



Transmittal Memo

TO: TJJJ Staff
FROM: Executive Office, Policy and Standards Section
SUBJECT: GAP Transmittal
DATE: February 6, 2025

Please be advised that changes have been made to the General Administrative Policy (GAP) Manual. These changes will go into effect on **February 15, 2025**.

Summary of Changes

GAP.07.13 Staff Victims of Serious Assault

- Added that 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.
- Added that, after receiving notification, the campus shift administrator notifies the superintendent by telephone immediately, and the superintendent or designee immediately notifies the staff member's emergency contacts if the staff member was unable to do so.
- Clarified that, within 24 hours after *being notified of* an incident, the superintendent or designee contacts the affected staff member.
- Clarified that the superintendent or designee will provide assurance to the affected staff member that they will be contacted by TJJJ's Human Resources division and other TJJJ personnel.
- Clarified that, *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.
- Added that for incidents involving the use of a weapon or off-site emergency medical treatment of a staff member, the superintendent or designee notifies the on-call director by telephone as soon as practicable after learning of the incident.
- Added that 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.
- Added that the superintendent or designee ensures the employee wellness counselor is notified within 24 hours after the incident.
- Clarified that, within two workdays after the incident, the superintendent or designee attempts to contact the injured staff member in person or by phone to explain that the *hearing specialist communicates:*
 - *the results of a due process hearing as soon as practicable after the results are available; and*
 - *whether the youth will be reviewed for a more restrictive setting as a result of the incident.*

- Added that, if 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.
- Added that, if the superintendent becomes aware of an arrest or potential criminal charges, the superintendent or designee notifies the injured staff member.
- Clarified that the *employee's supervisor* (rather than the superintendent or designee) maintains regular, weekly communications with the staff member during recuperation.
- Added that, if management becomes aware an employee is on FMLA-designated leave, all communication should be maintained through HR or OGC, as appropriate.
- Clarified that, as soon as practicable after the incident, *the human resources administrator provides the injured staff member with information on available services.*
- Deleted information pertaining to the crime victims' compensation program as well as leave and workers' compensation benefits.