



# Intake Process 2026

Presenters: Ashton Cabler, Stefan Richards, Lou Serrano

# Intake Team

The Intake Department works closely with the Office of General Counsel. Intaking youth is truly a team effort!

Mr. Stefan Richards (General Counsel) is the main Legal Assistant that does all of the pre-approvals for youth admission.

Mr. Lou Serrano is the Director of Youth Movement, and he oversees movement of youth into TJJD and out of TJJD.

## Intake Department Team

### **Thelma Rodriguez – JCO Supervisor**

Ms. Rodriguez has been with the Intake Department since 2008. Ms. Rodriguez assisted in the transition from Mart to RJ O&A. Ms. Rodriguez began her career with (TYC) TJJD in 2004.

### **Veronica Torres – JCO**

Ms. Torres has been in the Intake Department since 2018. Ms. Torres began her career with (TYC)TJJD in 2003.

### **Lawrence White – JCO**

Mr. White has been in the Intake Department since 2022. Prior to that he began working at (TYC) TJJD in 1999.

### **Martin Astorga – JCO**

Mr. Astorga has been in the Intake Department since 2025. Prior to that, Mr. Astorga began his career with (TYC) TJJD in 2008.

### **Joni Barron – Administrative Asst.**

Ms. Barron began working in the Intake Department in 2017.

### **Tonya Benson – Administrative Asst.**

Ms. Benson began working in the Intake Department in 2023.

### **Ashton Cabler – Intake Manager**

I began my career with TJJD on 5/15/2015. I was “raised” on a Boys O&A Dorm. I’ve held several different positions while at TJJD, but my favorite of all is working in Intake.

# Intake VS O&A

- Intake is the initial processing department. Many things lead up to Intake.
- Orientation and Assessment is a 30-50 day time period where youth are orientated to the program, rules, and processes of TJJD, while having assessments completed.
  - Assessments involve – medical, educational, psychological, and case management
- Youth will also have a medical (CMS.01.17) and dental exam, and educational testing.
- Youth will have the TABE test and a Career Scope administered by education. Education will also discuss trade/vocational skill training and opportunities.
- Education will request the youths transcripts from previous schools and detention to be able to review and build an appropriate school schedule for youth. A main focus at TJJD is earning either a High School diploma or the HSE/GED.
  - During O&A youth are also learning and practicing DBT skills.

# TJJD Waitlist – How We Got Here

- Began in 2020 as a result of COVID and continued due to staffing shortages and what many called “the great resignation,” that followed the pandemic.
- Early 2022 was a very difficult time within our system, staffing turnover roughly 70%, times youth unable to leave their rooms for scheduled programming, suicidal behaviors extremely high. Our ability to bring youth in is contingent only on our ability to safely program the youth we have.
- May of 2022, Executive Director Camille Cain resigned her position, and current Executive Director Shandra Carter took over the agency.
- Decision made that we would move to “one out and one in” regarding the admission of youth from local probation departments. This holds to this day. We do this to ensure the safest environment for youth and staff that we can provide.
- We are working strategically with staff within TJJD to try and alleviate some of the “pains” of the waitlist. We are working to move at least 16 youth a week into the Intake Department.
- So far this fiscal year (through January 31, 2026) we have admitted 292 youth off the waitlist, **which is 91 more youth as compared to this same period of time in FY25.**
- Breakdown by Region: North **46**, Central **34**, Southeast **20**, South **10**, Northeast **8**, West **7**, and Panhandle **6**.

# Intake Procedures and How to Place Your Youth on the Waitlist

Please only send this information after a youth has been to court and committed to TJJD

- Once a youth is committed, answer the below questions regarding the commitment and send that notice to the [rj-intake@tjtd.texas.gov](mailto:rj-intake@tjtd.texas.gov) inbox. In the subject line, address it as **County – Youth Name – New Commitment**
  1. Youth's name:
  2. DOB:
  3. Age:
  4. Sex:
  5. Determinate or Indeterminate:
  6. Committing County:
  7. Department (if different):
  8. Full PID:
  9. Committing Offense:
  10. Was a Victim associated with the Committed Offense, (Y/N):
  11. Commitment Date:
  12. Where is the youth currently detained (Which detention center or jail not address):
  13. If contract bed, is this a prepaid bed, (Y/N):
  14. What is the original date they were detained for this offense:
  15. Was commitment to TJJD the departmental recommendation, (Y/N):
  16. Prior secure adjudication placement, (Placement was in a secure facility) (Y/N):
  17. Prior RDA placement, (Regional Diversion Application was approved and youth was placed), (Y/N):
  18. Youth parental contact number and/or email address:
  19. Is youth a re/multi commitment, (Y/N):

