

STATE OF TEXAS §
 §
 COUNTY OF TRAVIS §

**CONTRACT FOR PAROLE SUPERVISION AND SERVICES
 AMENDMENT 1 to CONTRACT # CON0001521**

The **Texas Juvenile Justice Department**, hereinafter **TJJD**, and the **Tom Green Juvenile Probation Department, 1253 West 19th Street, San Angelo, TX 76903**, hereinafter **Service Provider**, acknowledge that they have previously entered into a contract for the provision of parole supervision and services to TJJD youth for the period of **September 1, 2023**, through **August 31, 2025**, in the following counties: **Tom Green, Concho, Runnels, Sterling, Schleicher, Irion, and Coke**. This contract is identified as **Contract Number CON0001521**.

Both parties wish to continue the relationship that exists without a lapse in services. Service Provider agrees to continue to provide services under the existing contract, and the TJJD agrees to continue to use Service Provider's services during the term of this contract.

Service Provider represents and warrants that the individual signing this Amendment is authorized to sign this document on behalf of Service Provider and to bind Service Provider under this Amendment.

The parties hereto agree to be bound by the terms of the existing contract and amendments, if any, agreeing that the current provisions, terms, and conditions shall remain in full force and effect up until the date of termination and to remain bound by any terms or requirements that survive contract termination.

Pursuant to ATTACHMENT 1 Terms and Conditions, Article 13: Contract Amendment and Merger Clause, the contract may be amended and to reflect the following revisions. Therefore, the parties agree to amend **Contract Number CON0001521** as follows:

1. **Section I. Contract Term**, this contract is being renewed for the remaining two (2) years, extending the contract term through **August 31, 2027**, revised as follows:
 "This contract is effective **September 1, 2023**, and shall remain in effect through **August 31, 2027**. Any renewals shall be at the same terms and conditions, including any approved changes."
2. **Section II. Service Provider**, **D** is deleted and replaced with,
 "D. Submit quarterly claims to HOUInvoice@tjjd.texas.gov on a standardized invoice. Use a separate invoice for each month and include on the invoice: the name of each youth for whom payment is being requested; their TJJD number; the start and end date; the total number of days for which payment is being requested; the rate of pay; and the total amount for each youth. Submit the invoice no later than ten (10) work days from the last day of the quarter for which payment is being requested."
3. **Section II. Service Provider** is revised adding as follows:
 O. Service Provider will review PRS 02.031 (Exhibit C) and complete IRD 003 (Exhibit D) to receive a TJJD laptop.
 P. Service Provider will verify annually in May of each year continued possession of laptop with **TJJD Director of Probation Service** to Ashley.kintzer@tjjd.texas.gov .

4. **Section II. Service Provider, Exhibit A and Exhibit B** referenced in paragraph A., are removed and replaced with the **attached** revised **Exhibit A and Exhibit B**.
5. **Section III. TJJD** is revised as follows:
M. Will provide laptop computer.
6. **Section IV. Notices** is revised as follows:
"Required written notices shall be addressed to the Texas Juvenile Justice Department, Office of Business Operations Department, Contracts at mailing address: P.O. Box 12757, Austin, Texas 78711-2757, or physical address: 1801 N Congress Ave., Ste. 13.1400, Austin, TX 78701, and the TJJD District Office at Houston District Office, 3555 Timmons Lane, Suite 1535 Houston, Texas 77027 and to the Service Provider at 1253 West 19th Street, San Angelo, TX 76903."
7. **Attachment 1, V. TERMS AND CONDITIONS** are revised and attached hereto as **ATTACHMENT 1, TERMS AND CONDITIONS** and hereby incorporated by reference.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment as of the day and year last below written.

For the Texas Juvenile Justice Department:



Snandra Carter, Executive Director

08/21/2025

Date

For Service Provider:



Signature

MONICA Y. SCHNIERS

Printed Name

August 19, 2025

Date

Attachment 1

TERMS AND CONDITIONS

By responding to the solicitation, or fulfilling the contract, procurement, or agreement, the Vendor agrees to the terms and conditions below, which apply to and become a part of every Texas Juvenile Justice Department (TJJD) purchase. Only mutually written exceptions will be valid.

The following are conforming terms for purposes of these Terms and Conditions. References to a Contract may correspond to Bid, Application, Response, Proposal.

References to Vendor may correspond to

“Bidder/Offeror/Applicant/Proposer/Respondent/Contractor/Service Provider.”

Reference to the Solicitation may correspond to one of the types of solicitation methods (i.e., IFB, RFO, RFP). Any specification in the solicitation or subsequent contract that conflicts with these terms and conditions takes precedence.

All references to “days” shall be calendar days unless specified otherwise. Vendor and TJJD herein may be referred to individually as a “Party” and collectively as the “Parties.”

1. Americans with Disabilities Act

Vendor represents and warrants its compliance with the requirements of the Americans with Disabilities Act (ADA) and its implementing regulations, as each may be amended.

2. Antitrust Affirmation

The undersigned affirms under penalty of perjury of the laws of the State of Texas that (1) in connection with this Response and any resulting contract, neither I nor any representative of the Vendor have violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15; (2) in connection with this Response and any resulting contract, neither I nor any representative of the Vendor have violated any federal antitrust law; and (3) neither I nor any representative of the Vendor have directly or indirectly communicated any of the contents of this Response to a competitor of the Vendor or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Vendor.

3. Assignment

Vendor shall not assign its rights under the contract or delegate the performance of its duties under the Contract without prior written approval from TJJD. Any attempted assignment in violation of this provision is void and without effect.

4. Intentionally Left Blank

5. Buy Texas Affirmation

In accordance with Section 2155.4441 of the Texas Government Code and to the extent applicable, Vendor agrees that during the performance of a contract for services it shall

purchase products and materials produced in Texas when they are available at a price and time comparable to products and materials produced outside this state.

6. Change in Law and Compliance with Laws

Any alterations, additions, or deletions to the terms of the Contract that are required by changes in federal or state law or regulations are automatically incorporated into the Contract without written amendment hereto and shall become effective on the date designated by such law or by regulation.

7. Child Support Obligation Affirmation, Section 231.006, Texas Family Code

Under Section 231.006 of the Family Code, the Vendor certifies that the individual or business entity named in this Contract is not ineligible to receive the specified grant, loan, or payment and acknowledges that this Contract may be terminated and payment may be withheld if this certification is inaccurate in addition to other remedies set out in 231.006(f). A bid or an application for a contract, grant, or loan paid from state funds must include the name and social security number of the individual or sole proprietor and each partner, shareholder, or owner with an ownership interest of at least 25 percent of the business entity submitting the bid or application. **FEDERAL PRIVACY ACT NOTICE:** This notice is given pursuant to the Federal Privacy Act. Disclosure of your Social Security Number (SSN) is required under Section 231.006(c) and Section 231.302(c)(2) of the Texas Family Code. The SSN will be used to identify persons that may owe child support. The SSN will be kept confidential to the fullest extent allowed under Section 231.302(e) of the Texas Family Code.

8. Intentionally Left Blank

9. Compliance with Section 572.054, Texas Government Code, Former Officer or Employee of TJJD

Vendor certifies compliance with Texas Government Code Section 572.054. Vendor has not employed a former officer or employee of TJJD to perform services on Vendor's behalf, to secure the contract, or to represent Vendor in any manner prohibited by Section 572.054. A false certification could result in termination of the contract, withholding of payments, or other sanctions.

