

Texas Department of Criminal Justice

PD- 22 Code of Conduct and Performance Standards

Code of Conduct and Performance Standards

Our Code of Conduct and Performance Standards empowers employees to embody our core values of perseverance, integrity, courage, and commitment. By persisting through challenges, making principled decisions, and fostering excellence, they contribute to our success and uphold our agency's reputation.

Within this framework, we encourage employees to demonstrate resilience in the face of adversity. Upholding the highest standards of integrity, they act as role models for their colleagues and the community we serve. Their courage enables them to navigate complex situations with grace and determination, always guided by our shared purpose.

A. Legal and Policy Compliance

Uphold all federal, state, and local laws, and adhere to the agency's policies, procedures, and regulations.

B. Humane Treatment

Provide and support the provision of humane custody, supervision, and care of inmates.

C. Ethical Conduct

Uphold the highest standards of ethical conduct in all professional roles. This includes honesty, integrity, and impartiality. Refrain from actions, including harassment, that could compromise the ethical standards or tarnish the reputation of the Texas Board of Criminal Justice (TBCJ) and the Texas Department of Criminal Justice (TDCJ).

D. Prevention of Sexual Harassment

Do not sexually harass or condone sexual harassment towards any person. Report any policy violations to the appropriate authorities.

E. Non-Discrimination and Non-Retaliation

Do not discriminate against any person on the basis of race, color, religion, sex, national origin, age, disability, genetic information, or any other category protected by state or federal laws. Do not retaliate for opposing or reporting employment discrimination, participating in an investigation related to employment discrimination, or requesting a work-related accommodation.

F. Confidentiality

Maintain confidentiality of all information related to employees, inmates, and agency operations that is not public record. This includes refraining from disclosing such information to unauthorized individuals both within and outside the TBCJ and the TDCJ. Confidential information may only be released when explicitly permitted by agency policy or required by state or federal law.

G. Performance Standard

Be firm, fair, and consistent in the performance of duties.

H. Conflict of Interest

Act with integrity, ensuring that actions do not compromise the trust set forth by the TBCJ and the TDCJ. Avoid any actions that could result in a conflict of interest. This includes avoiding the use of an official position for unauthorized personal gain or the personal gain of friends or family.

I. Prohibition of Undue Influence

Avoid conduct that creates an implication that may lead another person or entity to expect official favors.

J. Organizational Representation

Recognize that the Code of Conduct and Performance Standards and TDCJ policies are a symbol of the agency's commitment to the public and a direct reflection on the employee as an individual.

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Definitions

The following definitions apply solely to the violations.

“Another Individual”

Includes but is not limited to, a contract employee, applicant, employee of a vendor, intern, or volunteer. This definition does not include an individual under the supervision or custody of the TDCJ.

“Conviction”

(a) A finding of guilt by judge or jury and the assessment of punishment, whether confinement or fines; (b) community supervision (probation), including deferred adjudication; (c) a juvenile adjudication of delinquent conduct if the juvenile records are not sealed; and (d) an equivalent disposition of an offense under the laws of another state, federal law, or Uniform Code of Military Justice. The term does not include a pretrial diversion, which is an agreement between the defendant and prosecutor and occurs before a judicial finding, although a judge may approve of the defendant participating in the program. Pardons or reprieves do not eliminate a conviction.

“Employee”

Any person employed by the TBCJ or the TDCJ on a full-time, part-time, or temporary basis.

“Harassment”

Systematic or continued unwanted actions, including threats and demands, directed toward an employee or another individual that may create a hostile work environment for the person to whom the acts are directed.

“Hazing”

Conduct that intentionally subjects another person to embarrassment, intimidation, or ridicule and risks emotional and/or physical harm.

“Horseplay”

Rough or boisterous conduct by an employee for the purpose of amusement, such as running, wrestling, or offensive practical jokes.

