

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE**  
**Request for Reassignment**  
**(Non-Correctional to Correctional Officer Position)**

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_  
Please Print: Last First MI

CURRENT MAILING ADDRESS: \_\_\_\_\_  
Street or P.O. Box City State Zip Code

CURRENT JOB TITLE: \_\_\_\_\_ GROUP: \_\_\_\_\_ SALARY RATE: \_\_\_\_\_ CURRENT UNIT/DEPT: \_\_\_\_\_

REQUEST REASSIGNMENT TO A  PART-TIME CORRECTIONAL OFFICER POSITION OR  FULL-TIME CORRECTIONAL OFFICER POSITION AT: \_\_\_\_\_  
(Indicate one unit)

**CONDITIONAL AGREEMENT:**

1. I certify that I have not laterally transferred or voluntarily demoted from a non-correctional position to a CO position within the past six months.
2. I certify that I meet the basic eligibility criteria for a CO position included in PD-73, "Selection Criteria for Correctional Officer Applicants."
3. If my reassignment is approved and I accept a position as a CO, I understand and agree to the following:
  - a. I shall abandon my non-correctional position and have no right or entitlement to return to that position.
  - b. I shall be required to attend the TDCJ Correctional Institutions Division's Pre-Service Training Academy (PSTA) unless:
    - (1) Within the 36-month period immediately preceding the move:
      - (a) I served in a TDCJ CO or supervisor of COs position; or
      - (b) I completed all the requirements of the PSTA, qualified with firearms, and participated in chemical agent and defensive tactics training.
    - (2) Within the 12-month period immediately preceding the move, I attended in-service training, qualified with firearms, and participated in the practical aspects of chemical agents and defensive tactics curriculum during the in-service training.
  - c. I shall be subject to separation from employment if I:
    - (1) Fail to have a negative pre-assignment drug test result;
    - (2) Am required to attend the PSTA and I:
      - (a) Fail to qualify with firearms;
      - (b) Fail to meet the academic standards established for all CO trainees; or
      - (c) Violate the PSTA's rules or regulations.
  - d. If I am on disciplinary probation, I shall not be eligible for a reassignment until the end of my disciplinary probation period.
  - e. If I have received a Notification of Employee Hearing in accordance with PD-22, "General Rules of Conduct and Disciplinary Action Guidelines for Employees," the final approval of my reassignment shall be placed on hold pending the outcome of the hearing. If I am not placed on disciplinary probation and I am still eligible for reassignment, my reassignment shall be approved.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

**NOTE TO EMPLOYEE: With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code §59.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.**

**Distribution:**

Original: Unit/Department Human Resources Employee File (Employment Section)

Copy: Employee

Fax Copy: Employment Section at (936) 437-3111