

CHAPTER 1. Administration			
Number	Title	Date	Pages
100	Definitions	11/30/18	7
100.1	Promulgation and Revision of Department Policy	05/04/26	4
101	Administrative Responsibility of Managers	11/30/18	5
102	Code of Ethics	05/05/26	4
102.1	Outside Employment	11/30/18	2
103	Personnel Management	11/30/18	3
103.1	Staff Assignments and Reassignments	12/01/14	3
103.2	Sexual Harassment and Anti-Harassment	3/11/19	3
103.3	Grievance	3/11/19	3
103.4	Time, Attendance, and Leave Requirements	11/30/18	5
103.5	Employee Telecommuting Program	03/13/20	3
104	Code of Conduct	11/30/18	4
105	Management Response to Work Guideline Violations	12/01/14	4
106	Emergency and Staff Coverage	11/30/18	2
106.1	Attendance at Professional Meetings	02/15/04	2
106.3	Background Checks	09/30/25	2
106.4	Replacement of Damaged or Destroyed Staff Personal Property	11/30/18	2
106.5	Administrative Duty Officer	12/01/14	2
106.6	Equal Employment Opportunity	3/11/19	2
106.10	Travel	11/30/18	3
106.12	DJJ Sponsored Training with University Credit	02/15/04	4
107	Fiscal Management	12/01/14	4
107.1	Procurement and Expenditures	11/30/18	4
107.2	Procurement Card	11/30/18	6
108	Professional Fees and Dues	05/15/17	2
109	Employee Exit Interview	11/30/18	1
110	General Security Guidelines in Facilities and Programs	9/15/16	4

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113	Citizen Advisory Committees	11/30/18	4
114	Staff and Visitor Meals	8/21/23	2
115	Email and Internet Access	12/01/14	5
116	Staff Dress and Appearance	11/03/21	4
118	Insurance	11/30/18	2
119	News Media Contacts	12/01/14	3
121	Youth Access to Courts, Attorneys and Law Enforcement Officials	05/15/17	2
122	Legal Assistance for Department of Juvenile Justice Staff	05/15/17	3
126	Construction, Expansion or Renovation of Physical Properties	02/15/04	1
126.1	Facility Physical Plant Requirements	01/18/06	2
126.2	Workstation Assignment	05/15/17	2
127	Research Projects	05/15/17	3
130	Cooperation with Community Agencies and Educational Institutions	02/15/04	2
131	Light Duty Assignment	11/30/18	2
131.1	DJJ Americans With Disabilities Amendments Act and Reasonable Accommodations Protocol	11/30/18	2
132	Privacy of Health Information	03/04/03	9
133	Ombudsman	12/01/14	2
134	Records Requests	12/01/14	6
135	Foster Care	11/30/18	2
138	DNA Sampling	05/15/17	5
140	Reporting of Special Incidents	12/01/14	2
141	Contraband and Allowable Property	04/08/26	5
142	Staff Involved in Special Incident Allegations	12/01/14	3
143	Confidential Information and Documentation for the Social Security Administration	06/23/17	4
144	Potential Data Breaches or Personally Identifiable Information	11/30/18	2

145	Quality Assurance Monitoring Program	05/15/17	2
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150	Video Surveillance	05/15/17	2
151	Transportation Mobile Video	05/24/19	3