i.e., red label disk created last) into the A drive of the computer.
    - iii. Click "Start" in the bottom left corner of desktop and choose "Run".
    - iv. In the Open box, enter the command **A:SENDIT**
    - v. Click OK.
    - vi. A number of messages will appear. Look for lines that state the successful transmission.
    - vii. Disconnect from Internet.
    - viii. Take "Transfer Disk" with you! This is critical.
5. **RETAIN TRANSFER DISK.** It is essential that you retain the "Transfer" disk (i.e., disk with red label) and return this to TJPC. Once you have determined that the PDF file and the report are both on the COMETS website, you may erase the transfer disk files and re-use the disk. **DO NOT DESTROY OR ERASE** the transfer disk files until you are absolutely sure that COMETS has successfully accepted both the PDF document and final report. After you are certain both the PDF and COMETS report have been accepted by the TJPC server, you may reuse the Transfer Disk. You must erase all old files on the Transfer Disk prior to using it again.





# 2004 Calendar

## JANUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## FEBRUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

## MARCH

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## APRIL

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## MAY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## JUNE

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## JULY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## AUGUST

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## SEPTEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## OCTOBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## NOVEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## DECEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# 2005 Calendar

## JANUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## FEBRUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

## MARCH

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## APRIL

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## MAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## AUGUST

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## SEPTEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## JULY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



TEXAS JUVENILE PROBATION COMMISSION  
**Compliance Monitoring Visit Evaluation System**  
(Remove from Workbook and Provide to Official Administrator at Exit Interview)

## Chapter 349 – General Administration (Certification & Recertification)

Date: \_\_\_\_\_

Dear Chief Juvenile Probation Officer or Facility Administrator:

The Texas Juvenile Probation Commission has completed a standards compliance monitoring visit at your juvenile probation department and/or secure juvenile facility(s) using the new **Compliance Monitoring, Enforcement and Tracking System (COMETS)**. Please accept our sincere thanks for the cooperation and participation of you and your staff in this process.

To further assist the Commission in evaluating the quality of your compliance monitoring visit, we are asking you to complete a short evaluation instrument regarding the visit. The evaluation instrument is Internet-based and will take only a few short minutes of your time but will provide the Commission with valuable insight into how our process can be improved or changed to better meet the needs of the field and our agency.

In addition to questions about the actual monitoring visit, the evaluation instrument contains questions related to the ease of use of the online response system in COMETS, so please complete the evaluation after you and/or your staff has entered your responses into the online COMET System.

Below are directions to access the evaluation when you are ready to complete the instrument:

1. Go to the <http://www.tjpc.state.tx.us/surveys/>
2. Click on **Compliance Monitoring Visit Evaluation Instrument for FY 2004-2005**
3. Complete the fields as listed. Section VI includes several open-ended questions in which you are encouraged to add any feedback as deemed necessary to complete the evaluation.
4. Once you have completed the evaluation, click Submit located at the bottom of the screen and your responses will be submitted electronically to TJPC.
5. You may print your evaluation prior to submission, or you can go back on your browser once you've submitted the evaluation. To print your responses click File, then click Print.

Your input and comments are very important to the Commission and we appreciate your time in completing this evaluation of the compliance monitoring process. Thank you.

