

### **§343.210 Designation of Facility Administrator**

The chief administrative officer **or the governing board of the facility or their designee** shall designate one facility administrator for each secure facility.

- So it does not have to be the chief that designates who the Facility Administrator will be.

Here are the qualifications and duties for a facility Administrator:

### **§344.202 General Qualifications for Facility Administrators**

To serve as a facility administrator, an individual must:

- (1) obtain and maintain an active certification as a juvenile supervision officer in accordance with requirements of this chapter; and
- (2) have acquired a bachelor's degree conferred by a college or university accredited by an organization recognized by the Texas Higher Education Coordinating Board.

### **§343.212 Duties of Facility Administrator**

(a) The facility administrator shall be responsible for the daily operations of the facility. The facility administrator's office shall be located on the grounds of the facility. The facility administrator shall not maintain a satellite office to oversee the daily operations of the facility.

(b) The facility administrator shall designate a certified juvenile supervision officer to be in charge during the facility administrator's absence from the facility.

(c) The facility administrator shall develop, implement, and maintain a policies and procedures manual for the facility and shall ensure the daily facility practice conforms to the policies and procedures detailed in the manual.

(d) The facility administrator shall review the facility's policies and procedures manual at least once each year, no later than the last day of the calendar month of the previous year's review, and maintain documentation of this review.

(e) The facility administrator shall make the policies and procedures manual available to all employees of the facility.

(f) The facility administrator shall ensure that each employee of the facility is:

- (1) trained on the provisions of the policies and procedures manual that are relevant to the employee's job functions prior to beginning service at the facility; and
- (2) notified of or given access to, in a written or electronic format, all changes or modifications to the policies and procedures manual in a timely manner.

(g) The facility administrator shall maintain documentation of the training described in subsection

(f) of this section.

(h) The facility administrator or designee shall ensure that current, accurate, and confidential personnel records are maintained for each employee, which shall include:

- (1) proof of age;
- (2) documentation of criminal background checks conducted as required by Chapter 344 of this title;

- (3) the completed application for employment;
  - (4) training records; and
  - (5) documentation of promotion, demotion, termination, and other personnel actions.
- (i) The facility administrator or chief administrative officer of a private entity under contract with a governmental unit in this state shall provide the presiding officer of the juvenile board of the county in which the facility is located with periodic updates on the operation of the facility, including the following information to be provided at least every quarter:
- (1) facility population and capacity reports;
  - (2) number of serious incidents, by category, that occurred in the facility;
  - (3) number of resident restraints by type (i.e., personal, mechanical, and chemical);
  - (4) number of injuries to residents requiring medical treatment; and
  - (5) number of injuries to staff requiring medical treatment.
- (j) The facility administrator or chief administrative officer shall ensure the accurate and timely submission of statistical data to TJJJ in an electronic format or other format as requested by TJJJ.

**§343.200 Authority to Operate Secure Juvenile Facility**

Pursuant to Texas Family Code Title 3, pre-adjudication secure detention facilities and post-adjudication secure correctional facilities for juvenile offenders may be operated only by:

- (1) **a governmental unit in this state; or**
- (2) a private entity under a contract with a governmental unit in this state.