

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

NAME: _____ PAYEE ID: _____
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 or 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-consecutive month period.
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 will abandon my non-correctional position and have no right or entitlement to return to that position.
 - b. I will be required to attend the TDCJ Training and Leader Development Division's Pre-Service Training Academy (PSTA) unless:
 - (1) Within the 36-consecutive month period immediately preceding the move:
 - (a) I served in a correctional career 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-consecutive 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 will 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 will not be eligible for a reassignment until the end of my disciplinary probation period.
 - e. If I have received a PERS 184, 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 will be placed on hold pending the outcome of the hearing. If I am not placed on disciplinary probation and am otherwise eligible for reassignment, my reassignment will be consistent with this directive's approval process.

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 § 559.004, 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 or Department Human Resources Employee File (Employment Section)

Copy: Employee

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