

Chapter: Internal Reporting and Incident Response	Effective Date: 2/15/25
Title: Staff Victims of Serious Assault	Page: 1 of 2
	Replaces: GAP.07.13, 7/1/11

(a) **Policy.**

The Texas Juvenile Justice Department (TJJD) provides staff victims of serious youth assaults with information and access to programs and services in an effort to help staff victims to cope with the aftereffects of a serious assault.

(b) **Applicability.**

This policy applies to assaults by youth causing bodily injury, as defined in [GAP.380.9503](#), to a staff member and sexual assaults of staff by youth.

(c) **Procedures.**

(1) **Communication by Management.**

- (A) Any staff member who witnesses an incident to which this policy is applicable or who has reasonable cause to believe that such an incident occurred must ensure the team leader and campus shift administrator are notified immediately.

After receiving notification, the campus shift administrator notifies the superintendent or chief local administrator by telephone immediately. The superintendent or designee immediately notifies the staff member's emergency contacts if the staff member was unable to do so.

Within 24 hours after being notified of the incident, the superintendent or designee contacts the staff member, or a family member if the staff member is unable to accept phone calls or visitors, to:

- (i) check on the staff member's well-being; and
 - (ii) provide assurance that:
 - (I) the superintendent or assistant superintendent will continue to be in contact with the staff member; and
 - (II) the staff member will be contacted by TJJD's Human Resources division and other TJJD personnel.
- (B) For incidents involving off-site emergency medical treatment of a staff member, if the circumstances permit, the staff member's supervisor or another supervisor offers to accompany the injured staff member to the medical provider.

For incidents involving the use of a weapon or off-site emergency medical treatment of a staff member, notwithstanding the reporting requirements in [GAP 07.03](#), the superintendent or designee notifies the on-call director by telephone as soon as practicable after learning of the incident.

The director on call notifies the deputy executive director to discuss the plans for continuing communication with the staff member from executive leadership and the plan for reviewing the youth for a more restrictive setting.

The superintendent or designee ensures the employee wellness counselor is notified within 24 hours after the incident.

- (C) Within two workdays after the incident, the superintendent or designee attempts to contact the injured staff member in person or by phone to:
- (i) provide the injured staff member an opportunity to complete a victim impact statement;
 - (ii) explain the victim impact statement, how it is used, and certain victim's rights in accordance with [GAP.385.8135](#);
 - (iii) explain how to submit the victim impact statement, if the staff member chooses to complete it;
 - (iv) explain how the injured staff member may be involved in the Staff Injury Review process; and
 - (v) explain that the hearing specialist communicates:
 - (I) the results of a due process hearing as soon as practicable after the results are available; and
 - (II) whether the youth will be reviewed for a more restrictive setting as a result of the incident.
- (D) If Office of the Inspector General (OIG) staff arrests a youth as a result of the incident, designated OIG staff notifies the superintendent of the youth's arrest and potential criminal charges.
- (E) If the superintendent becomes aware of an arrest or potential criminal charges, the superintendent or designee notifies the injured staff member.
- (F) If the superintendent or designee is not successful in contacting the injured staff member within two workdays, the superintendent or designee continues attempts until the staff member is contacted.
- (G) The employee's supervisor maintains regular, weekly communications with the staff member during recuperation and updates the staff member on the status of any criminal proceedings until a final disposition is reached and the result is made available.

If management becomes aware an employee is on FMLA-designated leave, all communication should be maintained through Human Resources or the Office of General Counsel, as appropriate.

(2) **Communication by Human Resources.**

As soon as practicable after the incident, the human resources administrator provides the injured staff member with information on available services.
