

Chapter: Volunteer Management	Effective Date: 9/17/26
Title: Criminal History Standards	Page: 1 of 1
	Replaces: VLS.01.02, 10/7/08

(a) **Standards.**

- (1) TJJD conducts criminal background checks on prospective volunteers and adheres to established standards in granting access to TJJD youth, facilities, and information.
- (2) Volunteers are subject to the standards for non-correctional series positions as established in [PRS.05.13](#).
- (3) Except as described in (c) below, a prospective volunteer may not be selected for enrollment as a volunteer if:
 - (A) the volunteer does not meet the criminal history criteria set forth in [PRS.05.13](#); or
 - (B) the volunteer has ever been convicted of a sex offense, as defined in [§62.001, Code of Criminal Procedure](#), or capital murder.

(b) **Procedures.**

- (1) A **community relations coordinator** may seek an executive exception to the criminal history eligibility criteria set forth in PRS.05.13 for a volunteer applicant if the community relations coordinator believes a compelling reason exists which would justify selection of the applicant. Volunteer applicants who have been convicted of capital murder or a sex offense are not eligible for the executive exception.
 - (2) An executive exception may be requested only after the community relations coordinator has interviewed the applicant and received at least two favorable character references.
 - (3) To request an exception, the **community relations coordinator** provides the following information to the facility administrator:
 - (A) the nature of the applicant's prior criminal history;
 - (B) the specific and limited role for which the applicant is being considered;
 - (C) the compelling reason for considering the applicant;
 - (D) an explanation of why the applicant does not pose a risk (i.e., evidence of rehabilitation); and
 - (E) precautions and controls to ensure youth and facility security are not placed at risk.
 - (4) The **facility administrator** attaches a recommendation to the request for executive exception and forwards the information to the manager of volunteer services.
 - (5) The **manager of volunteer services**, in consultation with the Office of Independent Ombudsman, prepares a proposal for decision and forwards it to the executive director or designee.
 - (6) The **executive director** or designee is the final decision authority for volunteer applicant executive exceptions and communicates the final decision in writing to the manager of volunteer services.
-
-