

Chapter: Conditions of Employment	<b>Effective Date: 9/15/13</b>
<b>Title: Reporting Protective Orders</b>	Page: 1 of 1
ACA: N/A	Replaces: PRS.02.06, 12/1/11

(a) **Policy.**

A Texas Juvenile Justice Department (TJJD) employee must notify TJJD if he/she is named as the respondent in a protective order or if there is a change in the status of a previously reported protective order.

(b) **Procedures.**

(1) **Notification Process.**

An employee must provide a copy of the following documents to the local human resources administrator (HRA) within two workdays after receipt of the document:

- (A) a protective order naming the employee as the respondent; or
- (B) a court order changing the terms, duration, or status of a protective order in which the employee is a respondent (e.g., an order making the protective order permanent, dismissing the protective order, or altering the restrictions of the protective order).

(2) **Management Action.**

- (A) The HRA files a copy of the protective order or related court orders in the employee's confidential personnel file and provides a copy to the chief local administrator for a determination of whether management action is necessary.
  - (B) The action taken by management depends on the nature of the protective order, its bearing on the employee's duties, and the interests of the agency.
- 
-