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**MEMORANDUM**

TO: Mayor, City Council Members, City Manager, and City Secretary

FROM: Shruti Vanaparthi  
Assistant City Attorney  
City of Manor

DATE: July 7, 2025

RE: Youth Advisory Commission Research

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This memorandum provides a summary of the research conducted by City Legal in creating the Code of Conduct for the Youth Advisory Commission (YAC), and the additions made to the bylaws, program, permission slip, application, and officer's duties. These changes incorporate enhanced safety measures for the youth members and manage the relationship between the youth and the chaperones and/or volunteers to incorporate best practices and mitigate liability risk.

**A. Youth Commissions from Other Texas Municipalities**

Most programs focus on basic supervision but lack detailed protocol for adult-youth boundaries, travel/overnight safety, and disciplinary framework for misconduct. The programs touched on surface-level issues without outlining a more detailed framework for these issues.

To address this for the City's program, City Legal drafted a Code of Conduct drawing references from Fort Worth's Standards of Care (**Exhibit A**), the Texas Youth Commission program conducted by the Texas Juvenile Justice Department (**Exhibit B**), and the Youth Program of the City of Rockwall, Texas (**Exhibit C**).

**B. Civic Programs in Texas**

Civic programs and schools in Texas provide for safety measures that they take before allowing adult-student interaction. Most programs have a pre-screening process or a background check that they conduct by themselves or by using a third-party agency. While this information can be found on the official websites of these programs, there are no official documents that lay out these procedures.

City Legal drew references from these programs in including a pre-screening process and a background check for the adults who will be interacting with the youth members.

### **C. Additions Made to Manor's Youth Advisory Commission**

#### **i. Code of Conduct**

City Legal has drafted a Code of Conduct that addresses the following:

- General Rules
- Relationship between Youth and Chaperones/Volunteers
- Reporting Mistreatment and Illegal Activities
- Sexual Conduct
- Intoxicants or Drugs
- Field Trips & Transportation
- Disciplinary Actions

#### **ii. Bylaws**

City Legal has drafted provisions in the bylaws that include a pre-screening process and a background check for all chaperones and volunteers with their consent. There has also been a provision added to ensure that no chaperone or volunteer is alone with a student in a private space.

#### **iii. Program**

City Legal has included information on the term of membership of each member. This addresses the conclusion of each term and the process for reapplying, situations where a member is dismissed for disciplinary actions, and voluntary resignation of members. This also addresses emergency cases or extenuating circumstances in which a member may have to resign or be dismissed from the program.

#### **iv. Permission Slip**

The permission slip now has a section that provides for contact information of an authorized individual to pick up or drop off their child for an overnight field trip. This section also allows the parent or guardian to authorize the child to be dropped off at the end of the field trip without any authorized individual being present. This also includes a statement stating that a chaperone or volunteer will not drop a child off at their home at the end of a field trip.

#### **v. Officer's Duties**

The officer's duties now contain the role of the City Staff Liaison.

#### **vi. Application**

The year for which the application is active for has been added. This way the applicant is aware of how long they will be a participant in the commission. The current time period is one year.

#### **D. Conclusion**

The research that has been referenced is attached to this memo. We believe that if there is more detail in the program itself, it can limit the City's liability.

## Exhibit A

### CITY OF FORT WORTH YOUTH PROGRAM STANDARDS OF CARE

The following Standards of Care have been adopted by the City Council of the City of Fort Worth, Texas to comply with the amendment to Section 42.041 (b) (14), Human Resources Code as approved by the Texas Legislature during the 74th legislative session.

*An elementary-age (ages 5-13) recreation program operated by municipality provided the governing body of the municipality annually adopts standards of care by ordinance after a public hearing for such programs, that such standards are provided to the parents of each program participant, and that the ordinances shall include, at a minimum, staffing ratios, minimum staff qualifications, minimum facility, health and safety standards, and mechanisms for monitoring and enforcing the adopted local standards; and further provided that parents be informed that the program is not licensed by the state and the program may not be advertised as a child-care facility.*

**The Standards of Care are intended to be minimum standards by which the City of Fort Worth will operate the City's Youth Programs. The programs operated by the City are recreational in nature and are not licensed by the state of Texas as certified day care programs. The Texas Department of Family and Protective Services has issued an exemption determination certificate to the City of Fort Worth.**

#### Administration

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##### I. Definitions

- A. **City** - City of Fort Worth
- B. **City Council** - City Council of the City of Fort Worth, Texas
- C. **Department** - Department of the City of Fort Worth
- D. **Youth Program(s)** - City of Fort Worth Youth Programs that last one consecutive week (five days) or longer.
- E. **Operations Manual** - Notebook of policies, procedures, required forms, organizational and programming information relevant to City of Fort Worth Youth Programs.
- F. **Program Manual** - Notebook of information given to Program Leaders which includes rosters, attendance sheets, lesson plans, disciplinary action forms, etc.
- G. **Director** - City of Fort Worth Department Director or his/her designee.
- H. **Program Coordinator or Coordinator** - City of Fort Worth staff who has been assigned administrative responsibility for a City of Fort Worth Youth Program.
- I. **Program Leader** - City of Fort Worth full-time, part-time, seasonal staff, temporary staff, contract instructor or volunteer who has been assigned responsibility to implement the City's Youth Programs.
- J. **Program Site** - Area or facilities where City of Fort Worth Youth Programs are held.



- K. **Participant** - A youth whose parent(s) or guardian(s) have completed all required registration procedures and are determined to be eligible for a City of Fort Worth Youth Program.
- L. **Parent(s)** - This term will be used to represent one or both parent(s) or guardian(s) who have legal custody and authority to enroll their child(ren) in the City of Fort Worth Youth Program.
- M. **Program Staff** - Term used to describe the person or persons who have been hired or have volunteered to work for the City of Fort Worth and have been assigned responsibility for managing, administering, or implementing some or all portions of the Fort Worth Youth Programs. This definition also includes Program Coordinator and Program Leader.
- N. **Facility** - A facility used to host any youth program that lasts five days or longer.

## **II. Organization**

- A. The governing body of the Youth Program is the City Council.
- B. Implementation of the Fort Worth Youth Programs Standards of Care is the responsibility of the Director and Program Staff.
- C. Youth Programs to which these Standards of Care apply are those that last one consecutive week (five days) or longer.
- D. Each Program Site will have a current copy of the Standards of Care available for the public and Program Staff.
- E. Parents of Participants will be given access to a current copy of the Standards of Care prior to the start of the Youth Program, preferably during the registration process.
- F. Criminal background checks will be conducted on prospective Program Staff. Depending on the background check results, candidates will be placed at the discretion of the Human Resources Department policies and procedures.