10. Compliance with the Prison Rape Elimination Act of 2003 (PREA)

Vendor shall comply with the Prison Rape Elimination Act of 2003 (PREA) (34 U.S.C. 30301 et seq.) and with all applicable standards, rules, regulations, and TJJD policies related to PREA. Vendor shall make itself familiar with and at all times shall observe and comply with all PREA regulations which affect performance in any manner under the Contract. Failure to comply with PREA standards, rules, regulations, and TJJD policies may result in termination of the Contract.

11. Intentionally Left Blank

12. Confidentiality

- a. Vendor agrees that all of its employees, contractors, subcontractors, or associates will comply with all state and federal law and with TJJD policies regarding maintaining the confidentiality of TJJD youth, including, but not limited to, maintaining confidentiality of youth records and identifying information.
- b. Vendor agrees that all information regarding TJJD and/or its youth that is gathered, produced, or otherwise derived from the Contract shall remain confidential and subject to release only by written permission of TJJD and in accordance with all state and federal laws.
- c. Vendor employees, contractors, subcontractors, or associates who visit any TJJD facility will comply with that facility's security regulations.
- d. Identifying pictures, appearances, films, or reports of TJJD youth may not be disclosed by Vendor without the written consent of TJJD, of the youth and, if under age 18, of the youth's parent, guardian, or managing conservator.

13. Contract Amendment and Merger Clause

The Contract encompasses the complete and entire agreement of the Parties. Neither Party has made nor relied on any representations, stipulations, or agreements other than those expressly contained in the Contract. No other contracts or agreements, oral or written, shall constitute a part of the Contract unless such is made in writing, executed by the Parties hereto or their successors, and expressly made a part of the Contract.

- a. **Bilateral Amendment:** Except as provided for in the Unilateral Amendment section below, the Contract can only be changed by a Bilateral Amendment or supplemented in writing, executed by both Parties hereto or their successors, and expressly made a part of the Contract.
- b. **Unilateral Amendment.** A Unilateral Amendment will be effective on the date that is specified in the Unilateral Amendment. TJJD has sole discretion to issue a Unilateral Amendment to modify a contract's requirements, terms, or conditions as follows:
 - 1. Minor administrative changes to correct typographical errors;
 - 2. Change the TJJD contract identification number;
 - 3. Changes to incorporate new or revised state or federal laws, regulations, rules, or policies;
 - 4. Increase the "not to exceed" amount or contract rates (if applicable) necessary for continuation of services;
 - 5. Update Vendor's name as recorded by the Secretary of State, as required by law, or as authorized by TJJD; and
 - 6. Change either Party's contact information.

14. Intentionally Left Blank

15. COVID-19 Vaccine Passport Prohibition

Vendor certifies that it does not require its customers to provide any documentation certifying the customer's COVID-19 vaccination or post-transmission recovery on entry to, to gain access to, or to receive service from the Vendor's business. Vendor

acknowledges that such a vaccine or recovery requirement would make Vendor ineligible for a state-funded contract.

16. Intentionally Left Blank

17. Cybersecurity Training

Vendor shall ensure that any Vendor employee or subcontractor or employee who has access to a state computer system or database shall complete a cybersecurity training program under Section 2054.5192 of the Texas Government Code. Such training is required to occur during the contract term and renewal period. Vendor shall provide TJJD with verification of the completion of the requisite training.

18. Intentionally Left Blank

19. Intentionally Left Blank

20. Dealings with Public Servants Affirmation

Pursuant to Section 2155.003 of the Texas Government Code, Vendor represents and warrants that it has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the Contract.

21. Debts and Delinquencies Affirmation

Vendor agrees that any payments due under the Contract shall be directly applied towards eliminating any debt or delinquency it has to the State of Texas including, but not limited to, delinquent taxes, delinquent student loan payments, and delinquent child support.

22. Disaster Recovery Plan

In accordance with 13 TAC § 6.94(a)(9), Vendor shall provide to TJJD the descriptions of its business continuity and disaster recovery plans if it has or is to have custody of vital state records.

23. Intentionally Left Blank

24. Disentanglement Services [For IT type Agreements/Services - Only applies to Contracts when Vendor has access to TJJD data, shared servers, or Vendor's data embedded with TJJD data]

(a) The following definitions are incorporated into the Contract and relevant to this Section:

- (1) **Disentanglement Period** - the period during and after the Contract terminates that is necessary to provide disentanglement services.
- (2) **Disentanglement Services** - the obligations of each Party imposed upon notice of Contract termination or expiration that are designed to extract and protect proprietary data, databases, and structure.

- (b) Vendor must provide disentanglement services as soon as possible after Notice of Contract Termination or Contract expiration. The disentanglement period shall be for one month unless otherwise agreed upon. If disentanglement services cannot be completed during the agreed disentanglement period, Vendor must notify TJJD in writing 14 days before the end of the disentanglement period and must include an explanation of the cause for delay and a proposed timeframe for completion.
- (c) Disentanglement services that Vendor must provide include: (1) Up-to-date documentation of data format and structure; and (2) documentation of what, if any, of Vendor's proprietary information is embedded within TJJD data. Vendor should also provide TJJD with their proprietary data in the same format and structure as used in Vendor's system before Contract termination. If Vendor is unwilling to provide data in the same format and structure, then Vendor must work with TJJD or a 3rd party of TJJD's choice to provide the data and appropriate documentation in an acceptable alternate format agreed to by TJJD. After completion of the aforementioned obligations, TJJD shall continue to allow Vendor access to its shared servers so Vendor may uninstall Vendor's software, databases, and proprietary data and information. After removal of all proprietary data, Vendor shall confirm removal with written certification of such.
- (d) Both Parties shall have full access to shared servers, including source code and technical documentation, during the disentanglement period. If any disagreement between the Parties arises before disentanglement services are completed, both Parties shall continue to have full access while seeking resolution.
- (e) Confidentiality requirements, restrictions on use of data, and intellectual property rights described in the Contract remain effective until disentanglement services are completed.

25. Dispute Resolution

The dispute resolution process in Chapter 2260 of the Texas Government Code must be used to resolve any dispute arising under the Contract.

26. Intentionally Left Blank

27. Drug-Free Workplace

Vendor represents and warrants that it shall comply with the applicable provisions of the Drug-Free Work Place Act of 1988 (41 U.S.C. § 701 et seq.) and maintain a drug-free work environment.

28. E-Verify Program

Vendor certifies that for contracts for services, Vendor shall utilize the U.S. Department of Homeland Security's E-Verify system (E-Verify) during the term of the Contract to determine the eligibility of:

1. all persons employed by Vendor to perform duties within Texas; and

2. all persons, including subcontractors, assigned by Vendor to perform work pursuant to the Contract within the United States of America.

Vendor shall provide, upon written request by TJJD, an electronic or hard copy screenshot of the confirmation that Vendor is enrolled in E-Verify. Vendor shall provide, upon written request by TJJD, an electronic or hard copy of the confirmation or non-confirmation screen containing the E-Verify case verification number for attachment to the Form I-9 for each Vendor employee, subcontractor, and subcontractor employee that meet the criteria above, following any required E-Verify protocols to allow for the provision of such information.

If it is determined that Vendor has violated the certifications set forth in this provision, then (1) Vendor shall be in breach of contract, (2) TJJD shall have the option to terminate the Contract for cause without prior notice, and (3) in addition to any other rights or remedies available to TJJD under the Contract, Vendor shall be responsible for all costs incurred by TJJD to obtain substitute services to replace the terminated Contract.

