



Transmittal Memo

TO: TJJJ Staff
FROM: Executive Office, Policy and Standards Section
SUBJECT: GAP Transmittal
DATE: June 16, 2025

Please be advised that changes have been made to the General Administrative Policy (GAP) Manual. These changes will go into effect **today, June 16, 2025**.

Summary of Changes

GAP.05.21 Insurance Coverage

- Clarified that, with regard to vehicle collision insurance, TJJJ requests representation from the tort division within the Office of the Attorney General to resolve claims.
- Updated the agency's name and made other minor stylistic changes.