In addition, checks of the Texas Department of Public Safety database for the Texas Sex Offender Registration Program will be conducted on prospective Program Staff. If results of the check indicate that an applicant is a registered sex offender, he or she will not be considered for employment.

## **III. Fiscal Management**

- A. The program will follow the written policies and procedures of fiscal management set forth by the City of Fort Worth.
- B. The program will have sound fiscal management and operational oversight.
- C. The program will have a written budget.
- D. Financial statements of the program will be reviewed regularly by the Director and adjustments will be made as needed.

## **Staffing**

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### **I. Program Coordinator (Coordinator) Qualifications**

- A. Coordinators are considered professional staff members of the Department and must have all Program Leader qualifications as outlined in Section III of this document.
- B. Coordinators should possess the following combination of experience and training:
  - 1. Two years of responsible community center service or recreational programming experience.
  - 2. Equivalent to a Bachelor's degree from an accredited college or university with major course work in Sports Management, Physical Education, Recreation, or a related field.
- C. Coordinators must pass a background investigation, including a test for illegal substances.
- D. Coordinators must have a current certification in First Aid, Cardio Pulmonary Resuscitation (CPR), and AED (Automated External Defibrillator) – Adult and Child. These certifications must be from a nationally recognized certifying organization, i.e., American Heart Association or American Red Cross.

### **II. Coordinator Responsibilities**

- A. Coordinators are responsible for administrating the Youth Program's daily operations in compliance with the adopted Standards of Care.
- B. Coordinators are responsible for recommending the hiring, supervising, and evaluating of Program Leaders.
- C. Coordinators are responsible for planning, implementing, and evaluating Youth Programs.

### **III. Program Leader (Leader) Qualifications**

- A. Program Leaders will be full-time, part-time, seasonal, or temporary employees of the Department or volunteers.
- B. Leaders working with participants must be age 16 or older. Each Program Site will have at least one Leader present at all times, and all Leaders must be at least three years older than the participants they are working with. Recreation Leaders in Training must be at least 14 years old.
- C. Leaders must have a current certification in First Aid, Cardio Pulmonary Resuscitation (CPR), and AED (Automated External Defibrillator) – Adult and Child. These certifications must be from a nationally recognized certifying organization, i.e., American Heart Association or American Red Cross.
- D. Leaders must pass a background investigation, and are subject to reasonable cause drug and alcohol testing.

#### **IV. Leader Responsibilities**

- A. Leaders will be responsible for providing Participants with an environment in which they can feel safe, enjoy cultural and recreational activities, and participate in appropriate social opportunities with their peers.
- B. Leaders will be responsible to know and adhere to all City, Departmental, and Youth Program standards, policies and procedures that apply to Youth Programs.
- C. Leaders must ensure that Participants are released only to a Parent or an Authorized Person designated by the Parent. If a Parent wishes that their child sign himself in or out, the Parent must sign a release giving said authorization. Any child signing themselves out cannot stay at the facility or on the premises.
- D. Leaders will be responsible for supervised access to the restrooms for Participants.
- E. Program Staff will:
  - 1. Consistently exhibit competency, good judgment and self-control when working with participants.
  - 2. Relate to youth with courtesy, respect, tolerance, and patience.
  - 3. Intentionally develop individual relationships with youth, focusing on their developmental needs and building on their unique strengths.
  - 4. Create a supportive, caring environment and build self-esteem in every participant.
  - 5. Be engaged in activities with the participants.
  - 6. Recognize participants for their achievements and participation.
  - 7. Clearly communicate behavior expectations.
  - 8. Apply rewards and consequences appropriately and consistently for participant behavior and age.
  - 9. Model and reinforce positive behavior and use positive techniques to address negative behavior by participants.

#### **V. Training/Orientation**

- A. The Department is responsible to provide training and orientation to Youth Program staff in working with Participants and for specific job responsibilities. Coordinators will provide each Leader with a Program Manual specific to each Youth Program.
- B. Program Staff must be familiar with the Standards of Care for Youth Programs as adopted by the City Council.
- C. Program Staff must be familiar with the Youth Program's policies, including discipline, guidance, and release of Participants as outlined in the Program Manual.



- D. Program Staff will be trained in appropriate procedures to handle emergencies.
- E. Program Staff will be trained in areas including City, Department, and Youth Program policies and procedures, recreation activities organization, safety issues, program organization, and other areas as required by assigned Youth Program. The training will include Child Abuse Detection and Prevention.
- F. Program Staff will be required to sign an acknowledgment that they received the required training.

## **Program Operations**

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### **I. Enrollment**

- A. Before a child can become a Youth Program Participant, a parent or guardian must register their child electronically and provide all required information electronically as well: name, address, phone number, emergency contact and child release information, statement of child's special problems or needs, emergency medical authorization, signed liability waiver, release to participate in water activities, designation of need for reasonable accommodations, signed acknowledgement of code of conduct, and proof of birth date. Attendance at orientation and/or parent meetings is recommended and strongly encouraged.

### **II. Staff-Participant Ratio**

- A. In a Youth Program, the standard ratio of Participants to Program Staff is 15 to 1, based on average daily attendance. In the event a Leader is unable to report to the Program Site, the Coordinator will assign a replacement.
- B. Ratios may be adjusted to provide adequate supervision during higher risk activities, such as field trips, swimming, or upon recommendation of public health officials.
- C. Each Participant will have a Program Staff who is responsible for him or her and who is aware of details of the Participant's habits, interests and any special needs as identified by the Participant's Parents during the registration process.

### **III. Special Needs**

- A. The parent should inform Program Staff in writing at the time of registration, of any Participant needs that would affect their ability to participate in organized, group activities.
- B. The City is committed to providing children with an equal opportunity to participate in the City's programs and services in accordance with the Americans with Disabilities Act (ADA). Any requests for accommodations will be individually assessed to determine the reasonableness of the request and if the City can meet the particular needs of the Participant without fundamentally altering the program or services involved. Every reasonable accommodation will be made to address Participants with special needs.

- C. Participants with special needs requiring personal assistance, i.e., feeding, changing of clothes, certain behavioral needs, and assistance with using the restroom, must provide an attendant (18 years of age or older) for the duration of the program. Program Staff will not provide personal assistance. The attendant will be admitted to the program free of charge. Any additional fees must be paid by the personal attendant. With 48 hours written notice, accessible vehicles will be made available for transportation to authorized field trips.