**If your youth is in DFPS/CPS custody please provide a good contact information for their case worker and any information regarding if they are able to make contact with their prior guardian and/or parents. Also please indicate if their parents rights are terminated etc.**

# Intake Procedures - 2026

- You will receive a confirmation email that states “This youth has been added to the waitlist,” and will provide some general information on next steps. This email will go to agency staff as well for tracking purposes.
- After notification is sent – gather items 1-8 on the checklist. Email those items to [rj-intake@tjjd.texas.gov](mailto:rj-intake@tjjd.texas.gov) inbox. This is a “catch all” email that includes Stefan Richards, Ashton Cabler, Lou Serrano, and many others.
- If there is anything else needed, someone (Stefan Richards) from TJJJ will reach out. Please note, that as of right now, we have fewer hands processing the pre-approvals. Mr. Richards works very diligently, but he is one person. And for the most part, he works down the waitlist.
- If your youth has been on the waitlist for 30+ days, items 1-8 should have already been received to the [rj-intake@tjjd.texas.gov](mailto:rj-intake@tjjd.texas.gov) inbox.
- All other items can be mailed to Ron Jackson OR physically brought with you the day of the youths scheduled arrival.
- **Reviewing required documents as outlined in the HRC Chapter 243.004 and 243.00**

# Checklist Items 1-8

- An Original Copy of the Certified Commitment order – you can scan us a copy for review, but Intake **HAS** to have an original copy with the stamp/seal for the Master file.
  - [HRC 243.004 - Notification and Duty to Furnish Information](#)
- Immunization record with dates (DPT, POLIO, MMR) – unless the youth is undocumented
- Complete Interagency Application for Placement, with complete referral page.
- Copy of all prior petitions, modifications, adjudications, and dispositions. Make every effort to obtain court documents on every referral found in DPS/CCH System.
- Conditions of probation on youth committed for a violation of probation.
- Copy of birth certificate – ideally a clear, readable copy. – if the youth was born in Texas, should be able to get this document from any Texas Courthouse.
- Copy of Social Security card, when available.
- Scanned copy of most recent risk and needs assessment
- **Sex Offender Youth** – Copy of Registration Status --
  - [HRC 243.005. Information Provided by Committing Court](#)
- **DSO Youth** – Grand Jury Approval -- the Grand Jury approval or Waiver
  - For Credit the statute is 54.052 Family Code
  - [Sec. 54.052. Credit For Time Spent in Detention Facility for Child with Determinate Sentence.](#)
- **IMPORTANT** – The documents above are required documents in order to receive approval for admissions.

# TJJD Commitment Checklist

- Please note items 5 & 8 – #5 if you have a sex offender we will need the registration information and #8 if you send a DSO we do need the days in detention.
- **Victim Impact Statements** – TJJD has made strides in communication with victims and victim notification. Having accurate information for our liaison to make direct contact with the victims is beneficial.
- **IMPORTANT** – If you have an indeterminate youth, you do **not** need to send the detention orders. Only need for DSO's, however, if you have an electronic version of the actual detention days, the detention orders are not necessary.
- We ask that all these items are sent to us within the first 30 days of a youth being on the waitlist because we are making progress! Youth are moving closer to 60-70 days on the waitlist, not 80-90 now.
- We especially need all 1-8 of the checklist **ASAP** if your youth is a priority request!

	<b>TJJD Commitment Checklist</b>	TEXAS JUVENILE JUSTICE DEPARTMENT
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**Ron Jackson State Juvenile Correctional Facility – Intake Unit**  
 Physical Address: 611 FM 3254, Brownwood TX 76801  
 Mailing Address: PO Box 1287, Brownwood TX 76804  
 Main Line: (325) 641-4200  
[RJ-Intake@tjtd.texas.gov](mailto:RJ-Intake@tjtd.texas.gov)

**Documents Required for Pre-approval**  
(These items are to be sent to TJJD Intake via mail or email before the youth will be scheduled for admission.)

