

Texas Department of Criminal Justice

PD-21 Actionable Items, Documents, and Timelines

Type of Action	Initiator	Routing To	Setting	Documentation Required	Time of Action Required
Complaint Process	Employee or Other Individual	Intake, Supervisor, or Respective HR Specialist	Online Link, Email, Written	Online Submission, PERS 497 , PERS 497a (if applicable)	None
Reporting Process	Supervisor	Intake	Online Link, Email, Phone	Online Submission, PERS 497 , PERS 497a (if applicable), PERS 496 (if applicable)	72 Hours
Workplace Resolution Receipt	Intake	Workplace Resolution Manager, Warden, or Department Head	Phone, Email, or Mail	Varies	5 Business Days
EEO Investigation and Review Process	EEO Investigator, Workplace Resolution Manager, and Support Manager	Varies	HRHQ	Online Submission, PERS 497 , PERS 497a (if applicable), PERS 495 , PERS 496 (if applicable), Internal Fact-Finding Documentation	65 Days
EEO Investigation**	EEO Investigator	Workplace Resolution Manager	HRHQ	Internal Fact-Finding Documentation	45 Business Days
30 Day Extension for EEO Investigation	EEO Investigator	Workplace Resolution Manager then HR Director	Email	PERS 495a or PERS 496	Before 45 Business Day Period Expires
HR Review and Recommendation**	EEO Investigator	Workplace Resolution Manager then Support Manager	HRHQ	PERS 495 Internal Fact-Finding Documentation	15 Business Days
OGC Review (if applicable)	Support Manager	OGC	Email	PERS 495 Internal Fact-Finding Documentation	10 Business Days
Concluding the EEO Investigation**	EEO-DAO or Conduct Official	EEO Specialist or Respective HR Specialist	Email	PERS 495 Internal Fact-Finding Documentation	5 Business Days
Scheduling and Notification of a Conduct Review	Respective HR Specialist	EEO-DAO and Respondent	Email, Mail, or in Person	Notification Documentation	10 Business Days
Reconvening a Conduct Review	EEO-DAO	Respondent	In Person	None	15 Workdays
Rescheduling a Conduct Review*	Respective HR Specialist	EEO-DAO and Respondent	Email, Mail, or In Person	Notification Documentation	48 Clock Hours - 5 Workdays
Receipt of Notification	Respective HR Specialist	Respondent	Email, Mail, or In Person	PERS 184	48 Clock Hours - 5 Workdays

*Rescheduling: See PD-21 Procedures Section III. D. of the policy for a list of reasons for approved rescheduling.

**Considered in the 65-day investigation and review process.

***Rehire Review Required: See PD-21 Procedures Section V.D. for additional documentation requirements.

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Conduct Review	EEO-DAO	Respondent Employee Representative Witness Respective HR Specialist	In Person EEO-DAO or Employee Representative May Attend Remotely	None	Scheduled Date
Determination	EEO-DAO	Respective HR Specialist provides a copy to Respondent	Shortly After the Conduct Review	Disciplinary Packet PERS 185 PERS 186 (if applicable) PERS 327 (if applicable)	Day of Conduct Review
Probation	EEO-DAO	Respective HR Specialist provides a copy to Respondent	Shortly After the Conduct Review	PERS 185	Up to 6, 9, or 12 Months
Suspension Without Pay	EEO-DAO	Respective HR Specialist provides a copy to Respondent	Shortly After the Conduct Review	PERS 185	Up to 30 Workdays
Reduction in Pay	EEO-DAO	Respective HR Specialist provides a copy to Respondent	Shortly After the Conduct Review	PERS 185	Up to 6 Months
Demotion	EEO-DAO	Respective HR Specialist provides a copy to Respondent	Shortly After the Conduct Review	PERS 185	Effective Date
Dismissal	EEO-DAO	Respective HR Specialist provides a copy to the Disciplinary Team	Email or Mail	Disciplinary Packet, Dismissal Recommendation E Form, Timekeeping Update E Form, and PERS 24 (if applicable)	30 Workdays
Rehire Review Required	Warden, Section Manager, or EEO-DAO	Respective HR Specialist	Email	PERS 327	None
Technical Review Submission	Respective HR Specialist	Disciplinary Team	Email or Mail	Disciplinary Packet	5 Business Days
Technical Review	Disciplinary Team	Varies	Email	Disciplinary Packet	30 Business Days

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