## Activities

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- I. The program provides a safe, healthy, and age appropriate environment for all participants. The program provides a well-rounded variety of activities and opportunities that support the physical, social, emotional, and cognitive growth and development of all participants.

## II. Schedule

- A. The program establishes and follows a schedule that is known to Program Staff, Participants, and Parents.
- B. The daily schedule will be available for Program Staff, Participants, and Parents.
- C. The daily schedule will be flexible enough to provide adaptability, but structured enough to provide predictability for the Participants.
- D. Transitions will be programmed into the schedule and will be orderly, efficient, and minimal in duration.
- E. Recreational screen time (movies, video games, TV, computers) will not exceed two (2) hours daily. If Program Staff is providing more formal instruction, or providing program access via an external educational provider, screen time may exceed this limit.
- F. The program schedule will provide intentional opportunities for Participants to be meaningfully involved in program planning, implementation, data collection, and evaluation. Participant feedback will be incorporated into the program when possible.
- G. Program Staff will attempt to provide indoor and outdoor time periods to include:
  - 1. Alternating active and passive activities, including planned rest times.
  - 2. An appropriate amount of time for all activities;
  - 3. Opportunity for individual, small and large group activities, and
  - 4. Outdoor time each day as weather permits based upon space availability and weather conditions. Outdoor time will be limited to morning hours during red and purple ozone action days.
- H. Participants are provided with a variety of engagement strategies, such as:
  - 1. Self-directed projects;



2. Individual, small group, and large group activities;
3. Short and long term projects;
4. Discovery learning;
5. Literacy Enhancements;
6. Hands-on projects;
7. Experiential activities that promote creativity and self-expression;
8. Peer mentoring opportunities;
9. Participant-led activities;
10. Opportunities for participants to make formal presentations.

### **III. Field Trips & Transportation**

- A. Program Staff will be attentive and considerate of the Participant's safety on field trips and during any transportation provided by the Youth Program.
  1. During field trips, Program Staff will have authorization for emergency medical care and emergency contact information for each Participant.
  2. Program Staff will have a written (printed or electronic) list of the Participants in their group and must check the roll frequently, specifically before departure to and from destination.
  3. Program Staff will have first aid supplies.
- B. Before a Participant can be transported to and from City sponsored activities, the parent must give their permission. Parents may be asked to volunteer to attend field trips to assist with the supervision of Participants. Those parents who wish to volunteer must submit volunteer paperwork two weeks prior to the date of the field trip for background screening.
- C. First aid supplies will be available in all Youth Program vehicles that transport Participants.
- D. There will be at least one staff member in the vehicle that is certified in CPR, First Aid, and AED.
- E. All vehicles used for transporting Participants will have a 6-BC portable fire extinguisher installed in the passenger compartment of the vehicle, accessible to the adult occupants.
- F. Seatbelts will be worn if provided.
- G. Participants will be oriented to expected behavior and safety rules.
- H. Participants will be given stickers or wristbands with the location's name and phone number to be worn at all times while on a field trip.

- I. According to the Texas Occupant Restraint Law, every child younger than 8 years of age, unless the child is taller than four feet, nine inches, must be properly secured in a federally approved safety seat, in accordance with the instructions of the manufacturer of the safety seat system, when riding in vehicles that carry 15 or fewer passengers (buses are excluded). Safety seats will be provided.
- J. Where available, and subject to 48 hours written notice, transportation will be provided for Participants with special needs. See page 6, III. Special Needs.

#### **IV. Participant Pick Up & Drop Off**

- A. A completed and signed Pick-Up Authorization Form must be on file for each Participant.
- B. These forms must be updated each year via electronic registration method.
- C. The original signer of the Pick-Up Authorization Form may contact the center in person to add a new Authorized Person, with written notification. The original signer may also contact the center via telephone and make changes verbally using the safety word on the Pick-Up Authorization Form.
- D. Participants must only be signed out by an Authorized Person listed on the Pick-Up Authorization Form. One staff person must monitor the sign in/out duties each day.
- E. Authorized Persons must present picture ID to pick up a Participant.
- F. Authorized persons must be 18 or older unless the person is 16 or older and a sibling of the Participant.
- G. Sign in/sign out will be completed electronically and records will be retained for the life of the software application.
- H. Participants may be signed out by a custodial parent, unless court paperwork is given to Program Staff.
- I. Parents may electronically sign a form allowing their child to walk home at the end of the program.
- J. Participants must be picked up by the end of the assigned Youth Program. If a child is picked up after the end of the program, a late fee will be assessed.
- K. If an Authorized Person attempts to pick up a Participant while appearing intoxicated, staff will ask if there is another person who can pick up the Participant. Program staff will notify the Program Coordinator, and if necessary, staff will call 911.
- L. If any unauthorized person attempts to pick up a child, staff should:
  - 1. Call the Program Coordinator.
  - 2. Politely inform the person that they do not have permission to release the child to them.



3. Ask the person to leave.
4. Move the Participant at risk to another room or area.
5. Have another Program Staff in the pick-up area.
6. The Coordinator should call the original Authorized Person to inform them of the unauthorized pick up attempt.
7. If necessary, Program Staff should call 911.

**V. Discipline**

- A. Program Staff will execute discipline and guidance in a consistent manner based on the best interests of Participants.
- B. There will be no cruel treatment or harsh punishment (physical or verbal abuse). Examples include, but are not limited to:
  1. Using physical punishment or any action administered to the body such as, but not limited to, rough handling, or forcing child(ren) to assume an uncomfortable position.
  2. Restraining movement by tying, enclosing in a confined space, shaking, or using exercise as punishment.
  3. Being verbally abusive, including, but not limited to, threats, belittling remarks, humiliation, embarrassment, or frightening a child.
  4. Giving any child the authority to punish another child.
  5. Placing a child out of visual/hearing range, in the dark, or in an unventilated area.
  6. Punishing a child for a toileting accident.
  7. Taunting a child by or any other form of jeering.
  8. Giving preferential attention to any child over another child.
- C. To protect a child from injuring themselves, other participants, or Program staff, the child may be removed and/or isolated if deemed necessary.
- D. Program Staff will use brief, supervised, separation (time out) from the group, if necessary.
- E. As necessary, Program Staff will initiate discipline reports to the Parents of Participants. Parents will be asked to sign Participant discipline reports to indicate they have been advised about specific problems or incidents.
  1. A sufficient number and/or severe nature of discipline report(s), as detailed by the Disciplinary Action Policy in the Program and Operations Manuals, may result in a Participant being suspended from the Youth Program immediately. If a Participant is



suspended from the program, an Authorized Person must pick up the Participant within one hour.

