

(a) **Policy.**

Volunteers of the Texas Youth Commission (TYC) are subject to disciplinary action when performance or behavior is unacceptable.

(b) **Procedures.**

(1) **General Provisions.**

- (A) The community relations coordinator or the manager of volunteer services make every effort to ensure fair and consistent treatment of each volunteer.
- (B) The rules set out below are to be used only as guidelines. These rules do not create a right for the volunteer. A volunteer can be dismissed for any reason.
- (C) The form of discipline to be imposed will depend on the severity of the infraction(s) and/or recurring nature of the volunteer's actions or performance.
- (D) If there is documented behavior by a volunteer or volunteer organization that threatens the order, security, or safety of the facility, the community relations coordinator, in consultation with the facility administrator and manager of volunteer services, must consider curtailing, suspending, or terminating the services of the volunteer or group.<sup>1</sup>

(2) **Types of Disciplinary Action.**

See PRS.35.01 for a description of approved disciplinary actions.

(A) **Determination of Actions.**

When the community relations coordinator believes disciplinary action is warranted, he/she will:

- (i) consult with the volunteer's direct supervisor and the local facility administrator (or manager of volunteer services as appropriate to the situation) to determine the appropriate level of discipline;
- (ii) consult with the manager of volunteer services on the wording of any written reprimand to be used in addressing the problem;
- (iii) meet with the volunteer (when possible) to review and discuss the document. The documentation must include either the volunteer's signature acknowledging receipt or documentation of the volunteer's refusal to sign. If it is impractical to meet with the volunteer to review disciplinary documents, the documentation must be sent via certified mail to the volunteer; and
- (iv) retain the original written reprimand for inclusion in the volunteer's personnel file and provide copies to the facility administrator and the manager of volunteer services.

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<sup>1</sup> ACA standard 4-JCF-6G-10

(B) **Factors to be Considered by Community Relations Coordinator and Manager of Volunteer Services.**

In order to determine the appropriate action, the coordinator and manager of volunteer services should consider all the circumstances bearing on the severity of the performance problem, as well as the volunteer's previous performance and service history.

(C) **Approvals Required.**

- (i) The community relations coordinator must provide notification to the manager of volunteer services within two work days after the issuance of a written reprimand or probation. Prior approval from the manager of volunteer services is not required.
- (ii) Disciplinary suspensions and proposed terminations of volunteer enrollment require prior approval from the manager of volunteer services.

(D) **Procedure for Recommending Termination of Enrollment.**

To initiate the termination process, the community relations coordinator must make a recommendation to the manager of volunteer services. The coordinator must:

- (i) consult with the manager of volunteer services to develop a letter notifying the volunteer that termination of enrollment is being recommended. The letter must include:
    - (I) a summary of reasons for the recommendation;
    - (II) a summary of the evidence;
    - (III) the name and contact information of the manager of volunteer services to whom the volunteer should direct any response; and
  - (ii) deliver the original recommendation letter to the volunteer.
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