“Inmate”

An individual under the supervision or custody of the TDCJ, including a TDCJ incarcerated individual housed in privately operated, federal, county, or other states' facilities. These individuals include, but are not limited to, parolees, individuals under mandatory supervision, and incarcerated individuals.

“Investigation”

Any investigation, administrative proceeding, inspection, or official inquiry conducted by TDCJ, local, state, or federal government.

“Property”

Anything owned or leased by the state, such as equipment, land, motor vehicles, or structures.

“Retaliation”

Adverse action taken against a person for any reason not supported by TDCJ policy.

“Serious Bodily Injury”

Bodily damage that creates substantial risk of death or that causes death, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

“Spouse”

A person to whom a person is legally married.

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List of Violations

Upholding the code of conduct and performance standards are crucial. Misaligned behavior may result in disciplinary action as outlined in the list of violations below:

A. LEGAL AND POLICY COMPLIANCE

A.1 Aiding and Abetting an Escape – This extends to failure to report any information regarding evidence of plans to escape, escape attempts, or actual escapes.

A.2 Criminal Charges – Noncompliance of [PD-27](#), “Employment Status Pending Resolution of Criminal Charges or Protective Orders.”

Failure to report A.2 violations within 48 hours of the initial event and before reporting to duty in accordance with [PD-27](#) is a violation of G.3.1. This extends to commercial drivers failing to report minor traffic violations that are required to be reported to their immediate supervisor or to any other TDCJ supervisor or manager.

If an employee is not dismissed through the disciplinary process for conviction of a misdemeanor offense but is unable to perform the essential functions of the employee’s position as a result of the conviction, the employee will be administratively separated from employment in accordance with [PD-24](#), “Administrative Separation.”

A.2.1 Felony Charge – Incurring a charge by information or complaint, indictment, or conviction of a felony offense.

A.2.2 Misdemeanor for a Drug Related Charge – Incurring a charge by information or complaint, indictment, or conviction of a misdemeanor for a drug related offense.

A.2.3 Misdemeanor Charge – Incurring a charge by information or complaint, indictment, or conviction of a misdemeanor offense.

Driving while intoxicated (DWI), driving under the influence (DUI), driving while license is suspended (DWLS), failure to appear (FTA), reckless driving, open container, and assault with a motor vehicle are reportable violations.

A.3 Alcohol and Illicit Drugs

A.3.1 Use of Alcohol or Illicit Drugs On-Duty

A.3.2 Refusal to Submit to Alcohol or Drug Tests

A.3.3 Failure to have a Negative Alcohol or Drug Test Result or Failure to Comply with Conditions of a Treatment Agreement

A.3.4 Failure to Report Use of Certain Prescription Drugs – Failure to report prescription medication that are known to have side effects and may interfere with the performance of assigned duties prior to returning to work.

A.4 Gambling on State Property – Engaging in gambling activities conducted on state property or at any location where inmates are housed or work, as outlined by the Texas Penal Code.

A.5 Falsification of Records – Altering documents to convey false information or omitting crucial details.

By signing or submitting a document, an employee confirms the truthfulness, accuracy, and completeness of the information presented in the document.

A.5.1 Falsification of the State of Texas Application for Employment

A.5.2 Falsification of Records Not Relating to the State of Texas Application for Employment

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A.6 Unauthorized Sales or Solicitations on State Premises – Engaging in any solicitation or fundraising activity on state property, except as provided in ED-02.04, “TDCJ Fundraising.”

B. HUMANE TREATMENT

B.1 Use of Lethal, Excessive or Unnecessary Force – Using force to intimidate, coerce, punish, or for the purpose of revenge is prohibited. For definitions of terms surrounding use of force, refer to the [Behavioral Intervention Plan](#).