- 1) Copy of a certified copy of the commitment order.
- 2) Immunization record with dates (DPT, POLIO, MMR).
- 3) Complete Interagency Application for Placement, with complete referral page.
- 4) Copy of all prior petitions, modifications, adjudications, and dispositions. (Make every effort to obtain court documents on every referral found in DPS/CCH System.)
- 5) Conditions of probation for youth committed for a violation of probation.
- 6) Copy of birth certificate, when available.
- 7) Copy of Social Security card, when available.
- 8) Scanned copy of most recent risk and needs assessment

**Required after Pre-approval Granted**  
(These items are to be sent to TJJD Intake via mail or email after receiving notification of pre-approval.)

- 1) A certified copy of the commitment order, sent via mail.
- 2) Social history (computerized referral and case history). JCMS departments should include referral history from other JCMS departments, if applicable.
- 3) Psychological and psychiatric reports/MAYSI(s), if available.
- 4) Contact information sheet for the youth's parents or guardian. (Note: If the youth is in CPS custody, the contact information for the CPS case manager.)
- 5) Sex offender registration information concerning the youth, if applicable.
- 6) Education records, if available.
- 7) Detention order(s) for offenses for which the youth was committed to TJJD, if applicable.
- 8) Days in detention for youth with a determinate sentence (per §54.052, Family Code), if applicable.
- 9) Name, address, and telephone number of the court administrator in the committing county.
- 10) DPS juvenile reporting form CR-43J (TRN number).
- 11) Victim impact statement/information form, if there is one.
- 12) Law enforcement incident reports/police records for offense(s) for which the youth was committed to TJJD, if available.
- 13) Title IV-E eligibility screening information, if available.
- 14) Address in the committing county for forwarding funds collected to which the community is entitled, if applicable.
- 15) For youth not born in the United States, information on if they are US residents and their country of citizenship, if applicable.
- 16) Copy of all CSE-IT assessments completed, if any.

**Additional Requirements for Admission**

- 1) A [Health Information for Juveniles Committed to TJJD form, TJJD-GEN-401](#), any of the youth's pertinent medical and dental records, and ALL current medications must accompany the youth.
- 2) Noble/PACT users must electronically submit the most recent assessment by selecting tx-tjtd from the transfer screen in the Noble platform. The profile should not be transferred until the youth is scheduled for admission.

**Note:** Under no circumstances will a youth be admitted to TJJD without an immunization record (unless the youth is an undocumented resident) and a certified copy of the commitment order.

# After Pre-Approval and Scheduled Transport Date

- After pre-approval is granted or you are scheduled to transport for Intake, confirm transport date/time work. Then gather the remainder of the items on the checklist. These can be physically brought with the youth upon admission to TJJD.
- Make sure that you've got a certified original copy of the commitment order that has been previously mailed to Ron Jackson **OR** brought with the youth the day of admission.
  - Moving forward (3/9/2026), if the original copy of the Certified Order is NOT received by the day of the youth's arrival, you will have to take your youth back to detention. This item is pertinent for a youth to be committed to TJJD. This has been a **legal** requirement since 9/2011. ( Human Resource Code).
  - Please refrain from stapling documents! Staples are **NOT** allowed in Master files. Also, please send one sided copies. Please attempt to refrain from sending duplicate (triplicate) copies as well.
- If you arrive early on transport day, you will not be turned away. Someone from the Intake team will be available as early as 8 am on your scheduled date. If you are running late, please call Ashton Cabler or email the RJ Inbox. We can work with you.
- We ask that you are mindful of your appointment time since we have multiple counties arriving on the same days at staggered times.

