



TEXAS
JUVENILE JUSTICE
DEPARTMENT

Memo

To: TJJJ Staff
From: Sean Grove, Deputy Executive Director
Subject: Update to Entry Search Procedures
Date: June 3, 2024

Effective immediately, the following updates and clarification to the entry search procedure will be in place at all secure facilities.

- No smart watches of any kind are allowed without prior authorization from Human Resources as a valid accommodation.
- No metal containers, including metal tumblers, are allowed.
- Lotion, hand sanitizer, and other liquid/gel hygiene products must be in a travel-sized container.
- Staff must provide TJJJ-issued identification, and may only use TJJJ-issued breakaway lanyards or TJJJ-issued retractable lanyards.

For entry search procedures:

- TJJJ staff, other state agency staff, and legislative staff must remove their jackets, sweaters, and other outer garments. Staff must also remove their duty belts. TJJJ staff, other state agency staff, and legislative staff may leave their shoes and regular belts on.
- All visitors, volunteers, and contractors must remove their shoes and belts, as well as their jackets, sweaters, and other outer garments.

If you have any questions, please contact your local facility leadership or direct supervisor.