



TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

2515 South Congress Avenue ~ Austin Texas 78704
Phone: (512) 854-7000 Fax: (512) 854-7097

ESTELA P. MEDINA
Chief Juvenile Probation Officer

Referrals of Allegations for Investigation

The Travis County Juvenile Probation Department (Department) has a zero tolerance policy towards any type of abuse, neglect and exploitation, to include sexual abuse and sexual harassment. Allegations of abuse, neglect and exploitation, to include sexual abuse and sexual harassment are accepted verbally and in writing. Third parties, such as family members, attorneys and advocates may file an allegation on the behalf of a juvenile served by the Department. Private reports may be submitted through the toll-free hotline operated by the Texas Juvenile Justice Department (TJJD) by calling 1-877-STOP ANE (1-877-786-7263).

The Department shall ensure that all allegations of sexual abuse and sexual harassment that occur in a Department -operated program or facility are referred to the appropriate investigatory agency.

- At the receipt of any allegation of potentially criminal behavior, the Department shall refer all allegations to the Travis County Sheriff's Office (TCSO), the law enforcement entity that has jurisdiction and the legal authority to conduct criminal investigations.
 - TCSO will be notified as soon as possible, but no later than one (1) hour after the allegation of potentially criminal behavior linked to sexual abuse.
 - TCSO is responsible for conducting a criminal investigation in accordance with the current standards of law enforcement protocol.
- At the receipt of any allegation of sexual abuse or sexual harassment, the Department will report the information to TJJD as soon as possible, but no later than four (4) hours after the allegation.
 - TJJD is responsible for conducting administrative investigations in accordance with 37 Texas Administrative Code Chapter 350.
 - TJJD is also responsible for any remedial actions taken on a Juvenile Probation Officer or Juvenile Supervision Officer's certification.
- The Department will ensure a specially-trained investigator conducts an administrative investigation into the allegation.
 - The Department will ensure that any administrative investigation does not interfere with the TCSO or TJJD investigation.
 - The Department will take any remedial action upon the findings that the allegation was founded.