

Chapter: Agency Supports and Controls	Effective Date: 12/1/24
Title/Rule: Naming of a Facility	Page: 1 of 2
Statutes: §241.052 and §242.052, Human Resources Code	Replaces: GAP.05.00, 11/1/11

(a) **Policy.**

The Texas Juvenile Justice Department names a facility based upon its geographical location, function, or to recognize and honor the positive achievements and contributions of an individual to the juvenile justice system in Texas.

(b) **Applicability.**

The naming procedures set forth in this policy apply to a facility that is occupied or owned by TJJD.

(c) **Definitions.**

Facility--a unit, building, individual room, or portion of a unit or building owned or occupied by TJJD.

(d) **General Provisions.**

- (1) Suggestions for the naming of a facility may be submitted by the public.
- (2) Suggestions for naming a facility after an individual will be considered only if, by virtue of the individual's special efforts, accomplishments, or contributions to TJJD, the individual is worthy of long-term recognition.
 - (A) At a minimum, the individual recommended for consideration must be associated or connected with the agency in some way, such as contributions to or achievements within the juvenile justice system in the State of Texas or specifically within TJJD.
 - (B) The individual must also be of such outstanding character and distinction that naming a facility after the individual would honor the agency as well as the individual.
 - (C) Only under exceptional circumstances should the naming not occur posthumously.
 - (D) Under no circumstances should a decision on the naming occur while the individual is an active employee or board member of TJJD.
- (3) The TJJD board specifically reserves the right to accept, refuse, or choose a name other than those names submitted for consideration.

(e) **Procedures.**

- (1) Suggestions for the naming of a facility should be submitted to the attention of the executive director. Upon receipt of a suggestion, the executive director or designee will request the following information from the person who submitted the suggestion, if it is not already included:
 - (A) location of the facility to be named;
 - (B) proposed name for the facility;
 - (C) if the proposed name is in recognition of a specific person:
 - (i) a biographical sketch of the person;
 - (ii) written approval from the person or, if the person is deceased, the person's next-of-kin;

- (iii) the rationale for such an honor;
 - (iv) a detailed description of the person's service or contribution to the agency or TJJD youth;
 - (v) a synopsis of the person's achievements or other justification that forms the basis for the recommendation; and
 - (D) information concerning external support.
- (2) The executive director or designee will develop the following information for review and consideration by the board chairperson:
- (A) a due diligence search of the suggested honoree for potential conflicts of interest or other considerations that would reflect negatively on the agency, including, if the person is still living, the appropriateness of the timing of the naming in the context of the suggested honoree's life and current standing in the community; and
 - (B) estimated costs for signage and other changes directly related to naming the facility.
- (3) Upon approval of the board chairperson, the recommendation to name a facility shall be placed on a board meeting agenda. The board's discussion and vote concerning the facility's name shall occur in an open meeting.
- (4) Upon board approval to name a facility, TJJD will:
- (A) if applicable, communicate information related to the plan for changing the name of the facility to the public and other stakeholders; and
 - (B) host a dedication ceremony for the facility.
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