29. Intentionally Left Blank

30. Entities that Boycott Israel

Pursuant to Section 2271.002 of the Texas Government Code, Vendor certifies that either (i) it meets an exemption criterion under Section 2271.002; or (ii) it does not boycott Israel and will not boycott Israel during the term of any contract executed with TJJD . Vendor shall state any facts that make it exempt from the boycott certification in its Response.

31. Equal Employment Opportunity

Vendor represents and warrants its compliance with all applicable duly enacted state and federal laws governing equal employment opportunities.

32. Excess Obligations Prohibited - Funding Out Clause

- a. The Contract is subject to termination or cancellation, without penalty to TJJD, either in whole or in part, subject to the availability of state funds. TJJD is a state agency whose authority and appropriations are subject to actions of the Texas Legislature. If TJJD becomes subject to a legislative change, revocation of statutory authority, or lack of appropriated funds that would render either TJJD's or Vendor's delivery or performance under the Contract impossible or unnecessary, the Contract will be terminated or cancelled and be deemed null and void. In the event of a termination or cancellation under this Section, TJJD will not be liable to Vendor for any damages, that are caused or associated with such termination, or cancellation, and TJJD will not be required to give prior notice.
- b. TJJD is prohibited from incurring obligations in excess of amounts lawfully appropriated by the Texas Legislature over the course of a biennium.

33. Excluded Parties

Vendor certifies that it is not listed in the prohibited vendors list authorized by Executive Order No. 13224, "*Blocking Property and Prohibiting Transactions with Persons Who*

Commit, Threaten to Commit, or Support Terrorism", published by the United States Department of the Treasury, Office of Foreign Assets Control.

34. Executive Head of a State Agency Affirmation

In accordance with Section 669.003 of the Texas Government Code, relating to contracting with the executive head of a state agency, Vendor certifies that it is not (1) the executive head of TJJD, (2) a person who at any time during the four years before the date of the Contract was the executive head of TJJD, or (3) a person who employs a current or former executive head of TJJD.

35. False Statements

Vendor represents and warrants that all statements and information prepared and submitted in this document are current, complete, true, and accurate. Submitting a Response with a false statement or material misrepresentations made during the performance of a contract is a material breach of contract and may void the submitted Response and any resulting contract.

36. Federal Confidentiality Compliance

Any program that specializes, in whole or in part, in providing treatment, counseling, and/or assessment and referral services for youth with alcohol or other drug problems must comply with federal confidentiality regulations. Said regulations apply only to programs that are federally assisted either directly or indirectly. Vendor certifies compliance with these federal requirements for confidentiality (42 USC 290dd-2; 42 CFR Part 2) and agrees to comply with said requirements for so long as this Contract is in force.

37. Financial Participation Prohibition Affirmation

Under Section 2155.004(b) of the Texas Government Code, Vendor certifies that the individual or business entity named in this Contract is not ineligible to receive the specified contract and acknowledges that this Contract may be terminated and payment withheld if this certification is inaccurate.

38. Fingerprinting and Background Check

A. Unless Vendor is addressed in Section B below, Vendor shall:

1. As directed by TJJD, provide information for each person providing services under this Contract with access to TJJD youth or youth records to perform a criminal background check, which may include fingerprinting, criminal records check, sex offender registration records check, PREA employment standards check, child abuse registry check, and drug test. Criminal background checks shall be conducted at TJJD's expense. Any Vendor employee, agent, consultant, subcontractor, subcontractor employee, or volunteer worker who is unwilling to provide or who does not provide required information will not be allowed to work under this Contract. Any Vendor employee, agent, consultant, subcontractor, subcontractor employee, or volunteer shall not work under this Contract until the criminal background check is completed and approval is obtained from TJJD's Director of Human Resources.

2. Within 24 hours of becoming aware of the information, notify TJJD's Director of Human Resources of any employee, agent, consultant, subcontractor, subcontractor employee, or volunteer who works with TJJD youth, who is arrested, indicted, or charged with a criminal offense or who resigns while under investigation for inappropriate conduct or policy violations. Such employee, agent, consultant, subcontractor, subcontractor employee, or volunteer shall be immediately suspended from working under this Contract unless authorized by TJJD's Director of Human Resources.

B. Vendor Licensed by the Texas Department of Family and Protective Services

1. Employees, contractors (including subcontractors), or volunteers who provide services in a facility that contracts to accept TJJD youth and that is licensed by the Department of Family and Protective Services (DFPS) must, in order to work with TJJD youth, obtain clearance under DFPS background check rules. Further:
 - a. Vendor must provide sufficient information to allow TJJD to verify DFPS clearance; and,
 - b. Vendor must notify TJJD's Director of Human Resources **within 24 hours** of learning of the arrest of any employee, contractor (including subcontractor), or volunteer.

C. TJJD Approval

TJJD will approve or deny any Vendor employee, agent, consultant, subcontractor, subcontractor employee, or volunteer in accordance with TJJD policies and procedures. TJJD's designated contact for criminal background checks is the Human Resources Department, Manager of Criminal Background Checks, (512) 490-7674.

39. Intentionally Left Blank

40. Force Majeure

Neither Vendor nor TJJD shall be liable to the other for any delay in, or failure of performance, of any requirement included in the contract caused by force majeure. The existence of such causes of delay or failure shall extend the period of performance until after the causes of delay or failure have been removed provided the non-performing party exercises all reasonable due diligence to perform. Force majeure is defined as acts of God, war, fires, explosions, hurricanes, floods, failure of transportation, or other causes that are beyond the reasonable control of either party and that by exercise of due foresight such party could not reasonably have been expected to avoid, and which, by the exercise of all reasonable due diligence, such party is unable to overcome.

41. Foreign Terrorist Organizations

Section 2252.152 of the Texas Government Code prohibits TJJD from awarding a contract to any person who does business with Iran, Sudan, or a foreign terrorist organization as defined in Section 2252.151 of the Texas Government Code. Vendor certifies that it is not ineligible to receive the Contract.

42. Former Agency Employees

Vendor represents and warrants that none of its employees including, but not limited to, those authorized to provide services under the Contract, were former employees of TJJD

during the twelve (12) month period immediately prior to the date of execution of the Contract.

43. Franchise Taxes

a. Vendor certifies that should Vendor be subject to payment of Texas franchise taxes, that all franchise taxes are current. If such certification is false, this Contract may be terminated at the option of TJJD or other sanctions may be exercised.

b. If Vendor is exempt from payment of Texas franchise taxes, Vendor shall so indicate by attachment to this Contract.

c. If Vendor's payment of Texas franchise taxes becomes delinquent during the term of this Contract, Vendor will notify TJJD within twenty-four (24) hours. If such delinquency cannot be cured within twenty-four (24) hours and a copy of the Certification of Account Status proving payment of delinquent taxes cannot be provided to TJJD, this Contract may be terminated at the option of TJJD or other sanctions may be exercised under the provisions of this Contract.

44. Governing Law and Venue

The Contract shall be governed by and construed in accordance with the laws of the State of Texas, without regard to the conflicts of law provisions. The venue of any suit arising under the Contract is fixed in any court of competent jurisdiction of Travis County, Texas, unless the specific venue is otherwise identified in a statute which directly names or otherwise identifies its applicability to TJJD.

45. Hardening of State Government

Respondent certifies that neither it, nor its holding companies or subsidiaries, is:

- (a) Listed in Section 889 of the 2019 National Defense Authorization Act;
- (b) Listed in Section 1260H of the 2021 National Defense Authorization Act; or
- (c) Owned by the government of a country on the U.S. Department of Commerce's foreign adversaries list under 15 C.F.R Section 791.4; or
- (d) Controlled by any governing or regulatory body located in a country on the U.S. Department of Commerce's foreign adversaries list under 15 C.F.R Section 791.4.

