

Chapter: Rules for State-Operated Programs and Facilities Subchapter: Admission, Placement, Release, and Discharge Division: Commitment and Reception Rule: Intake and Admission Process ACA: 4-JCF-5A-01, 5A-03 Statute(s): Family Code §58.209	Effective Date: 4/1/14 Page: 1 of 2 Replaces: GAP.380.8503, 9/1/09
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RULE

(a) **Purpose.**

The purpose of this rule is to establish the process for receiving youth into the custody of the Texas Juvenile Justice Department (TJJD).

(b) **Intake and Admission Process.**

- (1) TJJD orientation and assessment units perform all intake activities, including receipt of the youth from the committing county.
- (2) The orientation and assessment units receive youth between 8:00 a.m. and 7:00 p.m., Monday through Friday.
- (3) Youth are not allowed to have personal possessions while at the orientation and assessment units.
- (4) TJJD staff perform the following admission procedures, at a minimum:
 - (A) search each youth in accordance with [§380.9709](#) of this title;
 - (B) inventory any personal possessions and return them to the county transporter;
 - (C) complete a body identification form;
 - (D) require the youth to shower, screen the youth for pediculosis, and provide treatment if indicated;
 - (E) complete an initial health screening;
 - (F) issue clothing;
 - (G) provide personal hygiene articles;
 - (H) photograph and fingerprint each youth;
 - (I) assign an official TJJD number;
 - (J) initiate sex offender registration with the Texas Department of Public Safety (DPS), if required; and
 - (K) take a blood sample from each youth for the DPS DNA database.
- (5) TJJD notifies the youth's parent/guardian in writing of the following, at a minimum:
 - (A) the youth's admission;
 - (B) TJJD's medical consent authority in accordance with [§380.9181](#) of this title;
 - (C) contraband money as defined in [§380.9107](#) of this title found in possession of a TJJD youth in a residential program will be deposited in the student benefit fund;
 - (D) providing contraband to a TJJD youth, including alcohol, drugs, tobacco, or a cellular phone, is a criminal offense and could be subject to prosecution;
 - (E) procedures for communicating with their child through mail, phone calls, and visits;
 - (F) TJJD may use the chemical agent Oleoresin Capsicum, also known as OC spray, as necessary under [§380.9723](#) of this title; and
 - (G) the parent/guardian's rights as provided in the TJJD parents' bill of rights.

- (6) TJJJ provides orientation to youth about the TJJJ system and documents the orientation as required in [§380.9115](#) of this title.
- (7) TJJJ provides youth with counseling services and academic instruction during the youth's stay at the orientation and assessment unit.
- (8) Upon transportation of youth to their initial placements, TJJJ notifies the parent/guardian, parole officer, and others as needed of the initial placement location.
- (9) TJJJ provides each youth a written explanation of [§58.209](#) of the Texas Family Code, regarding access to records, and sends a copy to the youth's parent/guardian.

See [INS 11.01](#) for implementation procedures.