

TEXAS CIVIL COMMITMENT OFFICE



NUMBER: 1.12
EFFECTIVE DATE: 04/21/2016
SUPERCEDES: OVSOM 1.1.5 dated 9/1/13

POLICY AND PROCEDURE

SUBJECT: ABUSE, NEGLECT, OR EXPLOITATION BY EMPLOYEES OR CONTRACTORS

PURPOSE: Texas Civil Commitment Office (TCCO) employees and contractors shall not abuse, neglect, or exploit civilly committed clients under the supervision of the TCCO.

PROCEDURES:

- I. TCCO employees and contractors shall not abuse, neglect, or exploit civilly committed clients under the supervision of the TCCO. Specifically, employees and contractors shall not:
 - A. Violate a client's civil or legal rights;
 - B. Utilize the professional relationship related to the supervision or treatment of the client to further the employee's or contractor's personal, religious, political or economic interests; or
 - C. Engage in any activity which creates an actual conflict of interest or has the appearance of a conflict of interest or dual relationship with clients or family members of clients.
- II. Any employee or contractor with suspicion or knowledge of actions or omissions that constitute abuse, neglect or exploitation of a client shall report the incident within one (1) working day. Such reports shall be made in writing to the Executive Director and shall consist of a detailed report of the basis for their suspicion or knowledge.
- III. Upon receipt of a report of suspicion or knowledge of actions or omissions that constitute abuse, neglect, or exploitation of a client the Executive Director or designee shall review the report and determine whether further investigation is necessary.

- IV. If the Executive Director or designee determines further investigation is required, the matter shall be investigated as a Serious Incident in accordance with TCCO Policy 7.2 regarding Serious Incident Reviews to determine whether the allegations are sustained or unfounded.

- V. The Executive Director shall report sustained allegations of abuse, neglect, or exploitation of a client to the TCCO Board and to appropriate outside agencies such as state licensing authorities or law enforcement agencies, if applicable.

SIGNATURE ON FILE

Marsha McLane
Executive Director