46. Human Trafficking Prohibition

Under Section 2155.0061, Government Code, Vendor certifies that the individual or business entity named in this Response or Contract is not ineligible to receive the specified contract and acknowledges that this Contract may be terminated and payment withheld if this certification is inaccurate.

47. Indemnification

VENDOR SHALL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE STATE OF TEXAS AND TJJD, AND/OR THEIR OFFICERS, AGENTS, EMPLOYEES, REPRESENTATIVES, CONTRACTORS, ASSIGNEES, AND/OR DESIGNEES FROM ANY AND ALL LIABILITY, ACTIONS, CLAIMS, DEMANDS, OR SUITS, AND ALL RELATED COSTS, ATTORNEY FEES, AND EXPENSES ARISING OUT OF, OR RESULTING FROM ANY ACTS OR OMISSIONS OF VENDOR OR ITS AGENTS, EMPLOYEES, SUBCONTRACTORS, ORDER FULFILLERS, OR SUPPLIERS OF

SUBCONTRACTORS IN THE EXECUTION OR PERFORMANCE OF THE CONTRACT AND ANY PURCHASE ORDERS ISSUED UNDER THE CONTRACT. THE DEFENSE SHALL BE COORDINATED BY VENDOR WITH THE OFFICE OF THE TEXAS ATTORNEY GENERAL WHEN TEXAS STATE AGENCIES ARE NAMED DEFENDANTS IN ANY LAWSUIT AND VENDOR MAY NOT AGREE TO ANY SETTLEMENT WITHOUT FIRST OBTAINING THE CONCURRENCE FROM THE OFFICE OF THE TEXAS ATTORNEY GENERAL. VENDOR AND TJJD AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY SUCH CLAIM.

48. Intentionally Left Blank

49. Intentionally Left Blank

50. Independent Contractor - Relationship of the Parties

Vendor and Vendor's employees, representatives, agents, subcontractors, suppliers, and third-party service providers shall serve as independent contractors in providing the services under the contract. Neither Vendor nor TJJD is an agent of the other and neither may make any commitments on the other party's behalf. Should Vendor subcontract any of the services required in the Contract, Vendor expressly understands and acknowledges that in entering into such subcontract(s), TJJD is in no manner liable to any subcontractor(s) of Vendor. In no event shall this provision relieve Vendor of the responsibility for ensuring that the services performed under all subcontracts are rendered in compliance with the Contract. Vendor shall have no claim against TJJD for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind. The Contract shall not create any joint venture, partnership, agency, or employment relationship between Vendor and TJJD.

51. Legal and Regulatory Actions

Vendor represents and warrants that Vendor is not aware of and has received no notice of any court or governmental agency actions, proceedings or investigations, etc., pending or threatened against Vendor or any of the individuals or entities included in the Response within the five (5) calendar years immediately preceding the submission of the Response that would or could impair Vendor's performance under the Contract, relate to the solicited or similar goods or services, or otherwise be relevant to TJJD's consideration of the Response. If Vendor is unable to make the preceding representation and warranty, then Vendor instead represents and warrants that Vendor has included as a detailed attachment in its Response a complete disclosure of any such court or governmental agency actions, proceedings or investigations, etc. that would or could impair Vendor's performance under the Contract, relate to the solicited or similar goods or services, or otherwise be relevant to TJJD's consideration of the Response. In addition, Vendor represents and warrants that it shall notify TJJD in writing within five (5) business days of any changes to the representations or warranties in this clause and understands that failure to so timely update TJJD shall constitute breach of contract and may result in immediate termination of the Contract.

52. Limitation on Authority

Vendor shall have no authority to act for or on behalf of TJJD or the State of Texas except as expressly provided for in the Contract; no other authority, power or use is granted or implied. Vendor may not incur any debt, obligation, expense or liability of any kind on behalf of TJJD or the State of Texas.

53. Lobbying Prohibition

Vendor represents and warrants that TJJD's payments to Vendor and Vendor's receipt of appropriated or other funds under the Contract are not prohibited by Sections 556.005 or 556.0055 of the Texas Government Code.

54. Media Releases

Vendor shall not use TJJD's name, logo, or other likeness in any press release, marketing material, or other announcement without TJJD's prior written approval. TJJD does not endorse any vendor, commodity, or service. Vendor is not authorized to make or participate in any media releases or public announcements pertaining to this procurement, the Response or the services to which they relate without TJJD's prior written consent, and then only in accordance with explicit written instructions from TJJD.

55. No Conflicts of Interest

Vendor represents and warrants that the provision of goods and services or other performance under the Contract will not constitute an actual or potential conflict of interest or reasonably create the appearance of impropriety. Vendor has disclosed in writing to TJJD all existing or potential conflicts of interest relative to the performance of the Contract. And if circumstances change during the course of the Contract, Vendor shall promptly notify TJJD.

56. No Implied Waiver

The failure of a party to insist at any time upon the strict performance of any covenant or agreement or to exercise any option, right, power, or remedy contained in the Contract shall not be construed as a waiver or a relinquishment thereof for the future.

57. No Quantity Guarantees

TJJD makes no express or implied warranty whatsoever that a minimum compensation or minimum quantity will be guaranteed under this Contract.

58. No Third-Party Beneficiaries

The Contract is made solely and specifically among and for the benefit of the parties named herein and their respective successors and assigns, and no other person shall have any right, interest, or claims hereunder or be entitled to any benefits pursuant to or on account of the contract as a third-party beneficiary or otherwise.

59. Notice of Changes

a. Vendor shall notify TJJD immediately in writing of any significant change affecting Vendor, including, but not limited to, change of Vendor's name or identity, location of services, ownership or control, operating entity, governing board membership, key

personnel, payee identification number, and any other significant changes that may affect the delivery of services under the terms of this Contract.

b. Vendor shall not transfer or assign this contract or enter into any subcontract for the services under this Contract without prior written approval from TJJD.

c. Vendor shall not relocate the services provided under this Contract from the location stated in the preamble of the Contract, if applicable, without prior written approval from TJJD and a certification that the location to which services are to be relocated is in compliance with Chapter 244, Texas Local Government Code, if applicable.

60. Permits, Certifications, and Licenses

Vendor represents and warrants that it has determined what licenses, certifications, and permits are required under the Contract and has acquired all applicable licenses, certifications, and permits and shall maintain them as necessary throughout the term of the Contract.

61. Prior Disaster Relief Contract Violation

Under Sections 2155.006 and 2261.053 of the Texas Government Code, the Vendor certifies that the individual or business entity named in this Response or Contract is not ineligible to receive the specified contract and acknowledges that this Contract may be terminated and payment withheld if this certification is inaccurate.

62. Prompt Payment

Payment shall be made in accordance with Chapter 2251 of the Texas Government Code, commonly known as the Texas Prompt Payment Act. Chapter 2251 of the Texas Government Code shall govern remittance of payment and remedies for late payment and non-payment.

63. Intentionally Left Blank

64. Public Information Act

Information, documentation, and other material in connection with a solicitation or any resulting contract may be subject to public disclosure pursuant to Chapter 552 of the Texas Government Code (the "Public Information Act"). In accordance with Section 2252.907 of the Texas Government Code, Vendor is required to make any information created or exchanged with the State pursuant to the Contract, and not otherwise excepted from disclosure under the Texas Public Information Act, available in a format that is accessible by the public at no additional charge to the State.