# Human Resource Code Chapter 243

- 243.004 - Notification and Duty to Furnish Information
  - (a) When a juvenile court commits a child to the department, the court shall forward to the department a certified copy of the order of commitment.
    - (b) The court, the probation officer, the prosecuting and police authorities, the school authorities, and other public officials shall make available to the department all pertinent information in the their possession regarding the case.
    - (c) If requested by the department, the reports required by this section shall be made on forms furnished by the department or according to an outline furnished by the department.
    - Transferred, redesignated and amended from Human Resources Code, Subchapter D, Chapter 61 by Acts 2011. 82<sup>nd</sup> Leg., R.S., Ch. 85 (S.B. 653), Sec. 1.007, eff. September 1, 2011.
- 243.005 – Information Provided by Committing Court

# Pre-Approval Notice

- When your youth has been pre-approval, you will receive an email from me (Ashton Cabler). You will also have an attachment. This attachment will have the updated GEN401 form, CCF-511 (detention progress report), and the updated Checklist 1-8.

**COUNTY NAME, YOUTH NAME (DOB) is Pre-Approved.**

**If you have not received notice, please wait for an email from Mr. Serrano regarding scheduling. Youth are accepted by appointment only. This youth is scheduled for DATE at RON JACKSON/MART (if it is a female).**

\*If you have not mailed an original copy of the certified commitment order, **please** make sure that an original copy is brought with the youth when transported\*

- **Required after Pre-approval Granted**

- (These items are to be sent to TJJD Intake via mail or email after receiving notification of pre-approval.) Please use this email address: [RJ-Intake@tjjd.texas.gov](mailto:RJ-Intake@tjjd.texas.gov)

- Refer to the attached TJJD Commitment Checklist attached for the remainder of the documents needed after Pre-Approval has been granted. If you have not sent any of the required documents via email, **please** ensure that they are brought upon delivery of the youth to TJJD.

**Additional items needed after Pre-Approval Granted:**

**Updated** GEN401, CCF 511, and any other pertinent information from the checklist. Please ensure that if you have not previously provided a copy of the youths birth certificate and the immunization record that those items are forwarded ASAP.

\*\*TJJD's Health Form (GEN401) was updated 6/1/2021 and is attached to this email\*\* this form can also be found on the TJJD Public Site <https://www.tjjd.texas.gov/state-programs/documents/> under "Medical Services"

- **Do Not Transfer** the NOBLE profile until the youth has been admitted to TJJD.

- Noble/PACT users must electronically submit the most recent assessment by selecting **tx-tjjd** from the transfer screen in the Noble platform. The profile should not be transferred until the youth's admittance date due to the transfer window.

# CCF-511 – Detention Progress Report

- We ask that this form is emailed to the [rj-intake@tjtd.texas.gov](mailto:rj-intake@tjtd.texas.gov) inbox. This form is a voice for the county and helps prepare the state for the youth.
- Any insight into behavior or issues is very helpful for staff within the TJJD facilities.
- Also, any information regarding the youths progress made in detention or willingness to program helps TJJD make decisions for the youth down the road.

Youth and Detention Information		
Youth's Name (Last, First, Middle Initial)		Committing County/Judicial District
Date of Birth (MM/DD/YYYY)	Youth's Full PID Number	Date of Court Order Committing to TJJD
Name of Detention Facility	Case Manager	Case Manager Email and Phone Number

Assessments/Evaluations Completed (attach all evaluation/assessment paperwork to this document)		
Physical Assessment <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date:	Dental Assessment <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date:	CSE-IT Assessment <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date:
Vision Assessment <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date:	Psychological Evaluation <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date:	ACE Assessment <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date:
MAYSI Assessment <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date:	R-PACT Assessment <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date:	

**Stage1 Focus: Safety and Regulation**

Complete the remaining portion of the form to reflect the youth's progress while awaiting admission to TJJD.

Youth began TJJD rehabilitative program on the following date (MM/DD/YYYY):

Educational / Vocational Progress	
• Youth remains in assigned area at least 60% of the time.	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Youth is able to discuss educational/vocational goals with detention and TJJD staff.	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Youth attends educational programming at least 60% of the time.	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Youth participates in all state academic assessments, if applicable to this review period.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Treatment and Intervention Progress	
• Youth understands risk, protective factors, and responsivity needs.	<input type="checkbox"/> Yes <input type="checkbox"/> No
• At least 60% of the time, youth cooperates with staff to identify supports and strategies to make safe choices.	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Youth attends services when prompted at least 60% of the time.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• Youth understands the need for goals for community reintegration.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Behavioral Progress	
• Youth meets expected daily behavioral goals at least 60-80% of the time	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Information Regarding the Youth's Behavior and Progress Pending Admission to TJJD	

