**NOTICE TO EMPLOYEES, INTERNS AND VOLUNTEERS**

In accordance with Texas Family Code Chapter 261 and Texas Administrative Code Chapter 358, if you are an employee, intern or volunteer of a juvenile justice department, facility or program, and you have knowledge of an alleged incident of abuse, neglect or exploitation, **YOU ARE REQUIRED** to report this information to the Texas Juvenile Justice Department and local law enforcement.

**Allegations of Sexual Abuse,** **Serious Physical Abuse** and **death** must be reported to the **TJJD via the toll-free number within 4 hours** and to **law enforcement by phone within 1 hour**. Within 24 hours of the phone report, a completed Incident Report Form (IRF) must be submitted to the TJJD, preferably via e-mail ([abuseneglect@tjjd.texas.gov](mailto:abuseneglect@tjjd.texas.gov)), or if you do not have access to e-mail, via fax (512-424-6716).

All other types of alleged abuse, neglect or exploitation must be reported to the TJJD and local law enforcement **within 24 hours** of gaining knowledge of the alleged incident. The report to the TJJD must be made using the Incident Report Form, and the IRF must be submitted to the TJJD, preferably via e-mail ([abuseneglect@tjjd.texas.gov](mailto:abuseneglect@tjjd.texas.gov)), or if you do not have access to e-mail, via fax (512-424-6716).

In accordance with Texas Family Code Section 261.109, failure to report an alleged incident of abuse, neglect or exploitation is a **Class A misdemeanor**.

**1-877-786-7263**

**(1-877-STOP ANE)**

For more information, please contact an investigator at the Texas Juvenile Justice Department (512) 490-7126 or 512-490-7230.