65. Intentionally Left Blank

66. Restricted Employment for Certain State Personnel

Pursuant to Section 572.069 of the Texas Government Code, Vendor certifies that it has not employed and will not employ a former state officer or employee who participated in a procurement or contract negotiations for TJJD involving Vendor within two (2) years after the date that the Contract is signed or the procurement is terminated or withdrawn.

This certification applies to former state officers or employees whose state service or employment ceased on or after September 1, 2015.

67. Restriction on Possession of Weapons

Vendor agrees that Vendor or any employees, contractors, subcontractors, or associates providing services on behalf of Vendor shall not carry or possess any type of firearm or other weapon listed in Texas Penal Code Section 46.01 while rendering services to TJJD youth under this Contract. This prohibition includes the carrying of a handgun licensed under the authority of Chapter 411, Subchapter H, Texas Government Code. Vendor shall be under an affirmative duty to keep weapons out of the possession of TJJD youth in Vendor's care.

68. Sanctions

- a.** In addition to its authority to terminate this Contract under the termination provision or other provisions of this Contract, TJJD, based on information from monitoring or other verifiable sources, may take other actions including, but not limited to:
 - i. Requiring Vendor to take specific corrective actions in order to remain in compliance with the terms of this Contract; and/or
 - ii. Recouping payment made to Vendor; and/or
 - iii. Imposing recommendations from audit or investigative findings, and minor or major sanctions; and/or
 - iv. Recovery of damages to the extent allowed by Texas law for each instance of non-compliance; and/or
 - v. Suspending, placing into abeyance, or removing any contractual rights including, but not limited to, withholding payment.
- b.** Vendor shall fully cooperate with TJJD and its authorized representatives in carrying out corrective action plans.

69. Severability

If any provision of the Contract is construed to be illegal or invalid, such construction will not affect the legality or validity of any of its other provisions. The illegal or invalid provision will be deemed severable and stricken from the Contract as if it had never been incorporated herein, but all other provisions will continue in full force and effect.

70. Signature Authority

By submitting this Response, Vendor represents and warrants that the individual submitting this document and the documents made part of this Response is authorized to sign such documents on behalf of the Vendor and to bind the Vendor under any contract that may result from the submission of this Response.

71. Sovereign Immunity

The Parties expressly agree that no provision of the Contract is in any way intended to constitute a waiver by TJJD or the State of Texas of any immunities from suit or from liability that TJJD or the State of Texas may have by operation of law.

72. Specifications

Vendor shall provide services in accordance with the specifications contained in the Contract. TJJD will determine the answers to all questions that may arise as to the interpretation of the specifications and the quality or acceptability of work performed. Substitutions cannot be made without TJJD prior approval. TJJD will decide the rate of progress of the work and the acceptable fulfillment of services on the part of Vendor.

73. Intentionally Left**74. State Auditor's and TJJD's Right to Audit**

Pursuant to Section 2262.154 of the Texas Government Code, the state auditor may conduct an audit or investigation of any entity receiving funds from the state directly under any contract or indirectly through a subcontract under the Contract. The acceptance of funds by Vendor or any other entity or person directly under the Contract or indirectly through a subcontract under the contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. Under the direction of the legislative audit committee, Vendor or other entity that is the subject of an audit or investigation by the state auditor must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit. Vendor shall ensure that this paragraph concerning the authority to audit funds received indirectly by subcontractors through the Contract and the requirement to cooperate is included in any subcontract it awards.

Vendor shall maintain and retain supporting fiscal documents adequate to ensure that claims for contract funds are in accordance with TJJD and State of Texas requirements. Vendor shall maintain all such documents and other records relating to this Contract and the State's property for a period of seven (7) years after the date of submission of the final invoices or until a resolution of all billing questions or contract issues, whichever is later. Vendor shall make available at reasonable times and upon reasonable notice, and for reasonable periods, all information related to the State's property, such as work papers, reports, books, data, files, software, records, and other supporting documents pertaining to this contract, for purposes of inspecting, monitoring, auditing, or evaluating by TJJD, the State of Texas, or their authorized representatives. Vendor shall cooperate with auditors and other authorized TJJD and State of Texas representatives and shall provide them with prompt access to all of such State's property as requested by TJJD or the State of Texas. Vendor's failure to comply with this provision shall constitute a material breach of this contract and shall authorize TJJD to immediately terminate and/or assess liquidated damages to the extent allowed by Texas law. TJJD may require, at Vendor's sole cost and expense, independent audits by a qualified certified public accounting firm of Vendor's books and records or the State's property. The independent auditor shall provide TJJD with a copy of such audit at the same time it is provided to Vendor. TJJD retains the right to issue a request for proposals for the services of an independent certified public accounting firm under this Contract.

The Contract may be amended unilaterally by TJJD to comply with any rules and procedures of the state auditor in the implementation and enforcement of Section 2262.154 of the Texas Government Code.

75. Subcontractors

Vendor may not subcontract any or all of the work and/or obligations due under the Contract without prior written approval of TJJD. Subcontracts, if any, entered into by the Vendor shall be in writing and be subject to the requirements of the contract. Should Vendor subcontract any of the services required in the Contract, Vendor expressly understands and acknowledges that in entering into such subcontract(s), TJJD is in no manner liable to any subcontractor(s) of Vendor. In no event shall this provision relieve Vendor of the responsibility for ensuring that the services performed under all subcontracts are rendered in compliance with this Contract.

76. Survival

Expiration or termination of the Contract for any reason does not release Vendor from any liability or obligation set forth in the Contract that is expressly stated to survive any such expiration or termination, that by its nature would be intended to be applicable following any such expiration or termination, or that is necessary to fulfill the essential purpose of the Contract, including without limitation the provisions regarding warranty, indemnification, confidentiality, and rights and remedies upon termination.

77. Suspension and Debarment

Vendor certifies that it and its principals are not suspended or debarred from doing business with the state or federal government as listed on the *State of Texas Debarred Vendor List* maintained by the Texas Comptroller of Public Accounts and the *System for Award Management (SAM)* maintained by the General Services Administration.

78. Taxes

Purchases made for state uses are exempt from Texas State Sales Tax and Federal Excise Tax. A Tax Exemption Certificate will be furnished upon written request to TJJD. Vendor represents and warrants that it shall pay all taxes or similar amounts resulting from the Contract, including, but not limited to, any federal, State, or local income, sales or excise taxes of Vendor or its employees. TJJD shall not be liable for any taxes resulting from the Contract.

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81. Termination for Convenience

- a.** Vendor may terminate the Contract for convenience by giving one hundred eighty (180) calendar days' written notice to TJJD.
- b.** TJJD may terminate the Contract for convenience on thirty (30) calendar days' written notice. There is no buy out or other amounts due if TJJD terminates early. Upon

termination under this provision, Vendor shall refund to TJJD any amounts attributable to the terminated months within thirty (30) days of the termination.

c. TJJD shall terminate this Contract in the event that TJJD is not granted funding to pay for the herein described services or in the event that funding is lost due to either a reduction in the budget or a reallocation of budgeted funds.

d. Cause/Default/Breach: If Vendor fails to provide the goods or services contracted for according to the provisions of this Contract, or fails to comply with any terms or conditions of this Contract, TJJD may, upon written notice of default or breach to Vendor, immediately terminate all or any part of this Contract. Termination is not an exclusive remedy, but exists in addition to any other rights and remedies provided in equity, by law, or under this Contract. TJJD may exercise any other right, remedy, or privilege available to it under applicable law or may proceed by appropriate court action to enforce the provisions of this Contract. The exercise of any of the foregoing remedies will not constitute a termination of this Contract unless TJJD notifies Vendor in writing prior to the exercise of such remedy. Vendor shall be liable for all costs and expenses, including court costs, incurred by TJJD with respect to the enforcement of any of the remedies listed herein.

