



Transmittal Memo

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

Please be advised that changes have been made to the General Administrative Policy (GAP) Manual. These changes will become effective on October 15, 2025.

Summary of Changes

GAP.380.8501, Definitions

- Modified the definition of committing offense to make it clear that only conduct that a child is adjudicated for and committed to TJJJ for may be considered the child's committing offense.

GAP.380.8555, Program Completion for Non-Sentenced Offenders; and GAP.380.8557, Release Review Panel

- Removed the requirement for a youth without a determinate sentence to complete the extension length of stay assigned by the Release Review Panel in order to be meet program completion criteria. (380.8555)
- Established a process to determine when a youth who has completed the minimum length of stay but not the extension length of stay has met program completion criteria. Established that if the youth loses release eligibility within 30 days before completion of the extension length of stay, the youth's case is referred to the Release Review Panel. (380.8555)
- Modified the definition of *clear and convincing evidence* for clarity.
- Modified the definition of *extension length of stay* to be consistent with the change that youth are not required to complete it in order to meet program completion release criteria.
- Removed the definition of *Release Review Panel* as unnecessary and instead defined the purpose of the panel.
- Removed portions of the rule that restate statute.
- Removed portions of the rule that establish processes that the executive director is responsible for establishing in policy; added a provision requiring the executive director to adopt such policies.
- Clarified that extension lengths of stay may be assigned only as consistent with statute (i.e. if there is clear and convincing evidence that the youth is in need of additional rehabilitation from TJJJ and a residential placement will provide the most suitable environment for that rehabilitation).
- Specified that, consistent with statute, if the panel does not extend the youth's stay, the youth shall be released under supervision or discharged from TJJJ.
- Added language explaining the purpose of a request for reconsideration.
- Replaced the word *representative* with *designated advocate*, with regard to who may request a reconsideration of a panel decision, which is consistent with statutory language.

- Added a provision allowing the executive director to specify additional persons who may request a reconsideration.
- Clarified that the panel's discretion to accept late requests for reconsideration is limited to instances in which good cause is shown for the delay.

GAP.385.1101, Contract Authority and Responsibilities

- Added the following to the list of contracts that staff must present to the TJJ board for approval:
 - any change order or amendment that extends the length of or postpones the completion of a board-approved contract for six months or more;
 - any change order or amendment to a board-approved contract that increases the total contract amount by at least 10% by substituting certain goods, materials, products, or services; and
 - any change order or amendment with a financial increase that causes the total contract value to meet or exceed the threshold requiring board approval for that contract type.