2. Participants will be removed from the Program Site as soon as possible in instances of danger to themselves, other Participants, or Program Staff. This includes, but is not limited to, continuous disruption of the Youth Program, inappropriate sexual behavior, bullying, hitting or biting other Participants or Program Staff and damage to any City property. Depending upon severity of the infraction, Program Staff will have the sole discretion to determine if or when the child may return to the program.
- F. Participants are expected to abide by program rules that include, but are not limited to:
1. Respect all Participants and Program Staff.
  2. Bullying of any form is not allowed (cyber, physical, verbal, etc.).
  3. Refrain from using abusive or foul language.
  4. Refrain from causing bodily harm to self, other Participants, or Program Staff.
  5. Refrain from any inappropriate touching.
  6. Bringing any toys, electronics, etc. to the Youth Program is not allowed. Cell phones must be put away during program time.
  7. Refrain from roughhousing of any manner.
  8. Use of social media sites during camp hours is not allowed.
  9. Refrain from taking photographs of any kind.
  10. Respect all equipment, supplies, and facilities.
  11. Be responsible for cleaning up after themselves at all times.
  12. Respect the property of others.
  13. Listen to and take direction from all Program Staff.
  14. Stay within the physical boundaries of the Program Site at all times, unless with a Program Staff or Parent.

## **Facility Operations**

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### **I. Inspection/Monitoring/Enforcement**

- A. The Coordinator of each Youth Program will perform a monthly inspection of the facility to maintain compliance with the Standards of Care.

1. Each Out of School Time program site will be inspected by Program Staff bi-monthly during the school year and twice during the summer. Inspections may be scheduled or unscheduled.
  2. Facility Inspection checklist reports will be kept on file for at least two years.
  3. The Program Coordinator will review the report and establish deadlines and criteria for compliance with the Standards of Care.
- B. Complaints regarding enforcement of the Standards of Care will be directed to the Coordinator. The Coordinator will be responsible for taking the necessary steps to resolve the problems. The Coordinator will record complaints regarding enforcement of the Standards of Care and their resolution. The Director will address serious complaints regarding enforcement of the Standards of Care and the complaints and resolutions will be noted.
- C. The Director will make an annual report on the overall status of the Youth Programs and their operation relative to compliance with the adopted Standards of Care.

## **II. Program Area**

- A. The Youth Program's indoor space (when applicable) meets the physical, social, emotional, and cognitive needs of Participants.
- B. The Youth Program's outdoor space (when applicable) is large enough, appropriately equipped, and safe to allow Participants to be active and independent.
- C. The Youth Program's space meets the needs related to planning, activities, and storage.
- D. Buildings, grounds, and equipment on the Program Site are regularly inspected, cleaned, repaired, and maintained to protect Participants' health.

## **Health & Safety**

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### **I. Health**

- A. Illness or Injury
1. A Participant who is considered to be a health or safety concern to other Participants or Program Staff will not be admitted to the Youth Program.
  2. Illnesses and injuries will be handled in a manner to protect the health of all Participants and Program Staff. Participants having a temporal fever over 100 degrees will not be allowed back into the Youth Program for 24 hours.
  3. Program Staff will follow emergency procedures for injured Participants or for Participants with symptoms of an acute illness.



4. In the event of an emergency and/or serious accident, Parents will be notified immediately. If necessary, the local ambulance service will transport the Participant to the nearest hospital.
5. In the case of a minor accident or injury (bumps and bruises), the Program Staff will administer first aid, monitor the Participant, and notify the Parents at pick-up.
6. Parents will be notified if a child is injured in a way that necessitates emergency care.
7. Program Staff will follow the recommendations of the Texas Department of State Health Services or Tarrant County Public Health concerning the admission or readmission of any Participant after a communicable disease, and a doctor's note will be required allowing Participant's readmission to the program.
8. Parents should notify Program staff if a child has lice. Children should not return to the Program Site until the lice have been treated. If Program Staff are informed or become aware that a child has lice, Program Staff will provide notice to the parents of Participants that a child in the program has lice. The notice will also include treatment recommendations from Tarrant County Public Health.
9. If a Participant becomes sick while in the program, Parent or Authorized Person(s) will be notified and contact with staff must be made within one hour to arrange pick up.
10. If Program staff are contacted by the Tarrant County Public Health regarding a Participant contagious illness diagnosis and/or staff recognizes a preponderance of similar symptoms in multiple Participants in the program, Program staff will notify Parents of Participants by email or hand-delivered letter within 24 hours. Notification by the Tarrant County Public Health Department will include symptoms and recommendations for care.

B. Program Staff will dispense and administer medication subject to the following conditions:

1. Parents must complete, sign, and submit an **Authorization to Dispense or Administer Medication** detailing medication name(s), time(s) to be administered, and dosage(s) for Participants enrolled in *any* program. The release will include, among other things, a hold harmless clause to protect the City.
2. Prescription medications must be in the original containers labeled with the Participant's name, date, directions, and the prescribing physician's name. The prescribing physician must provide written guidelines. Program Staff will store, dispense, and administer the medication only as stated on the label. Program Staff will not dispense medication after the expiration date.
3. Non-prescription medications must be labeled with the Participant's name and the date the medication was brought to the Youth Program. Non-prescription medication must be in the original container. Program Staff will dispense and administer medication only according to label directions and with written parental permission.
4. Except in instances where an accommodation may be necessary under the ADA, Program Staff will be limited to dispensing and administering those medications that

do not require special knowledge, skills, or training. Medication will be properly disposed of at the end of the program.

- C. A Medication Record Form will be kept by Program Staff detailing when medication was administered.

## **II. Safety**

- A. Program Staff will supervise Participants to ensure their safety.
- B. Program Staff will inspect Program Sites daily checking for sanitation and safety concerns that might affect the health and safety of Participants.
- C. Program Site equipment and supplies will be safe for Participants use.
- D. Program Staff will have first aid supplies available at each Program Site in a designated location, during transportation, and for the duration of any off-site activity.
- E. The Youth Program will ensure that all Program Staff working with participants are trained in CPR, First, and AED.
- F. Participants will have access to clean drinking water at all times.
- G. Program Site air conditioners, electric fans, and heaters will be mounted out of Participant's reach or have safeguards that keep Participants from being injured.
- H. Program Site porches and platforms more than 30 inches above the ground will be equipped with railings with the exception of performance stages.

