

<b>Subject</b>	<b>344 Guidance/Waivers</b>
<b>From</b>	Lou Serrano
<b>To</b>	Juvenile Probation Counties
<b>Cc</b>	
<b>Sent</b>	Monday, April 27, 2020 8:50 AM

Good Morning:

On March 13, 2020, TJJJ provided guidance that departments and facilities should obtain approval from their juvenile board in the event they found themselves unable to comply with a specific TJJJ-standard due to the impact of COVID-19 on the department or facility. While that is still our guidance with regard to Chapters 343, 351, 355, and portions of Chapter 341 standards, over time it has become apparent that there are certain standards with statewide impact that should still be resolved uniformly across all departments. This email is designed to address some of those issues.

1. TJJJ has already extended the deadlines for certification renewal for those expiring March 31, April 30, or May 31 by 90 days. Questions have now arisen about the 180-day deadline to submit applications for certification for new employees (37 TAC 344.860). TJJJ is not extending this deadline. Instead, if you are unable to meet the required training hours for certification (80 hours for juvenile probation officers and juvenile supervision officers and 40 hours for community activities officer per 37 TAC 344.600), TJJJ will waive the hour requirement for individuals with deadlines expiring in March, April, and May if you submit the following:
  - a. proof of completion of the training topics required by 344.620 (JPO), 344.622 and 344.624 (JSO), and 344.626 (CAO);
  - b. passage of the certification exam required by 344.700 (JPO and JSO); and
  - c. written certification by your juvenile board explaining why the department or facility was unable to provide the remaining training to the individual.

*Note: If your training officer attempts to submit training documents to us without enough hours, it will not allow the application to be submitted. We would ask that the department create a new training event "Time Filler for Covid19," and claim the remaining hours needed. If you have any questions about this process please contact Diane Laffoon, Certification Specialist – [diane.laffoon@tjjd.texas.gov](mailto:diane.laffoon@tjjd.texas.gov), 512.490.7782.*

2. TJJJ has been made aware that there may be difficulty in applicants finding an open Identigo location for securing fingerprints prior to hiring. If this is the situation, you may proceed with hiring after a name-based criminal history check, subject to the following:
  - a. the hiring is provisional – if the subsequent fingerprint check reveals a disqualifying criminal history, the person may not remain employed in the position;
  - b. you will conduct a fingerprint check as soon as able; and
  - c. you maintain written certification by your juvenile board that you have approval to hire based on a name-based criminal history check; the written certification must pre-date the hiring decision.

*Note: We would ask that the department temporarily enter the provisional CH date wherever it asks for*

*FACT Clearinghouse Subscriptions or FAST CH Check dates. If you have any questions about this process please contact Diane Laffoon, Certification Specialist – [diane.laffoon@tjtd.texas.gov](mailto:diane.laffoon@tjtd.texas.gov), 512.490.7782*

As always, please give me a call if you have any questions or concerns regarding any of this information. I hope everyone is doing well and continues to stay safe.

Thank You!

Louis Serrano  
Deputy Executive Director for Probation Services