B.1.1 Unnecessary Lethal Use of Force

B.1.2 Unnecessary Excessive Use of Force

B.1.3 Unnecessary Non-Excessive Use of Force

B.1.4 Excessive Use of Force

B.1.5 Non-Excessive Use of Force

B.1.6 Failure to Intervene or Report a Lethal Use of Force

B.1.7 Failure to Intervene or Report an Unnecessary Excessive Use of Force

B.1.8 Failure to Intervene or Report an Unnecessary Non-Excessive Use of Force

B.1.9 Failure to Intervene or Report an Excessive Use of Force

B.1.10 Failure to Intervene or Report a Non-Excessive Use of Force

B.1.11 Administrative or Procedural Violation of a Security Nature or Technical Violation – For example, failure to follow required security procedures, such as use of mechanical restraints when appropriate or failure to properly videotape a use of force. This includes failure to report a non-excessive or necessary use of force incident.

B.2 Employee-Inmate Relationships – These violations do not prohibit cohabitation or relationships with inmates but are designed to encourage disclosure. Violations could affect employment with the TDCJ.

B.2.1 Sexual Misconduct with Inmate – Committing acts of sexual misconduct with any incarcerated inmate; or any inmate under the supervision of the TDCJ who is not the employee’s spouse.

Acts of sexual abuse and harassment are described in [PD-29](#), “Sexual Misconduct with Inmates.”

B.2.2 Cohabitation with Inmate – Cohabiting with an inmate or an inmate’s family member unless the relationship has been approved.

B.2.3 Continuation or Establishment of Inmate Relationship Other than Cohabitation or Sexual Misconduct – Participating in any unapproved relationship or interaction conducted outside of official TDCJ business with an inmate or inmate’s family.

Contact with an inmate or an inmate’s family, including through social media, in and of itself does not constitute a relationship. If it is determined that an employee, through such contact, has potentially jeopardized the security of the TDCJ or compromised the effectiveness of the employee, the employee will be subject to disciplinary action.

B.2.4 Failure to Provide Notification of Inmate Relationship – Failing to disclose any relationship between an employee and inmate on a PERS 282A, “Additional Inmate Information.” Responsibility to report lies with the employee who is in a relationship with an inmate.

B.3 Mistreatment of Inmates – Verbal or physical abuse such as threats or unauthorized denial of privileges or entitlements. This includes offensive words or actions towards an inmate within a protected class and unauthorized taking or use of inmate property.

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- B.4 Denial of Uniform Access to Courts** – Interference in any manner with an inmate's right of access to courts or to public officials. This includes, but is not limited to, unauthorized denial of legal visits or access to legal materials, harassing or retaliating against an inmate for exercising the inmate's right to file a grievance or complaint, or not allowing an inmate to correspond with the courts or public officials.

C. ETHICAL CONDUCT

C.1 Investigations

- C.1.1 Tampering with a Witness** – Attempting to hinder or influence in any manner the testimony or information of any witness or potential witness.
- C.1.2 Failure to Submit to Search** – Refusal to cooperate with TDCJ officials during the search of the employee's person or belongings while on state property. Upon entering state property or during routine inspections, an employee gives implied consent to the search of the employee's person or property.
- C.1.3 Destroying Evidence or Giving False Testimony or Information** – Destroying confiscated property, contraband, or other such items. Submitting false, inaccurate, and incomplete information and documentation of events that the employee has knowledge of or has witnessed.
- C.1.4 Refusal to Cooperate**
- C.1.5 Failure to Turn in all Evidence Seized** – Failure to reserve and submit all evidence in its original form through an established chain of custody. All confiscated property, contraband, or other such items shall be properly accounted for and secured in accordance with the appropriate division's policy.

- C.2 Harassment or Retaliation** – This violation targeted towards a protected class or activity is a violation of [PD-21](#), "Anti-Discrimination in the Workplace."