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84. Unfair Business Practices

Vendor represents and warrants that it has not been the subject of allegations of Deceptive Trade Practices violations under Chapter 17 of the Texas Business and Commerce Code, or allegations of any unfair business practice in any administrative hearing or court suit and that Vendor has not been found to be liable for such practices in such proceedings. Vendor certifies that it has no officers who have served as officers of other entities who have been the subject of allegations of Deceptive Trade Practices violations or allegations of any unfair business practices in an administrative hearing or court suit and that such officers have not been found to be liable for such practices in such proceedings.

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86. Insurance

Section 1: Service Provider shall maintain liability insurance in the amount of \$300,000.00 for each occurrence of negligence. The insurance must also cover injury to a youth that occurs when the youth is in Service Provider's care, custody, or control.

Section 2: Service Provider shall provide the TJJD Contracts Department proof of insurance listing TJJD as an additional insured upon contract execution, upon insurance renewal if coverage expires during the contract term (including contract extensions, if any), and upon request.

Section 3: The required insurance coverage, in the above-stated amount, must be maintained during the term of this contract and through any subsequent extensions.

Failure to maintain the required insurance coverage may result in termination of this contract or sanctions.

87. Funding

Funds for payment have been provided through the Tom Green County budget approved by the Commissioners Court for this fiscal year only. State of Texas statutes prohibit the obligations and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current Tom Green County fiscal year shall be subject to budget approval. In the event funds do not become available, the contract may be terminated or the scope amended. There shall be neither penalty nor any additional charges incurred by Tom Green County. The bidder, in accepting the contract, agrees that Tom Green County shall not be liable for damages in the event that the contract is terminated due to a lack of funding.



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JUVENILE JUSTICE

D E P A R T M E N T

General Administrative Policies

GAP.07.03	Incident Reporting 09/01/2023
GAP.07.23	Use of Force Implementation and Review Requirements (2/15/16)
GAP.07.51	Reporting Procedures--Death of a Youth (10/1/16)
GAP.380.8501	Definitions (05/19/2023)
GAP.380.8521	Facility Assignment System 05/16/2023
GAP.380.8533	Temporary Admission Awaiting Permanent Placement (4/1/14)
GAP.380.8535	Undocumented Foreign Nationals (4/1/14)
GAP.380.8539	Home Placement (4/1/14)
GAP.380.8555	Program Completion for Non-Sentenced Offenders (05/01/22)
GAP.380.8559	Program Completion for Sentenced Offenders (05/01/22)
GAP.380.8565	Discharge of Sentenced Offenders upon Transfer to TDCJ or Expiration of Sentence (05/01/22)
GAP.380.8581	Supervision Levels in Parole Home Placement (4/1/18)
GAP.380.8583	Financial Support for Reentry (4/1/18)
GAP.380.8595	Parole Completion and Discharge (5/1/18)
GAP.380.8701	Case Planning (12/1/14)
GAP.380.8705	Family Involvement (12/1/14)
GAP.380.9141	Education Administration (9/1/19)
GAP.380.9190	Suicide Prevention for Parole (4/15/15)
GAP.380.9197	HIV/AIDS (12/1/16)
GAP.380.9301	Basic Youth Rights (10/1/15)
GAP.380.9331	Youth Grievance System (1/1/15)
GAP.380.9333	Investigation of Alleged Abuse, Neglect, and Exploitation (7/15/14)
GAP.380.9504	Rules and Consequences for Youth on Parole (07/15/2024)
GAP.380.9550	Definitions - Due Process Hearings (10/1/15)
GAP.380.9551	Level I Hearing Procedure (05/19/2023)
GAP.380.9553	Level I Hearing by Telephone (10/1/15)



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General Administrative Policies

GAP.380.9555	Level II Hearing Procedure (05/19/2023)
GAP.380.9557	Level III Hearing Procedure (05/19/2023)
GAP.380.9559	Detention for Youth with Pending Charges (10/1/15)
GAP.380.9561	Detention for Youth with Pending Level I or II Hearing (7/15/13)
GAP.380.9571	Procedure for Mental-Health-Status Review Hearing (07/15/2024)
GAP.380.9723	Use of Force (2/15/16)
GAP.380.9729	Directives to Apprehend (05/19/2023)
GAP.380.9909	Access to Youth Information and Records (3/1/19)
GAP.385.1105	Contract Monitoring (7/15/14)
GAP.385.8135	Rights of Victims (05/01/22)
GAP.385.9951	Death of a Youth (10/1/16)
GAP.05.33	Notices to Public and Private Schools (07/01/2024)
GAP.05.31	Media Access (07/01/2024)
GAP.05.25	Confidentiality (07/01/2024)



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Case Management Standards

- 02.37 Community Re-Entry Plan -- Transition (9/1/15)
- 02.38 Conditional Placements (2/15/16)
- 02.40 Administrative Transfers (2/15/18)
- 02.47 Transition Prior to Minimum Length of Stay (5/1/13)
- 02.49 Request for Reduction in Minimum Length of Stay (11/1/16)
- 02.50 Program Completion Release of Youth with Low- or Moderate-Severity Offenses (12/1/14)
- 02.51 Release, Transition, or Extension of Youth with High-Severity Offenses (12/1/14)
- 02.56 Program Completion Release of Sentenced Offenders to TJJD Parole (5/1/13)
- 02.57 Sentenced Offenders to TDCJ-PD (7/1/11)
- 02.58 Sentenced Offenders to TDCJ-ID (7/1/11)
- 02.63 10-Day Notice (CCF-186) (3/1/16)
- 02.69 Specialized Aftercare Referral and Enrollment (12/1/17)
- 02.71 Juvenile Medicaid Tracker System (3/15/13)
- 02.75 Undocumented Foreign Nationals to Parole (4/1/14)
- 02.77 Youth with Non-Immigration Detainers (4/1/18)
- 02.79 Mental Illness/Intellectual Developmental Disability Discharge (7/15/16)
- 02.95 Referrals for Family Reunification (4/1/14)
- 03.22 Trauma Counseling (8/1/13)
- 03.31 Voluntary Tattoo Removal Services (1/1/16)
- 03.83 Financial Support for Reentry (4/1/18)
- 04.05 Standard Documentation Practice (11/15/15)
- 04.11 Youth Portfolio (7/1/12)
- 04.21 Confidentiality (9/15/09)
- 04.29 Case Information Update (9/15/09)
- 04.51 Documentation for Transition, Release, or Extension of Youth with High Severity Offenses (5/1/13)
- 05.55 Family Reintegration with the Victim/Potential Victim in the Home for Youth with Sexual Behavior Problems (3/1/18)