\_\_\_\_\_  
Name of Chief Juvenile Probation Officer

\_\_\_\_\_  
Name of Facility Administrator

\_\_\_\_\_  
Signature of Chief Juvenile Probation Officer or Facility Administrator

\_\_\_\_\_  
Date

# Day of Transport

- Upon arrival to TJJD, please make sure that you've brought with the youth an **updated** GEN401, the CCF511 (if not previously emailed), and an original copy of the certified order (if not already physically mailed).
- Intake staff will greet you at the door, welcome you and the youth in, youth will be directed to hand sanitizer and then a seat.
- Transporters are welcome to sit in our seating area. We also normally always have coffee and/or water available. It'll be about 30-45 minutes before transporters can leave once the youth arrives. Transporters cannot leave until Intake Staff have provided them with a Receipt of Child, detention clothing, and any personal items that are not allowed to stay with the youth.
- We also ask that if you've got a youth with a unique medical history or specific supervision needs, please provide us that information prior to transport.

Provide this form for all juveniles transported to a Texas Juvenile Justice Department state-operated facility on commitment. This form should be completed no earlier than five business days before admission date and must be provided electronically prior to transport or must accompany the juvenile.

A. DEMOGRAPHICS					
Name (Last, First): _____		County/Facility: _____			
DOB: _____	Age: _____	Race: _____	Sex: <input type="checkbox"/> M <input type="checkbox"/> F	Wt: _____	Ht: _____
B. ALLERGIES					
<input type="checkbox"/> No known drug allergies or other allergies. <input type="checkbox"/> Allergies (drug, food, insect bites, etc.): _____ Specify: _____					
C. CURRENT / CHRONIC HEALTH PROBLEM(S) (Please review instructions on page 2.)					
Health Problems					
<input type="checkbox"/> 1. None	<input type="checkbox"/> 7. Seizures	<input type="checkbox"/> 13. Intellectual Developmental Disorder			
<input type="checkbox"/> 2. Asthma	<input type="checkbox"/> 8. Thyroid Problem	<input type="checkbox"/> 14. Mental Illness			
<input type="checkbox"/> 3. Pregnancy	<input type="checkbox"/> 9. High Blood Pressure	<input type="checkbox"/> 15. Cutting / Other Self-Harm			
<input type="checkbox"/> 4. Dental Problems	<input type="checkbox"/> 10. Orthopedic Problem / Injury	<input type="checkbox"/> 16. Suicidal			
<input type="checkbox"/> 5. Diabetes	<input type="checkbox"/> 11. Alcohol / Drug Abuse	<input type="checkbox"/> 17. History of Positive COVID-19 Test (include date and location of test in the space given below and attach a copy of the positive lab result if available)			
<input type="checkbox"/> 6. Heart Trouble	<input type="checkbox"/> 12. Recent Surgery				
If any of above checked, please explain: _____					
If "Suicidal" checked above, was juvenile placed on suicide precaution/watch prior to TJJD admission? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, was the juvenile cleared prior to admission? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date cleared: _____					
Pending Specialty Clinic Appointment					
<input type="checkbox"/> None <input type="checkbox"/> Yes – Type of Appointment: _____					
Date/Time: _____			Location: _____		
D. OTHER HEALTH CARE PROBLEMS OR CONCERNS					
E. PREVENTIVE MEDICINE					
Immunizations Current: <input type="checkbox"/> Yes <input type="checkbox"/> No (Please attach juvenile's immunization record.)					
Tuberculosis (TB) Status:					
Skin Test:	Date Given: _____	Date Read: _____	Results: _____ Mm		
X-Ray:	Date: _____	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal* <input type="checkbox"/> N/A	*Attach radiology report of abnormal chest x-ray		
TB Treatment (e.g., INH):	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Started: _____			
<input type="checkbox"/> Other: _____					
F. CURRENTLY PRESCRIBED MEDICATIONS					
<input type="checkbox"/> No Medication					
Medication & Dose	Prescribing Directions	Diagnosis	Name of Prescribing Provider	Date Filled	Last Date Given
Please attach a copy of the most recent medical and/or psychiatric evaluation or orders, if available.					
G. SIGNATURE					
Completed by: _____				Date: _____	
Signature / Title _____					
Phone Number: _____			Facility: _____		

