

Chapter: Rules for State-Operated Programs and Facilities	Effective Date: 3/1/19 Page: 1 of 2 Replaces: GAP.380.8503, 4/1/14
Subchapter: Admission, Placement, Release, and Discharge	
Division: Commitment and Reception	
Rule: Intake and Admission Process	
Statutes: N/A	

RULE

(a) **Purpose.**

This rule establishes the process for receiving youth into the custody of the Texas Juvenile Justice Department (TJJD).

(b) **Intake and Admission Process.**

- (1) The TJJD orientation and assessment unit performs all intake activities, including receipt of the youth from the committing county.
- (2) The orientation and assessment unit receives youth between 8:00 a.m. and 7:00 p.m., Monday through Friday.
- (3) Youth are not allowed to have personal possessions while at the orientation and assessment unit.
- (4) TJJD staff members perform the following admission procedures, at a minimum:
 - (A) search each youth in accordance with [§380.9709](#) of this title;
 - (B) inventory any personal possessions and return them to the county transporter;
 - (C) complete a body identification form;
 - (D) require the youth to shower, screen the youth for pediculosis, and provide treatment if indicated;
 - (E) complete an initial health screening;
 - (F) issue clothing;
 - (G) provide personal hygiene articles;
 - (H) photograph and fingerprint each youth;
 - (I) assign an official TJJD number;
 - (J) initiate sex offender registration with the Texas Department of Public Safety (DPS), if required; and
 - (K) take a blood sample from each youth for the DPS DNA database.
- (5) TJJD notifies each youth's parent/guardian in writing of:
 - (A) the youth's admission;
 - (B) TJJD's medical consent authority, as explained in [§380.9181](#) of this title;
 - (C) procedures for communicating with his/her child through mail, phone calls, and visits;
 - (D) the parent/guardian's rights as provided in the TJJD parent's bill of rights; and
 - (E) the following information:
 - (i) contraband money, as defined in [§380.9107](#) of this title, found in possession of a TJJD youth in a residential facility will be deposited in the student benefit fund;

- (ii) providing contraband to a TJJJ youth, including alcohol, drugs, tobacco, or a cellular phone, is a criminal offense and could be subject to prosecution; and
 - (iii) TJJJ may use the chemical agent oleoresin capsicum, also known as OC spray, as necessary under [§380.9723](#) of this title.
- (6) TJJJ provides orientation to youth about the TJJJ system, as required by [§380.9115](#) of this title, and documents the orientation.
 - (7) TJJJ provides youth with counseling services and academic instruction during the youth's stay at the orientation and assessment unit.
 - (8) Upon transportation of youth to their initial placements, TJJJ notifies the parent/guardian, parole officer, and others as needed of the initial placement location.

See [INS 11.01](#) for implementation procedures.