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Case Management Standards

- 06.45 Referral to TCOOMMI (12/1/17)
- 06.71 Suicide Alert Procedures for High-Restriction Facilities 07/15/2024
- 06.73 Suicide Alert Procedures for Medium-Restriction Facilities 08/01/2023
- 07.03 Chemical Dependency Program (1/20/04)
- 08.67 Family Involvement (11/1/17)
- 09.25 Community Re-Entry Plan for Transition [CRP-T] (7/1/16)
- 10.01 Other States Supervising TJJD Youth (8/1/15)
- 10.03 TJJD Parole Supervising Out-of-State Youth (1/1/15)
- 10.05 Absconders and Escapees Found in Another State (10/15/16)
- 10.07 Airport Supervision for TJJD Youth Traveling to Approved Out-of-State Placements (1/1/15)
- 12.01 Parent/Family Orientation (6/15/14)
- 12.02 Notice to School Officials (8/15/18)
- 12.03 Youth and Family Notification of Parole Officer Assignment (8/1/15)
- 12.05 Procedures for Home Placement Assessments (7/15/17)
- 12.07 Parole Intake and Orientation 10/15/2023
- 12.08 Parole Review for Case Transfers (4/1/10)
- 12.09 PACT and Parole Case Plan (2/1/20)
- 12.10 Re-Entry Coordination with the Case Manager (6/15/14)
- 12.11 Conditions of Parole (4/1/10)
- 12.12 Community Service Tracking - 560p (11/15/14)
- 12.13 Parole Contacts and Supervision Levels (05/15/2024)
- 12.19 Electronic Monitoring (02/15/2024)
- 12.20 Routine Incident Reporting for Youth on Parole (5/15/15)
- 12.21 Discharge (8/15/18)
- 12.27 Level-I Hearing Preparation (05/15/2024)
- 12.30 Case Planning Review (} (10/15/22)
- 12.35 Directives to Apprehend Youth on Parole (12/1/15)



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Case Management Standards

- 12.41 Sentenced Offenders from Parole to TDCJ-PD (6/15/14)**
- 12.61 Suicide Prevention Procedures for Youth on Parole (4/15/15)**
- 12.73 Initial Home-Placement Assessment (8/1/15)**
- 12.75 Follow-Up Home-Placement Assessment and Safety/Family Reintegration Planning (8/1/15)**
- 12.77 Parole Contacts (8/1/15)**

Texas Juvenile Justice Department
Personnel Policy and Procedure Manual

PRS.02.31

Chapter: Conditions of Employment
Title: Use of Information Technology Resources

Effective Date: 12/1/11
Page: 1 of 6
New

ACA Standard(s): N/A
Reference(s): 1 TAC §202.25, GAP.05.07

(a) Policy.

Texas Juvenile Justice Department (TJJD) employees, and non-TJJD employees who have access to TJJD information technology resources, shall use professional practices in using information technology resources. All agency information technology resources are the property of TJJD and the State of Texas and are provided for the conduct of state business. TJJD has established rules for the use of information technology resources.

(b) Definitions.

- (1) Information Technology Resources** – include, but are not limited to, information technology systems, information technology hardware (desktop and portable computers, printers, pagers, phones, cell phones, personal digital assistants, radios, multi-function printer/copiers and fax machines), information technology software (commercially packaged software and internally developed software), information systems, and communication systems.
- (2) Non-TJJD Employees** – include, but are not limited to, any of the following who have access to TJJD information technology resources: contractors, employees of contractors assigned to TJJD, and volunteers/interns. These persons shall adhere to this policy as stated in their agreements and contracts.
- (3) Non-Work Time** – off-duty hours such as before or after a workday (subject to local office hours), meal periods, or authorized breaks.
- (4) Minimal Additional Expense** – the cost which results when small amounts of electricity, ink, toner, paper, or time are used. The cost resulting from brief personal telephone calls, personal e-mail, or brief Internet sessions are also examples of minimal additional expense. The cost involved in downloading large files (such as motion picture video or the contents of an entire compact disc), or forwarding holiday greetings or chain letters throughout the network is not minimal additional expense.
- (5) Personal Use** – non-commercial use of information technology resources for purposes other than accomplishing official or otherwise authorized activity. Examples of authorized personal use would include communicating with a volunteer charity organization or scheduling a medical appointment.

(c) General Provisions.

- (1)** State property is intended for use in conducting state business. However, personal use of certain information technology resources is not considered misuse of state property within the limitations provided in this policy. Personal use may be permitted as long as such use:
 - (A)** involves minimal additional expense to the state, unless otherwise restricted;
 - (B)** does not impede the agency's functions by interfering with performance of official TJJD duties, operations, and normal work activities;
 - (C)** is not for private commercial purposes;
 - (D)** is not political in nature;
 - (E)** is not inappropriate;
 - (F)** is performed on the employee's or non-TJJD employee's non-work time;

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(G) does not violate standards of ethical conduct for employees or non-TJJD employees; and

(H) does not damage the reputation or credibility of the agency.

- (2) Use of information technology resources for personal use other than outlined above, or for any business other than that specified in state security rules and procedures and authorized by TJJD, is grounds for disciplinary action up to and including termination.
- (3) A pattern of improper use shall not be considered accidental and is grounds for disciplinary action up to and including termination.
- (4) All inappropriate use or misuse of information technology resources shall be reported to the TJJD information security officer in Central Office.
- (5) Employees and non-TJJD employees are responsible for protecting agency information residing on personally owned information technology resources.
- (6) Employees shall sign the TJJD Information Security and Non-Disclosure Agreement form, HR-016, during new employee orientation. Non-TJJD employees who have access to TJJD information technology resources shall sign the HR-016 form prior to commencing their assignments.
- (7) Employees shall receive information security basics during new employee orientation and annually thereafter. Non-TJJD employees who have access to TJJD information technology resources must receive annual training on information security basics.
- (8) The supervisor or appropriate logon authority shall annually review the access(es) that employees and non-TJJD employees have to TJJD information technology resources and report all changes to the Information Resources Division (IRD).
- (9) If an employee is experiencing difficulty with an assigned cell phone, pager, mobile computing device, or radio, the employee must contact the local site network specialist to correct the issue. Employees should not attempt to correct the problem without proper assistance.
- (10) In accordance with PRS.11.01, employees separating from employment must return state-issued information technology resources and accessories.
- (11) IRD may monitor any TJJD information technology resource to ensure security and appropriate use of state property and state time without notice of times, locations, or duration.

(d) **Badges.**

Employees, non-TJJD employees, and other users of badges intended for access and/or identification must maintain exclusive control and use of their badge(s) and are responsible for any activity, authorized or unauthorized, resulting from the use of their badge(s).

(e) **Cellular Phones.**

- (1) Agency cellular phones are for official business use. Agency cellular phones may also be used for emergency calls while on travel status, notification to family of changing schedules, and calls concerning the health or safety of employees.
- (2) Requests for cellular phone service must be submitted on the Cellular Services Request form, IRD-002. The executive director or designee must approve requests for new service. Requests for changes in existing service must be approved by the department director.
- (3) Managers, supervisors, team leads, and end users are responsible for the prudent and efficient use of cellular phones in the field.

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- (4) Cell phone invoices must be reviewed monthly by department directors to ensure that staff are adhering to the terms of this policy and the service plan. Additional expenses for personal calls and/or personal overage fees for items such as text messaging, roaming, etc. shall be reimbursed by the end user. Invoice review may occur after the cell phone invoice has been processed for payment.
- (5) IRD will conduct quarterly reviews of all cellular-based services to ensure that appropriate, efficient, and cost-effective services are provided to TJJD users.

(f) Electronic Mail (E-mail).

- (1) E-mail systems must meet the retention requirements found in TAC Title 13, Chapter 6, Records Retention Schedule Rules. E-mail is subject to open record laws. Records and files are not confidential, and no privacy rights exist.
- (2) All e-mail sent or received by an agency is considered a state record. All e-mail messages must be retained or disposed of according to the agency's retention schedule.
- (3) E-mail is recorded and subject to monitoring.
- (4) General information announcements (e.g. special event info) shall be posted to TJJD Public Folders instead of sent via bulk e-mail.
- (5) Employees and non-TJJD employees are responsible for material that is received from e-mail and saved on TJJD information resources (e.g., pictures, jokes, and programs).
- (6) Employees and non-TJJD employees are responsible for material that is transmitted or downloaded from the Internet through links in e-mail messages. Electronic files or programs (e.g., screensavers, programs, etc.) must not be downloaded and installed on local computers or networks unless approved by IRD.