C.2.1 Harassing or Retaliating Against an Employee or Another Individual

C.2.2 Harassing or Retaliating Against an Inmate, an Employee or Another Individual for Participating in an Official Investigation, Inquiry, or for Pursuing Legal Activities, Such as Petitioning the Courts

C.3 Verbal and Physical

- C.3.1 Instigating or Participating in a Physical Confrontation or Altercation** - Instigating or participating in a physical confrontation or altercation with an employee or another individual including inappropriately responding to an employee or another individual's instigation. The instigating individual shall be charged if the responding individual is charged. If all the responding individual's actions are appropriate; only the instigating individual will be charged.
- C.3.2 Instigating or Participating in a Verbal Confrontation or Altercation** – Instigating or participating in a verbal confrontation or altercation with an employee or another individual including inappropriately responding to an employee or another individual's instigation. The instigating individual shall be charged if the responding individual is charged. If all the responding individual's actions are appropriate; only the instigating individual will be charged.
- C.3.3 Use of Offensive Words or Actions** – Use of words or actions that would offend a reasonable person is prohibited. A gesture, isolated remark, or comment not directed to anyone in particular may be considered a violation. An employee shall not respond in like terms to offensive or insulting words or conduct.

The specific words or actions shall be clearly identified when charging an employee with this violation.

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C.4 Unauthorized Taking or Use of Personal Property – An employee shall not take or use any item of personal property not belonging to the employee, without permission from the owner. Unauthorized taking or use of inmate property is a violation number B.3.

D. SEXUAL HARASSMENT

Violations surrounding sexual harassment are listed under [PD-21](#), “Anti-Discrimination in the Workplace.”

E. NON-DISCRIMINATION AND NON-RETALIATION

Violations surrounding discrimination and retaliation are listed under [PD-21](#), “Anti-Discrimination in the Workplace.”

F. CONFIDENTIALITY

F.1 Confidentiality

F.1.1 Misuse of Official Authority or Information – (1) Use of official authority or influence to affect political campaigns or other political activities; (2) prevent or restrict, or attempt to prevent or restrict, political donations of any kind to a person or political organization and is prohibited from coercing, or attempting to coerce, in any manner, a political contribution to a person or political organization; (3) intentionally disclose or use non-public information acquired by virtue of TDCJ employment to achieve a financial gain or other benefit, aid another person to do the same, or to defraud another person; (4) cause an employee to be discharged, demoted, or otherwise discriminated against for providing public information to the legislature or in response to a request from the legislature; or (5) use of personal device to capture confidential data in any form.

F.1.2 Release of Confidential Information – Releasing confidential information, including information relating to employees or inmates, except as permitted by TDCJ policy, state, or federal law. This includes disclosure of information both inside and outside the agency.

G. PERFORMANCE STANDARD

G.1 Unacceptable Performance and Misconduct

G.1.1 Unsustainable Performance – Performance that significantly impairs the TDCJ's operations, hinders the ability to meet critical objectives, or is inconsistent with responsible monetary management of state resources. Once unsustainable performance has been identified, they must be handled initially through the implementation of a 90-day employee development plan. If no significant improvement is observed while under the provision of an employee development plan, the conduct assessor shall pursue disciplinary action through a conduct review.

G.1.2 On-Duty or Off-Duty Conduct – Actions that jeopardize the integrity or security of TDCJ institutions, calls into question the employee's ability to perform effectively and efficiently in the employee's position, or casts doubt upon the integrity of the employee is prohibited. The employee's specific conduct shall be clearly identified.

G.1.3 Substandard Duty Performance – Failure to meet the minimum standards of productivity or quality of the following: position descriptions, TDCJ policies and procedures, or written or verbal instructions relating to job standards or expectations.

G.1.4 Misconduct – Engaging in any activity that would have an unfavorable impact upon the integrity or productivity of the employee or the TDCJ. This includes exhibiting disruptive behavior in the workplace, excessive visiting, engaging in loud boisterous behavior, alerting other staff members when supervisor rounds are being conducted, unless otherwise instructed, and engaging in any similar behavior.

G.1.5 Leaving a Security or Duty Post – An employee shall not leave the assigned work area without proper authorization. A correctional employee shall not leave the assigned security post until properly relieved.