## **III. Emergencies**

- A. Each Youth Program will have an Emergency Operations Manual that will be reviewed with all Program Staff.
  - 1. When applicable, staff will follow directives of the Emergency Management Office.
- B. Fire
  - 1. In case of fire, danger of fire, explosion, or other emergency, Program Staff's first priority is to evacuate the Participants to a pre-designated safe area.
  - 2. The Program Site will have an annual fire inspection by the local Fire Marshall, and the resulting report will detail any safety concerns observed. The report will be forwarded to the Director who will review it and enforce the deadline and criteria for compliance.
  - 3. Each Program Site will have at least one fire extinguisher approved by the Fire Marshall readily available to all Program Staff. Fire extinguishers will have annual inspections conducted by an approved vendor.
  - 4. All Program Staff will be trained in the proper use of the fire extinguisher.



5. Fire drills will be initiated at Program Sites based on the following schedule.
  - a) Out of School Time Program - Once during each program or every three months, whichever is greater.
- C. TORNADOS
  1. Tornado warning procedures will be reviewed with all Program Staff during orientation.
  2. Tornado drills will be initiated three times annually: once during the spring, summer and fall.
- D. ACTIVE SHOOTER
  1. All staff will be trained in how to respond in an active shooter scenario by local law enforcement.
  2. All facilities are assessed for the best methods to maintain participant safety in the event of an emergency.
  3. Staff will identify designated areas to move participants, if necessary, during lock down.
  4. Staff will review with participants where “safe zones” are located within the facility or immediate program area.

#### **IV. Communication**

- A. Each remote Program Site will have a cell phone or two-way radio to allow the Program Site to be contacted by Program Staff. Each Program Site will have access to a telephone for use in contacting Program Staff or making emergency telephone calls. At each Program Site the Coordinator will post the following telephone numbers adjacent to a telephone accessible to all Program Staff:
  1. City of Fort Worth ambulance or emergency medical services
  2. City of Fort Worth Police Department
  3. City of Fort Worth Fire Department
  4. Department Administrative Office
  5. Telephone numbers and address for the Program Site itself
  6. Telephone number of Coordinator’s office
  7. Program participants' emergency contact information
  8. Poison Control

## **V. Nutrition**

- A. The program will follow the Texas Department of Agriculture Food and Nutrition Guidelines when meals are provided by a contracted agency. Additionally, in keeping with Healthy Eating and Physical Activity (HEPA) Standards, the program will:
  - 1. Serve whole grain-rich products.
  - 2. Provide plain potable water at all times at no cost to youth and staff.
  - 3. Serve plain low-fat milk, plain or flavored nonfat milk or milk alternative limited to 8 fluid ounces per day for elementary school students and 12 fluid ounces per day for middle and high school students.
  - 4. Serve only 100% fruit or vegetable juice with no added sweeteners or 100% juice diluted with water with no added sweeteners.
  - 5. Serve only non-caffeinated beverages.
- B. Special snacks may be provided during the program. Parents must note any food allergies on Participant's electronic registration form.
- C. When food is provided, it comes from outside sources and the program is not able to provide allergen or nutritional information. However, even when this information is provided, normal kitchen operations may involve some shared cooking and preparation areas and utensils, and the possibility exists for food items to come in contact with other food products, including other allergens. Parents are allowed to provide children with his or her own food.

## **VI. Suspected Abuse**

- A. Program Staff will report suspected child abuse to the Texas Department of Family and Protective Services, in accordance with the Texas Family Code, telephone number, 1-800-252-5400 *or filing a report at [https://www.txabusehotline.org/Login/WebSite\\_UI/Report-anon.aspx](https://www.txabusehotline.org/Login/WebSite_UI/Report-anon.aspx).*
- B. Program Staff will receive basic training related to child abuse prevention and how to report suspected abuse.

## **VII. Toilet Facilities**

- A. The Program Site will have toilets located and equipped so Participants can use them independently and Program Staff can monitor as needed.
- B. There will be one toilet for every 20 Participants. Urinals may be counted in the ratio of toilets to Participants, but will not exceed 50% of the total number of toilets.
- C. An adequate number of lavatories will be provided.

## **VIII. Sanitation**

- A. The indoor Program Sites must have adequate light, ventilation, air conditioning and heat.

- B. The Program Site will have an adequate supply of water meeting the Texas Department of State Health standards for drinking water. Water will be supplied to the Participants in a safe and sanitary manner.
- C. All waste matters will be kept in a leak-proof, covered container.
- D. Program Staff will remove garbage from Program Sites daily.
- E. Program Staff will ensure that all tables are sanitized before and after each meal. Program Staff will ensure that all Participants wash hands before and after each meal, and after using the restroom.

**END OF STANDARDS OF CARE**



## Exhibit B

### **Texas Youth Commission Volunteer Services Operations Manual**

**VLS.03.01**

**Chapter: Workplace Standards  
Title: Workplace Conduct**

**Effective Date:** 10/7/08, T-10  
**Page:** 1 of 6  
**Replaces:** VLS.05.01, 11/01/01

**ACA Standard(s):** N/A

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**(a) Policy.**

The Texas Youth Commission (TYC) establishes standards of workplace conduct for volunteers. The standards are minimum requirements and are not all-inclusive. The absence of a specific rule covering any act tending to discredit a volunteer or the agency does not mean that the act is condoned, is permissible, or would not call for disciplinary action.

Volunteers are expected to exercise reason and judgment consistent with their assignments and training. Youth rights must be observed at all times. Volunteers are expected to be courteous and professional in dealing with youth and to be cooperative and compatible in their dealings with employees. Concerns regarding staff or fellow volunteers should be expressed properly through the community relations coordinator.

Volunteers are subject to all applicable rules, regulations, policies and procedures of TYC and the facility/program where they volunteer. Although TYC makes applicable policies and policy revisions available to volunteers, each volunteer shares responsibility in remaining aware of agency policies.

**(b) Rules.**

**(1) Volunteer/Youth Relationships.**

- (A) A volunteer is expected to maintain constructive two-way communication, using concern, empathy, respect and fairness when dealing with youth and youth issues. A volunteer must not taunt, provoke, yell, scream, intimidate, curse, or use any improper language in front of youth.
- (B) A volunteer must maintain an appropriate adult/youth relationship at all times, and know and respect the youth's rights.
- (C) A volunteer must maintain professional and appropriate boundaries with youth. Personal information is not to be shared by the volunteer except in situations where it is necessary to carry out the volunteer assignment.
- (D) A volunteer must not pursue a relationship with a youth beyond the scope and limitations of the volunteer assignment, including, but not limited to, offering to foster or house a youth.
- (E) Sexual contact with youth under TYC jurisdiction is strictly forbidden. If an allegation of sexual misconduct is substantiated, disciplinary action will be taken up to and including termination. All allegations of sexual misconduct will be referred to law enforcement for investigation and possible prosecution.

