

Chapter: Agency Supports and Controls
Title: Naming of a Texas Youth Commission Facility

Effective Date: 11/1/11, T-116

New

ACA Standard(s): N/A

Reference(s): HR Code §242.051, §242.052

(a) **Policy.**

In accordance with the procedures set forth in this policy, the Texas Youth Commission (TYC) shall name a facility based upon its geographical location or function or to recognize and honor the positive achievements and contributions of an individual with close ties or a long-standing relationship with the agency.

(b) **Applicability.**

The naming procedures set forth in this policy apply to a facility that is occupied or owned by TYC.

(c) **Definitions.**

Facility--a unit, building, individual room, or portion of a unit or building owned or occupied by TYC.

(d) **General Provisions.**

- (1) Suggestions for the naming of a facility may be submitted by the public.
- (2) Suggestions for naming a facility after an individual will be considered only if, by virtue of his/her special efforts, accomplishments, or contributions to TYC, the individual is worthy of long-term recognition.
 - (A) At a minimum, the individual recommended for consideration must be associated or connected with the agency in some way, such as contributions to or achievements within the juvenile justice system in the State of Texas or specifically within TYC.
 - (B) The individual must also be of such outstanding character and distinction that naming a facility after him/her would honor the agency as well as the individual.
 - (C) Only under exceptional circumstances should the naming not occur posthumously.
 - (D) Under no circumstances should a decision on the naming occur while the individual is an employee or board member of TYC.
- (3) The TYC board specifically reserves the right to accept, refuse, or choose a name other than those names submitted for consideration.

(e) **Procedures.**

- (1) Suggestions for the naming of a facility should be submitted to the attention of the executive director. Upon receipt of a suggestion, the executive director or his/her designee will request the following information from the person who submitted the suggestion, if it is not already included:
 - (A) Location of the facility to be named;
 - (B) Proposed name for the facility;
 - (C) If the proposed name is in recognition of a specific person:
 - (i) a biographical sketch of the person;
 - (ii) written approval from the person or, if the person is deceased, the person's next-of-kin;
 - (iii) the rationale for such an honor;

- (iv) a detailed description of the person's service or contribution to the agency or TYC youth;
 - (v) a synopsis of the person's achievements or other justification that forms the basis for the recommendation; and
- (D) Information concerning community and/or legislative support.
- (2) The executive director or his/her designee will develop the following information for review and consideration by the board chairman:
- (A) a due diligence search of the suggested honoree for potential conflicts of interest or other considerations that would reflect negatively on the agency, including, if the person is still living, the appropriateness of the timing of the naming in the context of the suggested honoree's life and current standing in the community; and
 - (B) estimated costs for signage and other changes directly related to naming the facility.
- (3) Upon approval of the board chairman, the recommendation to name a facility shall be placed on a board meeting agenda. The board's discussion and vote concerning the facility's name shall occur in an open meeting.
- (4) Upon board approval to name a facility, TYC will:
- (A) if applicable, communicate information related to the plan for changing the name of the facility to the public and other stakeholders; and
 - (B) host a dedication ceremony for the facility.
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