



TEXAS
JUVENILE JUSTICE
DEPARTMENT

TRANSMITTAL MEMO

TO: TJJJ Staff
FROM: Office of the General Counsel, Policy and Standards Section
SUBJECT: GAP Transmittal
DATE: April 25, 2019

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

SUMMARY OF CHANGES

[GAP.385.1101 Contract Authority and Responsibilities](#)

- In accordance with SB 1289 (85th Legislature), added that TJJJ complies with statute when purchasing US-made iron and steel products for certain projects.
- In accordance with HB 89 (85th Legislature), added that TJJJ complies with statute by entering into contracts with only those businesses that have verified that they do not boycott Israel.

[GAP.385.8181 Background Checks](#)

- Removed the statement that excludes special event visitors from this policy.
- Added that a criminal history check must be conducted before each visit by a special event visitor. Fingerprints and employment references will not be required for these checks.
- Added that a special event visitor must provide fingerprints and enroll as a volunteer if he/she wishes to participate in a fifth event within a 12-month period.
- Clarified that the only applicants subject to a background check are applicants for positions as employees, volunteers, or ombudsman staff.