**(2) Reporting Youth Mistreatment, Fraud, and Illegal Activities.**

- (A) When a volunteer has cause to believe that a youth has been or may be adversely affected by abuse, neglect, or exploitation by an employee, volunteer or contractor in programs or facilities under TYC jurisdiction, he/she must report the matter within 24 hours to the TYC Office of Inspector General Incident Reporting Center (IRC).
- (B) A volunteer is required to report suspected incidents of fraud, and other job-related illegal activities to the IRC. Fraud includes any intentional deception, misrepresentation or omission of important facts.



<b>Title: Workplace Conduct</b>	<b>VLS.03.01</b> Page 2 of 6
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(3) **Cooperation with Investigation.**

- (A) In criminal investigations conducted by the Office of Inspector General, a volunteer accused of committing a criminal offense has a constitutional right to remain silent, and invoking the right to remain silent will not be used against the volunteer, either criminally or for continued enrollment purposes.
- (B) A volunteer who is not accused of committing a criminal offense has a duty, as a condition of enrollment, to cooperate fully in all investigations conducted by the agency, whether criminal or administrative in nature, and whether conducted by the Office of Inspector General, a supervisor, or by other authorized personnel. This duty of cooperation requires that the volunteer answer all assignment-related questions fully and truthfully. Failure to cooperate fully can result in discharge from the volunteer program.

(4) **Confidentiality.**

- (A) Pursuant to GAP.81.41, a volunteer is expected to maintain confidentiality of all agency records and information pertaining to youth, and all personnel-related records and information pertaining to employees and volunteers, except as ordered by the courts, specifically permitted by law, or administratively approved.
- (B) The discussion of such information, even between employees and/or volunteers, should be in the line of service, impersonal and discreet.
- (C) Breach of confidentiality will result in disciplinary action up to and including termination.

(5) **Money and Gifts.**

- (A) A volunteer may not exchange money or goods, regardless of value, with a youth unless authorized by the community relations coordinator.
- (B) Religious items intended for youth must be approved by the correctional facility chaplain or the manager of chaplaincy services.

(6) **Sexual Conduct.**

- (A) All inappropriate sexual conduct is strictly prohibited and will not be tolerated. Inappropriate sexual conduct is conduct of a sexual nature that is detrimental to morale, interferes with job performance, or has a negative impact on a safe, professional and pleasant work environment.
- (B) A volunteer who feels that he/she has been subject to inappropriate sexual conduct or learns about such conduct directed toward another individual must report it immediately in accordance with PRS.35.09.

(7) **Searches.**

All Texas Youth Commission (TYC) volunteers, their personal possessions, their vehicles parked in certain locations, and their work areas or agency property assigned to them are subject to search as necessary to maintain safe, rehabilitative environments in TYC facilities or to investigate misconduct. A volunteer who refuses consent to be searched or refuses consent to search his/her personal property, including his/her personal vehicle parked in a secure TYC parking lot, his/her work area will be subject to immediate removal from the facility and disciplinary action, up to and including termination of volunteer enrollment, and local law enforcement may be notified.

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(8) **Reporting Criminal Charges.**

- (A) Each volunteer has a duty to notify TYC if he/she is arrested or notified of criminal charges, or if there is a change in the status of criminal proceedings against the volunteer. **Within two (2) work days**, a volunteer must provide notice either by telephone or in writing to the community relations coordinator after any of the following:
  - (i) an arrest for any offense;
  - (ii) an indictment;
  - (iii) other official notification that the volunteer has been charged with a crime; or
  - (iv) any change in the status of any criminal charge against the volunteer (e.g., dismissal, conviction, the initiation or termination of proceedings to revoke probation, etc.).
- (B) The action to be taken by the community relations coordinator on the basis of a pending criminal charge will depend on the nature of the arrest, charge or indictment, its bearing on the volunteer's duties, and the interests of the agency.

(9) **Political Activity/Political Influence.**

- (A) Political campaigning of any kind must take place outside of working hours and outside the TYC office or facility.
- (B) No state funds or property shall be used to influence the outcome of any election or passage or defeat of any legislative measure.

(10) **Use of State Property, Facilities, or Equipment.**

- (A) It is a violation of state statute to use state property, facilities or equipment for purposes other than official business.
  - (i) A volunteer may use state property, such as computers, office supplies and equipment, and office space, only when authorized for a specific assignment or community resource council activity. To obtain computer system access for a volunteer, the community relations coordinator must request it through the manager of volunteer services.
  - (ii) A volunteer may not use the official TYC letterhead or pre-printed facility envelopes. However, community resource councils may use blank envelopes and postage provided by TYC for official correspondence.
  - (iii) A volunteer will be subject to disciplinary action up to and including termination for misuse of state property.
  - (iv) If assigned or issued state property is lost, stolen, or damaged, a volunteer must immediately notify his/her supervisor and the community relations coordinator.

(11) **Use of Insignia or State Identification.**

Identification cards and other insignia of authority indicating a TYC volunteer's official identification must not be used in the following ways:

- (A) to exert influence;
- (B) to obtain either directly or indirectly, privileges, favors, or rewards for the volunteer or others; or
- (C) to improperly enhance the volunteer's own prestige.



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(12) **Integrity of TYC Records.**

- (A) A volunteer may not remove, alter, or destroy TYC records without prior authorization. Reports, logs, and other records required of the volunteer must be truthful and accurate.
- (B) Any material misrepresentation of information in an application for volunteer enrollment submitted to the agency will be grounds for rejecting the candidacy of the person, or for discharge of the person from volunteer activity if discovered during enrollment.

(13) **Access to TYC Computer Systems.**

- (A) A volunteer with access to TYC information resources should not, under any circumstances, share his/her user ID and/or password with anyone.
- (B) A volunteer should not allow anyone other than agency computer support staff to use a computer logged in with his/her user ID and/or password under any circumstances.
- (C) A volunteer is prohibited from allowing TYC youth access to any TYC computer system except those systems specifically provided for educational purposes.
- (D) A volunteer is prohibited from using TYC computers to access, distribute, print, view, or receive pornographic material.

