



TEXAS
JUVENILE JUSTICE
DEPARTMENT

Administrative Directive #4 FY 2019

To: Institution Superintendents
From: Shandra Carter, Deputy Executive Director for State Services
Subject: Campus Shift Administrator
Date: May 31, 2019

Effective June 1, 2019, secure facilities will no longer designate staff as the on-duty supervisor or administrative duty officer. Instead, a staff member will serve as the campus shift administrator (CSA).

During the initial transition, the following positions may be designated as the CSA:

- dorm supervisor
- senior coach (JCO V)
- program supervisor IV

Beginning on July 1, 2019, facilities may not use program supervisor IV's to fulfill this role. After that date, senior coaches may be used only if there are not enough dorm supervisors to fill the CSA schedule.

Each facility must develop its own schedule for CSA coverage, with final approval from the superintendent.

Role Expectations:

- Be on campus at all times during the 8-hour CSA shift.
- Coordinate with on-campus leadership teams to identify and address critical issues.
- Coach and empower staff to effectively use the elements of the Texas Model, including the effective use of the Regulation and Safety Team.
- Ensure adequate staff coverage. Make adjustments as necessary.
- Ensure efficient and safe operation of the facility.
- Ensure dorm schedules are being followed and any schedule changes are justified and approved.
- Report incidents as required by policy.
- Complete the CSA Report form (CCF-420).

This directive will remain in effect until corresponding changes are made to the Institution Operations Manual or it is otherwise rescinded.

A handwritten signature in blue ink, appearing to read "Shandra Carter".

Shandra Carter
Deputy Executive Director for State Services