G.1.6 Sleeping on Duty – Not remaining awake, alert, or in full attention to their assigned duty or area of responsibility during working hours.

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G.1.7 Attendance – Tardiness is missing less than one hour of regularly scheduled work without authorization. Unexcused absenteeism occurs when an employee misses one hour or more of regularly scheduled work without authorization. This includes failure to follow correct "call-in" procedures set by the respective division, department, or unit and providing false statements relating to time off requests.

Generally, if an employee cannot report to work as scheduled, they shall provide notice as soon as possible prior to the scheduled shift.

Once attendance issues are identified, they shall be handled initially through the implementation of an employee development plan. Should the employee incur a minimum of three infractions while under the provision of the employee development plan, the conduct assessor has the discretion to pursue disciplinary action through a conduct review.

In extenuating circumstances, exceptions may be made on a case-by-case basis for attendance issues at the supervisor's discretion.

G.2 Reckless Endangerment

G.2.1 Reckless Endangerment with Risk of Fatal Injury – Committing, or threatening to commit, an act while at the workplace that endangers the life of an employee or another individual, including hazing or horseplay.

G.2.2 Reckless Endangerment with Risk of Non-Fatal Injury – Committing, or threatening to commit, any act that endangers the safety of an employee or another individual to a lesser degree than G.2.1 or an action that results in the security of the TDCJ being jeopardized.

G.2.3 Reckless Endangerment with No Injury – Committing or participating in hazing or horseplay.

G.3 Failure to Follow

G.3.1 Failure to Follow Statutory Authority, Court Order, Regulations, or Policies – Not knowing, being aware of, or failing to follow existing regulations, policies, court orders, and statutory authority governing the operation of the TDCJ.

A copy of the specific regulation, policy, court order, or statutory authority that was not followed must be attached to the [PERS 325](#). This attachment should clearly identify the relevant section/s violated and provide context for the failure to follow. The [PD-22](#) policy cannot be used as the attachment for this violation.

G.3.2 Failure to Follow a Proper Order from an Authority – Failure to follow any work-related order that was issued in the best interest of the TDCJ to an employee through the employee's chain of supervision.

The employee may file a grievance after complying with the order. The specific proper order that was not followed shall be clearly identified when charging an employee with this violation.

G.3.3 Insubordination – Showing contempt or disrespect towards an authority through any means.

G.3.4 Failure to Follow Proper Safety Procedures – Failure to observe and follow current TDCJ policies, state, or federal laws relating to safety in the workplace.

G.4 Failure to Provide Contact Information – Failing to keep current and valid contact information on file with the employee's human resources representative, including: (a) a phone number assigned the employee or a contact person through which the employee can be reached; (b) the employee's physical address; (c) the employee's mailing address; and (d) the employee's email address.

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H. CONFLICT OF INTEREST

- H.1 Misuse of Owned or Leased TDCJ Property** – Damage, destruction, misappropriation, or unauthorized use of equipment, property owned or leased by the TDCJ. This extends to the following: (1) take or use any TDCJ resources, including the use of inmate labor, to further the employee's private interest; (2) take or use any item of state property for the purpose of converting it to the employee's personal use; (3) failure to notify a proper authority of missing, stolen, or damaged equipment or state property; (4) possess any TDCJ lost or stolen property; or (5) use state equipment for any purpose other than official work purposes, except as provided in ED-02.01, "Texas Department of Criminal Justice Ethics Policy."

Operating a state vehicle without a valid Texas driver's license and applicable class of license for the vehicle being operated. This includes failure to follow vehicle safety procedures, and failure to report promptly and accurately an accident involving the vehicle. Improper operation of a TDCJ vehicle includes an employee operating a state vehicle outside the scope of the employee's job duties at the time of an accident.

See [PD-37](#), "Employee Commercial Drivers' Physical Examination and Alcohol/Drug Testing Program" for the definition of "Commercial Motor Vehicle."