(14) **Prohibited Items in the Workplace.**

- (A) A volunteer may not have a weapon in his/her possession while on duty, whether or not the volunteer is licensed to carry a concealed handgun. A volunteer may not possess a weapon in a state vehicle or TYC building, office, facility or facility ground, program (including contract programs), or on any land owned or leased by TYC.
- (B) A volunteer may not possess illegal drug paraphernalia, as defined in §§481-485 of Texas Controlled Substances Act, on TYC premises.
- (C) Accessing, distributing, printing, viewing, or receiving pornographic material on TYC premises is grounds for immediate dismissal.

(15) **Intoxicants or Drugs.**

Consuming, possessing, using, or being under the effects of alcohol, drugs or any mood-altering substance while volunteering on TYC premises and/or working with TYC youth is prohibited. Exceptions will be made for prescription drugs or over-the-counter medications that do not significantly interfere with the performance of volunteer duties. A volunteer who is taking a prescription drug or over-the-counter medication which may impair mental or physical capabilities must notify his/her supervisor prior to commencing a volunteer activity. It is the supervisor's responsibility to determine, in consultation with the community relations coordinator, whether the volunteer can safely and effectively perform assigned duties while taking the drug or medication. If the supervisor determines the volunteer cannot safely or effectively perform his/her assigned duties while taking the drug or medication, the volunteer must leave the TYC premises.

(16) **Betting or Gambling.**

State law prohibits betting or gambling while on state property.

(17) **Smoking.**

TYC prohibits smoking in all TYC offices and facilities. Smoking may be allowed outdoors on TYC premises in locations designated as smoking areas.

(18) **Personal Appearance and Dress.**

- (A) A volunteer is expected to exercise good judgment in maintaining personal appearance and dress that is consistent with assigned duties and providing a positive model for youth.
- (B) A volunteer may wear attire that is appropriate for the assignment, including jeans and athletic shoes. Other athletic clothing may be approved if the function of an assignment requires it.
- (C) Attire that is suggestive or contains suggestive, offensive, or derogatory slogans is prohibited. Suggestive, offensive, or derogatory body art must be covered at all times.

(19) **Vehicles.**

- (A) A non-employee volunteer may not drive a state-owned vehicle.
- (B) Volunteers are expected to obey all traffic laws while conducting TYC business.
- (C) A volunteer whose job description includes transportation of youth must have a valid driver's license issued from the state in which they reside and an acceptable driving record. Authorized drivers may be subject to a periodic driving records check. A volunteer's driving record is evaluated according to Texas Education Agency and Department of Public Safety standards. An authorized driver whose driving record has ten (10) or more penalty points or exceeds the number of moving violations is ineligible to transport youth. An authorized driver must supply a current copy of his/her insurance declarations page demonstrating minimal coverage as required by Texas law.
- (D) The state is liable only to the extent stipulated by law when an authorized driver is involved in a motor vehicle accident while conducting TYC business.
- (E) **Within two workdays**, a volunteer whose job description includes transportation of youth must provide notice either by telephone or in writing to the community relations coordinator of any change in his/her driving record or an accident that occurs while on duty.

(20) **Work Behavior.**

- (A) A volunteer is expected to maintain cooperative, helpful attitudes toward fellow volunteers, supervisors, employees, youth, and the general public.
- (B) Volunteer must not use profane, derogatory, or offensive language regarding race or gender.
- (C) While on duty, volunteers are expected to conduct themselves in a manner which neither disrupts nor causes others to disrupt the usual routine of business.
- (D) A volunteer does not have unrestricted access to TYC facilities. A volunteer should report to the assigned location without delay, and depart after the assignment/shift has ended.

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(21) **Personal Items.**

The agency has the authority to limit and regulate the entry of personal property items in TYC facilities and on state property; however, the volunteer is expected to take full responsibility for any personal item brought to work.

(22) **Updating Personal Data.**

Volunteers are expected to maintain a current telephone number, address, name and emergency contact on file with the community relations coordinator.

(23) **Safety.**

- (A) Volunteers are expected to perform their assignments safely and to remain alert.
- (B) Each volunteer is responsible for initiating preventive safety measures to control hazardous conditions and reporting any hazardous condition to the community relations coordinator.

(24) **Supervision of Youth.**

- (A) In high restriction facilities, a volunteer must remain under direct visual supervision by TYC staff while interacting with youth.
- (B) A volunteer may not participate in a physical restraint of youth. If a disruption arises among youth, a volunteer should immediately move to a safe location and notify staff.

(25) **Participation in Physical Activity.**

Volunteers on duty shall not participate with youth in recreation, physical education, large muscle exercise or physical training unless such participation is specifically a part of the volunteer's job description.



## **Exhibit C**

### **CITY OF ROCKWALL RESOLUTION NO. 20-12**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROCKWALL, TEXAS, REPEALING RESOLUTION NO. 14-05 IN ITS ENTIRETY AND ESTABLISHING UPDATED, REVISED BYLAWS FOR THE YOUTH ADVISORY COUNCIL (YAC) OF THE CITY OF ROCKWALL; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Rockwall, Texas finds that modifications to the existing bylaws of the Youth Advisory Council are in the best interest of students participating in the program;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROCKWALL, TEXAS:**

**SECTION 1.** That the City Council of the City of Rockwall hereby repeals Resolution No. 14-05 in its entirety, which established revised bylaws for the City of Rockwall Youth Advisory Council (YAC).

**SECTION 2.** That a new set of bylaws are heretofore adopted as set forth below:

#### **I. CREATION**

There will be an established Youth Advisory Council (YAC) for the City of Rockwall, which shall be sponsored by the City of Rockwall.

#### **II. APPOINTMENT OF MEMBERS & ADULT ADVISORS / LIAISONS**

The Youth Advisory Council shall consist of no less than nine (9) youth members and no less than one adult advisor(s). Adult advisors shall be faculty for any school serving students living in the City of Rockwall. The schools shall be asked to appoint adult advisors and notify the City of their appointments.

The city council shall designate at least one of its members to serve as a liaison to the YAC. The City Secretary of Rockwall or her designee shall serve as an advisor and staff liaison to the Youth Advisory Council.

All Youth Advisory Council Members shall be selected via an open application process. Applications must be submitted through the City Secretary's Office. Deadlines for submitting applications shall be established by the City Secretary's Office. To be eligible for membership, potential candidates must be at least freshman level students residing within the City of Rockwall. The Rockwall City Secretary, City Council (or designated member(s) of the Council) and the City Manager and/or her designee shall interview applicants wishing to serve on the Youth Advisory Council.