# Intake Process

- Intake for each youth can take somewhere between 2-4 hours, depending on how many youth arrive on one day.
- By policy, within the 1<sup>st</sup> hour of arrival, a mental health staff will come and do a screening on the youth. During that same time frame, a staff from UTMB (infirmary) will screen the youth.
- Youth will complete a baseline UA, they will shower and change from county to state issued clothes, they'll do a DNA swab, fingerprints and watch several videos.
- In between the videos, staff will make guardian contact and will also do safe housing assessments and sexual aggression/victimization screenings.
- Once youth have completed the Intake process, they are escorted from Intake to their assigned dorm and/or staff (if in education etc.) We also provide lunch for the youth in Intake.
- When we have youth test positive during the baseline UA at Intake, we make notification to the IRC/OIG. We also will forward the information to the last known detention the youth was housed at.

# Advisory Council and Waitlist

- TJJD is working with the Advisory Council and will be putting together a task force to work through Waitlist issues, the impact, and working towards possible solutions.
- After discussion with Chief Hadnot, AC Chair the thought of a "taskforce/workgroup" was discussed. This will be a special-purpose AC committee that allows us to do two things in a more structured way:
  - 1) provide y'all with up-to-date info on what our waitlist initiatives look like at the state level; and
  - 2) brainstorm innovative ideas with you about what can improve in existing processes (e.g., efficiencies we could tap into related to evaluations, diversion, intake, reentry, etc.). Our goal here is to increase transparency and stay solutions-focused so we can move the needle together.

# How You Can Help Us

- Sending required documentation timely [ideally as soon as a youth is added to the waitlist, we receive items 1-8 via email]
- Communicating directly with us. I know at one time, you were directed to the Regionals. We can be of more help to you if you communicate directly to the Intake Department via [rj-intake@tjjd.Texas.gov](mailto:rj-intake@tjjd.Texas.gov) or call/text me 325-203-3802
  
- Review the commitment order and documents (Open for questions)

# Priority Move Requests and Impact to the Waitlist

There may be times that you are holding a youth in your local detention center that becomes so disruptive, or have needs that require the youth to be considered for a “priority move request.”

These request may be made for youth exhibiting the following;

- Assaultive behavior causing serious bodily injury
- Suicide attempts (staffed with our agency treatment team)
- Disruptive behaviors resulting in serious disruption of programming (constant threatening staff/peers, creation of weapons while in secure environment, etc.)
- Complicated medical history (staffed with agency medical staff)
- Capacity density (number of youth pending admission in secure environment as compared to weekly census)
- Number of youth occupying contract detention bed space compared to total population.

# Priority Requests and Maintenance of the Waitlist

- As of right now, Mr. Serrano maintains the waitlist. As some duties shift, the waitlist will become one of my job functions.
- We ask that if you have a priority request, that you send those emails to:

Louis Serrano

Director of Youth Movement

[louis.serrano@tjjd.texas.gov](mailto:louis.serrano@tjjd.texas.gov)

Ashton Cabler

Program Manager – RJ-Intake

[ashton.cabler@tjjd.texas.gov](mailto:ashton.cabler@tjjd.texas.gov)

When sending documents and incident reports – always CC: [rj-intake@tjjd.texas.gov](mailto:rj-intake@tjjd.texas.gov)

# Questions and Concerns

- Please reach out to the [rj-intake@tjjd.texas.gov](mailto:rj-intake@tjjd.texas.gov) inbox, [Ashton.cabler@tjjd.texas.gov](mailto:Ashton.cabler@tjjd.texas.gov), [Stefan.richards@tjjd.texas.gov](mailto:Stefan.richards@tjjd.texas.gov), or [louis.serrano@tjjd.texas.gov](mailto:louis.serrano@tjjd.texas.gov)
- Ashton Cabler (Intake Manager) – 325-203-3802
- Stefan Richards (General Counsel Legal Dept.) – 512-413-9868

# THANK YOU!!

Any questions or concerns PLEASE reach out. We are here to help!



TEXAS  
JUVENILE★JUSTICE  
DEPARTMENT