



TEXAS
JUVENILE JUSTICE
DEPARTMENT

TRANSMITTAL MEMO

TO: TJJJ Staff
FROM: Office of the General Counsel, Policy and Standards Section
SUBJECT: GAP Transmittal
DATE: January 28, 2019

Please be advised that changes have been made to the General Administrative Policy (GAP) Manual. These changes will go into effect on **February 1, 2019**.

SUMMARY OF CHANGES

GAP.07.03 Incident Reporting

- Specified that the definition of "serious incident" includes the discovery of *any* drugs in a facility (rather than just those that did not clearly originate inside the facility).
- Added that the definition of "serious incident" includes any call to 911 from a residential facility.
- Added that the definition of a life-threatening incident also includes when a youth is incoherent due to a known medical condition.
- Added that the deputy executive director for state services or designee must be notified in advance of the date and time of the critical incident debriefing held after a life-threatening incident occurring in an institution, halfway house, or contract-care facility.
- Removed the 72-hour time limit on postponing a critical incident debriefing due to an OIG investigation. Clarified that the debriefing *must* be (rather than may be) postponed until the assigned investigator determines the debriefing can proceed without adversely affecting the investigation.
- Removed the requirement to take minutes at critical incident debriefings.
- Clarified that the section about using the hard copy Incident Report form does not apply to contract-care facilities. When a contract-care facility sends its equivalent form to TJJJ, the case management specialist enters the data on the CCS 225 screen.