Selection will be based on the following: (1) residency requirements – the student must reside within the corporate city limits of the City of Rockwall or be financially sponsored by either the government of the jurisdiction in which they live, by an individual or by a group; (2) strength of the candidate's application and letter(s) of recommendation; (3) schedule and availability of the candidate; (4) candidate's willingness to commit the time and effort required to participate in the program; and (5) the candidate's performance in the interview process. Preference will be given to those students residing within the City of Rockwall. Once the interview panel has made its selections, it will present the recommended candidates to the full City Council for consideration. The Rockwall City Council will make final selection decisions regarding candidates. Appointments to the YAC shall be made by the City Council whenever vacancies exist.

### **III TERMS & OFFICERS**

Youth Advisory Council members shall be reappointed annually until which time as they either graduate from high school or are no longer willing or able to remain actively involved in serving on the YAC. All Youth Advisory Council members shall serve at the pleasure of the Rockwall City Council. The Youth Advisory Council shall include a chair, vice-chair, secretary and historian, all of whom shall be selected annually by members of the Youth Advisory Council.

### **IV. ATTENDANCE**

Members of the Rockwall Youth Advisory Council are expected to take their appointment to the YAC seriously through display of leadership, courtesy, punctuality, and consistent attendance. YAC members are asked to attend all regularly-scheduled, monthly YAC meetings as well as any additional YAC-related events which may be scheduled throughout the school year. Absence from more than two scheduled YAC meetings or events during a school year may operate to vacate a member's seat, unless such absences are excused by an adult advisor at least seventy-two hours (72 hours) in advance of said, scheduled meeting or event. Should absenteeism become excessive ("excessive" here is defined as missing more than two YAC meetings or events during the course of a school year), the YAC member in question may be called before his or her fellow YAC members to give an account for his / her absenteeism. It shall then be up to the discretion of the remaining YAC members to determine, through deliberation and majority vote, if the YAC member shall remain in his / her position on the YAC or be recommended for removal from YAC for the remainder of the school year. Recommendations from the YAC regarding removal of a fellow member due to excessive absenteeism shall be submitted to the Rockwall City Council for final determination and disposition.

### **V. OBJECTIVE AND DUTIES**

It shall be the purpose of the Rockwall Youth Advisory Council to educate youth about local government, to provide participation by local youth in municipal government and to routinely report thereon to the Rockwall City Council. Members of the YAC may take initiatives directed toward effective change that benefit local youth and provide positive community impact through organized participation in various city sponsored activities and events. The Youth Advisory Council shall be consultative in nature and, may be charged with evaluating issues relevant to youth and submitting recommendations to the Rockwall City Council and other pertinent parties for advisement or consideration.

Specifically, the Rockwall Youth Advisory Council may be responsible for the following:

- A.** Promoting participation in and understanding of local government by youth.
- B.** Working, as necessary, with certain special events, projects, and fundraisers.
- C.** Periodically attending Rockwall City Council and other Board and Commission meetings to better understand local government operations.
- D.** "Shadowing" Rockwall City Councilmembers and certain City staff in order to better understand their roles in serving citizens and setting policy.
- E.** Conducting "pseudo" city council meetings on an 'as needed' basis to obtain feedback from youth in the community related to issues of concern to them or related to Council assigned projects.
- F.** Monitoring municipal programs and Boards/Commissions Agenda topics in regard to their bearing on youth in the Rockwall community.
- G.** Making recommendations to the Rockwall City Council relative to programs and activities affecting youth in the community.
- H.** Providing access for comment and input from the youth of the Rockwall community.
- I.** Performing other duties as assigned by the Rockwall City Council, designated council liaison, City Manager, or staff liaison.

#### **VI. EVALUATION**

The Staff liaison for the YAC shall, on an annual basis, conduct a short survey of YAC members to obtain feedback related to the program. The results of this survey along with a summary of the YAC's yearly events and accomplishments shall be presented to the City Council for review during the summer months. Any recommendations related to the program may be discussed and considered by Council and Staff at this time each year.

#### **VII. GUIDELINES FOR ADULT PARTICIPATION IN THE YAC**

These guidelines are adopted in an effort to protect participants in YAC, especially during overnight trips.

##### **Adopted Guidelines:**

- A.** All potential volunteer chaperones must be at least 25 years of age or older.
- B.** All potential volunteer chaperones should be the parent or guardian of a member of the Youth Advisory Council, or members of City staff or City Council.

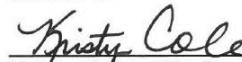


- C. All volunteer chaperones must undergo a criminal background check using a criminal history database for each volunteer's permanent residence.
- D. All volunteer chaperones must undergo a sex offender background check using the sex offender registry available at Texas Department of Public Safety - Crime Records Service.
- E. The background check and sex offender registry check shall be completed annually to ensure strict compliance.
- F. A volunteer chaperone shall be disqualified from service if the person has the following types of convictions or deferred adjudications: a misdemeanor or felony under Texas Penal Code Title 5 (Offenses Against the Person), Title 6 (Offenses Against the Family), Chapter 29 (Robbery) of Title 7, Chapter 43 (Public Indecency) or §42.072 (Stalking) of Title 9, §15.031 (Criminal Solicitation of a Minor) of Title 4, §38.17 (Failure to Stop or Report Aggravated Sexual Assault of Child) of Title 8, or any like offense under the law of another state or under federal law.
- G. If selected, the volunteer chaperone must attend a detailed pre-trip briefing outlining the logistics and health and safety protocols of the trip.
- H. The student to volunteer chaperone ratio shall not exceed 8 students to 1 chaperone.
- I. Volunteer chaperones must take precaution not to be alone with a student for both the safety of the child as well as the chaperone.
- J. Volunteer chaperones should also avoid one-on-one digital contact with a student through games, social media, etc. Chaperones are expected to copy another chaperone, staff or council member on all digital communications with a student.
- K. In the event of overnight stays, the volunteer chaperone(s) should not retire their room for the night until all the minors / students are accounted for and in their assigned rooms.

**SECTION 3.** That this Resolution shall become effective immediately upon passage and approval and it is so resolved.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ROCKWALL, TEXAS, this 5<sup>th</sup> day of October, 2020.**

**ATTEST:**

  
\_\_\_\_\_  
Kristy Cole, City Secretary



  
\_\_\_\_\_  
Jim Pruitt, Mayor