



TEXAS
JUVENILE JUSTICE
DEPARTMENT

Memo

To: TJJJ Staff
From: Shandra Carter, Executive Director
Subject: Blocking Viewing Windows
Date: 9/14/23

As part of basic safety practices, staff must be able to see into a youth's room to ensure the youth is not engaging in any type of self-harming or suicidal behavior. Situations during which a viewing window is obscured are extremely high risk in juvenile correctional settings.

At no time may any object be placed over the viewing window that partially or completely obstructs the staff's view into the room. Within TJJJ, there is no policy or procedure allowing youth to place anything over the viewing window. There is also no policy allowing staff to accommodate a youth's request to block the viewing window, even temporarily.

Staff who see such a window block must remove it immediately and ensure the youth's well-being. Please contact your supervisor with any questions on this memo.