



TEXAS
JUVENILE JUSTICE
DEPARTMENT

TRANSMITTAL MEMO

TO: TJJJ Staff
FROM: Office of the General Counsel, Policy and Standards Section
SUBJECT: GAP Transmittal
DATE: May 14, 2019

Please be advised that changes have been made to the General Administrative Policy (GAP) Manual. These changes will go into effect on **May 20, 2019**.

SUMMARY OF CHANGES

[GAP.380.9313 Use of Telephone](#)

- Added that all calls made on the youth phone system are *subject to being* recorded (rather than only recording calls made to the Incident Reporting Center), unless a TJJJ rule or statute defines a particular call as being confidential or privileged.
- Clarified that youth are informed during orientations that *all* calls on the youth phone system (not just those to the Incident Reporting Center) are *subject to being* recorded.
- Added that only appropriately designated staff may access calls that have been recorded.
- Clarified that additional prepaid minutes, beyond the minutes provided by TJJJ each month, can be purchased for youth to make calls.
- Clarified that TJJJ is responsible for the cost of calls related to family emergencies.