Sincerely,

---

Compliance Resource Specialist









# C O U N T I E S

001	ANDERSON	044	COLLINGSWORTH	087	GLASSCOCK	130	KENDALL	173	MOTLEY	216	STERLING
002	ANDREWS	045	COLORADO	088	GOLIAD	131	KENEDY	174	NACOGDOCHES	217	STONEWALL
003	ANGELINA	046	COMAL	089	GONZALES	132	KENT	175	NAVARRO	218	SUTTON
004	ARANSAS	047	COMANCHE	090	GRAY	133	KERR	176	NEWTON	219	SWISHER
005	ARCHER	048	CONCHO	091	GRAYSON	134	KIMBLE	177	NOLAN	220	TARRANT
006	ARMSTRONG	049	COOKE	092	GREGG	135	KING	178	NUECES	221	TAYLOR
007	ATASCOSA	050	CORYELL	093	GRIMES	136	KINNEY	179	OCHILTREE	222	TERRELL
008	AUSTIN	051	COTTLE	094	GUADALUPE	137	KLEBERG	180	OLDHAM	223	TERRY
009	BAILEY	052	CRANE	095	HALE	138	KNOX	181	ORANGE	224	THROCKMORTON
010	BANDERA	053	CROCKETT	096	HALL	139	LAMAR	182	PALO PINTO	225	TITUS
011	BASTROP	054	CROSBY	097	HAMILTON	140	LAMB	183	PANOLA	226	TOM GREEN
012	BAYLOR	055	CULBERSON	098	HANSFORD	141	LAMPASAS	184	PARKER	227	TRAVIS
013	BEE	056	DALLAM	099	HARDEMAN	142	LASALLE	185	PARMER	228	TRINITY
014	BELL	057	DALLAS	100	HARDIN	143	LAVACA	186	PECOS	229	TYLER
015	BEXAR	058	DAWSON	101	HARRIS	144	LEE	187	POLK	230	UPSHUR
016	BLANCO	059	DEAF SMITH	102	HARRISON	145	LEON	188	POTTER	231	UPTON
017	BORDEN	060	DELTA	103	HARTLEY	146	LIBERTY	189	PRESIDIO	232	UVALDE
018	BOSQUE	061	DENTON	104	HASKELL	147	LIMESTONE	190	RAINS	233	VAL VERDE
019	BOWIE	062	DEWITT	105	HAYS	148	LIPSCOMB	191	RANDALL	234	VAN ZANDT
020	BRAZORIA	063	DICKENS	106	HEMPHILL	149	LIVE OAK	192	REAGAN	235	VICTORIA
021	BRAZOS	064	DIMMIT	107	HENDERSON	150	LLANO	193	REAL	236	WALKER
022	BREWSTER	065	DONLEY	108	HIDALGO	151	LOVING	194	RED RIVER	237	WALLER
023	BRISCOE	066	DUVAL	109	HILL	152	LUBBOCK	195	REEVES	238	WARD
024	BROOKS	067	EASTLAND	110	HOCKLEY	153	LYNN	196	REFUGIO	239	WASHINGTON
025	BROWN	068	ECTOR	111	HOOD	154	McCULLOCH	197	ROBERTS	240	WEBB
026	BURLESON	069	EDWARDS	112	HOPKINS	155	McLENNAN	198	ROBERTSON	241	WHARTON
027	BURNET	070	ELLIS	113	HOUSTON	156	McMULLEN	199	ROCKWALL	242	WHEELER
028	CALDWELL	071	EL PASO	114	HOWARD	157	MADISON	200	RUNNELS	243	WICHITA
029	CALHOUN	072	ERATH	115	HUDSPETH	158	MARION	201	RUSK	244	WILBARGER
030	CALLAHAN	073	FALLS	116	HUNT	159	MARTIN	202	SABINE	245	WILLACY
031	CAMERON	074	FANNIN	117	HUTCHINSON	160	MASON	203	SAN AUGUSTINE	246	WILLIAMSON
032	CAMP	075	FAYETTE	118	IRION	161	MATAGORDA	204	SAN JACINTO	247	WILSON
033	CARSON	076	FISHER	119	JACK	162	MAVERICK	205	SAN PATRICIO	248	WINKLER
034	CASS	077	FLOYD	120	JACKSON	163	MEDINA	206	SAN SABA	249	WISE
035	CASTRO	078	FOARD	121	JASPER	164	MENARD	207	SCHLEICHER	250	WOOD
036	CHAMBERS	079	FORT BEND	122	JEFF DAVIS	165	MIDLAND	208	SCURRY	251	YOAKUM
037	CHEROKEE	080	FRANKLIN	123	JEFFERSON	166	MILAM	209	SHACKELFORD	252	YOUNG
038	CHILDRESS	081	FREESTONE	124	JIM HOGG	167	MILLS	210	SHELBY	253	ZAPATA
039	CLAY	082	FRIO	125	JIM WELLS	168	MITCHELL	211	SHERMAN	254	ZAVALA
040	COCHRAN	083	GAINES	126	JOHNSON	169	MONTAGUE	212	SMITH		
041	COKE	084	GALVESTON	127	JONES	170	MONTGOMERY	213	SOMERVELL		
042	COLEMAN	085	GARZA	128	KARNES	171	MOORE	214	STARR		
043	COLLIN	086	GILLESPIE	129	KAUFMAN	172	MORRIS	215	STEPHENS		



This book is the property of the State of Texas and is designed for use by the staff members of the Texas Juvenile Probation Commission. If this book is lost and found by a person outside of the agency to which it belongs, please return the book to the following address. Thank you.

Texas Juvenile Probation Commission  
*Vicki Spriggs, Executive Director*  
4900 North Lamar Boulevard  
Post Office Box 13547  
Austin, Texas 78711

Phone 512.424.6700 • Fax 512.424.6717  
[www.tjpc.state.tx.us](http://www.tjpc.state.tx.us)