(g) Pagers.

- (1) Pagers must be purchased from the state contract.
- (2) It is the responsibility of the appropriate manager or supervisor to approve the type and number of pagers required.
- (3) Pagers are for official business only. The employee shall reimburse any expense incurred by the agency for personal pager use.

(h) Passwords and User ID's.

- (1) Each employee and non-TJJD employee's identity and access level shall be authenticated through a unique user ID and password before access to information systems is granted.
- (2) System passwords are based on the existing federal and state standards on password usage and industry best practices. For specific password requirements, see ISP.13.01.
- (3) Authenticated users must maintain exclusive control and use of their user ID(s) and password(s) and are responsible for any activity, authorized or unauthorized, resulting from the use of their user ID(s) and/or password(s).

(i) Radios and Man-Down Systems.

- (1) TJJD executive staff and facility administrative staff issue radio communications equipment to appropriate TJJD staff to continue and coordinate efforts to support and maintain a safe living and working environment for youth and staff.

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- (2) Each two-way radio operator/user is responsible for complying with pre-service and on-the-job training concerning proper use, as well as following operation procedures as stated in the Federal Communications Commission rules and regulations.
- (3) The Youth Services Division, in collaboration with IRD, determines radio use and distribution for each campus.
- (4) The director of youth services has the final decision regarding two-way radio communications operations within the agency.
- (5) Each staff member who is issued a radio is responsible for verifying that the unit is working properly and promptly reporting any malfunctions or difficulties.
- (6) The director of security at each campus is responsible for ensuring that only adequately trained staff members operate the radio dispatch console. IRD staff will provide training to the director of security as requested.
- (7) Each staff member issued a man-down/radio unit is required to wear the unit on his/her person and maintain possession and control of the unit at all times while on duty.
- (8) Each facility administrator or designee is responsible for:
 - (A) issuing man-down and radio units to appropriate staff;
 - (B) training staff in the proper use of this equipment; and
 - (C) reporting and securing repairs or replacement of man-down units on a priority basis.

(j) Telephones.

- (1) Employees, non-TJJD employees, and other users of password-enabled voice mail must maintain exclusive control and use of their password(s) and are responsible for any activity, authorized or unauthorized, resulting from the use of their password(s).
- (2) Voicemail passwords shall be changed at least once every 180 days. In the event of a security breach, a password change may be directed without notice.
- (3) If a user experiences difficulties with a TTY device (text telephone), staff must report the issue to the local network specialist. The network specialist is responsible for providing end-user training and coordinating any needed repairs.
- (4) Telephones and related devices are to be moved and configured only by the local network specialist.
- (5) Employees may make long distance calls only for official agency business.
- (6) Employees may make and receive personal calls that do not incur a fee for the agency as long as they do not disrupt or interfere with official state business, are kept to a minimum duration and frequency, and are not political in nature.
- (7) Employees may not list their work number in classified ads, on internet sites, or in any other publication or place that is likely to generate incoming personal calls.

(k) Web Access.

- (1) Web access is provided for legitimate state business use.
- (2) Employees and non-TJJD employees must assume that all materials on the Web are copyrighted and/or patented unless specific notices indicate otherwise. Downloading and storing copyrighted material on agency information technology resources is prohibited.

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- (3) Bandwidth, within the agency and in providing Web access, is a shared, finite resource. Employees and non-TJJD employees shall conserve this resource and must not deliberately perform actions that waste resources or monopolize them to the exclusion of others (e.g., use of a shared workstation for personal use).
- (4) Under no circumstances are employees or non-TJJD employees allowed to overload networks for personal use. This includes subscribing to list servers or websites not directly related to job responsibilities, spending extensive time on the Internet, downloading non-work files, or listening to radio broadcasts via Web access.
- (5) Use of Web services (e.g., instant messaging) is for business use only.
- (6) Employees and non-TJJD employees are encouraged to use the TJJD websites (Intranet and Internet) to view policies and other important agency documents.
- (7) Employees and non-TJJD employees are responsible for material that is accessed or downloaded from the Web. In general, authorized materials include those from state and federal agencies, and commonly known businesses. This would not include executable files (e.g. screensavers, programs, etc.). These files must not be downloaded and installed on local computers or networks unless approved by IRD.
- (8) Employees and non-TJJD employees are responsible for self-reporting and must notify their supervisor immediately if unsuitable or prohibited material is accidentally downloaded and must promptly delete the unsuitable or prohibited material.
- (9) Supervisors are responsible for the prudent and efficient use of Web access including the appropriate downloading of files.
- (10) Employees and non-TJJD employees must follow established agency procedures for posting information on agency websites.

(l) Wireless Access.

- (1) IRD shall approve all wireless Local Area Network (LAN) access and equipment.
- (2) No wireless access to TJJD networks, systems, or information shall be made without prior approval of IRD.

(m) Digital Video Systems.

Access to digital video systems (e.g., surveillance system, portable video devices) is only permitted as allowed in ISP.13.37 and ISP.13.39.

(n) Inappropriate Use of Information Technology Resources.

Inappropriate use of TJJD information technology resources may result in disciplinary action up to and including termination of employment. Inappropriate use or conduct includes, but is not limited to, the following:

- (1) engaging in unlawful or malicious activities;
- (2) misrepresenting a personal communication as a communication in the employee's or non-TJJD employee's official capacity;
- (3) allowing youth access to information technology resources through an employee's or non-TJJD employee's user ID and/or password;
- (4) making copies of TJJD security camera video recordings without written authorization;

Title: Use of Information Technology Resources**PRS.02.31**

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- (5) sending or forwarding chain letters, or "spam" (unrequested email);
 - (6) sending, receiving, printing, viewing, or accessing pornographic material or otherwise objectionable materials;
 - (7) creating a hostile work environment for other employees;
 - (8) using abusive, profane, racist, sexist, or otherwise objectionable language in public or private messages;
 - (9) any activity which causes congestion and disruption of networks and systems such as subscriptions to e-mail lists or list servers for personal use or listening to radio through Web access;
 - (10) defeating, or attempting to defeat, security restrictions on TJJD systems and applications;
 - (11) accessing another employee's or non-TJJD employee's e-mail or network account through use of another's user ID and/or password;
 - (12) compromising confidentiality requirements or the privacy of others;
 - (13) engaging in commercial activities; or
 - (14) any political activity prohibited by agency policy.
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Exhibit D

	EQUIPMENT RECEIPT	TEXAS JUVENILE JUSTICE DEPARTMENT
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I hereby confirm receipt of the property described below. I agree that I will exercise proper care and safekeeping of this property and notify IRD Help Desk of loss, theft, or any change in its possession. I assume full financial responsibility should a loss or theft of this property occur as a result of my negligence.

If the equipment received includes a service plan, I acknowledge that I understand the plan and cost limitations.

I acknowledge that I have reviewed PRS 02.31, Use of Information Technology Resources.

Inventory # / Cell #	Description	Serial / IMEI #	Date Accepted	Date Returned
CO-L-66699	Dell 3400Laptop	8MFLVZ2	6/13/25	

Signature on Receipt of Equipment: 

Typed Name: Valerie Robles

Person Issuing Device/Service: _____ Date: _____