I. PROHIBITION OF UNDUE INFLUENCE

I.1 Undue Influence

- I.1.1 Committing Bribery** – Granting special favors to or ask for or accept gratuities, whether in property or service, from an inmate's family member or other agent of the inmate. Soliciting, accepting, or agreeing to accept any benefit in exchange for any exercise of official discretion. Accepting a reward or promise of reward from any person or company interested in any contract, purchase, or sale involving the TDCJ.

I.1.2 Accepting Goods, Money, Services, Favors, or Honoraria

J. ORGANIZATIONAL REPRESENTATION

- J.1 Contraband** – Contraband is a specific, tangible item: (1) not issued to an employee for the performance of the employee's duties and which the employee is not authorized to possess, other than items which an employee normally possesses, such as car keys; (2) is not permitted by TDCJ policy, procedure, or practice for an inmate or employee to possess, whichever is applicable; or (3) prohibited by law.

J.1 violations surrounding an employee-inmate relationship are classified under B.2 violations. J.1 violations that occur off-duty are a violation of G.1.2.

J.1.1 Possession, Delivery, Sale, or Removal of the Following: (1) Alcoholic Beverage; (2) Controlled Substance; (3) Illicit Drugs; (4) Drug Paraphernalia; or (5) Deadly Weapon without Authorization –

- (1) Having alcohol in a TDCJ facility or a facility operated under contract with the TDCJ. This includes bachelor officer quarters (BOQ). Alcohol in vehicles may not be in the passenger area and the vehicle must not have any open containers.
- (2) Controlled Substance: Having an illegal controlled substance at or in a TDCJ facility, or a facility operated under contract with the TDCJ.
- (3) Deadly Weapon: A deadly weapon is a firearm, or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury; or anything that in the manner of its use, or intended use, is capable of causing death or serious bodily injury. Possessing a deadly weapon in a TDCJ facility or a facility operated under contract with the TDCJ, or within a BOQ located on state property.

Exemption from this violation includes storing a firearm in accordance with [AD-02.95](#), "Storage of Firearms."

J.1.2 Possession of any Contraband Other than Those Items Listed in Violation #J.1.1

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- J.1.3 Delivery of the Following to an Inmate: (1) Alcoholic Beverage; (2) a Drug Other than an Authorized Controlled Substance for Medical Purposes; (3) Cell Phone, Other Wireless Communication Device, or a Component of One of those Devices; (4) Cigarettes or Other Forms of Tobacco; or (5) Money** – For the purpose of this violation, delivery includes: an inmate possessing one of these items that can be directly associated with an employee; an employee having possession of large amounts of one of these items; or an employee concealing any of these items in an abnormal place.
 - J.1.4 Trafficking or Trading of any Contraband Other than Those Items Listed in Violation Number J.1.1 or J.1.2** Offering, accepting, agreeing to accept, or agreeing to purchase contraband for an inmate.
- J.2 Improper Dress and Grooming** – Noncompliance of [PD-28](#), “Dress and Grooming Standards.”

**Code of Conduct and Performance Standards
Recommended Guidelines**

VIOLATION NUMBER	NAME	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	ACTIVE PERIOD
		1. Probation* up to 6 months 2. Suspension Without Pay up to 30 days	1. Probation up to 9 months 2. Suspension Without Pay up to 30 days 3. Reduction in Pay by 3.4%, 6.8%, or 10.2% up to 6 months	1. Probation up to 12 months 2. Suspension Without Pay up to 30 days 3. Reduction in Pay by 3.4%, 6.8%, or 10.2% up to 6 months 4. Demotion within 1-3 Salary Groups	Dismissal Only	
LEGAL AND POLICY COMPLIANCE						
A.1	Aiding and Abetting an Escape	DISMISSAL ONLY				LIFE OF PERSONNEL FILE
A.2.1	Felony Charge	DISMISSAL ONLY				LIFE OF PERSONNEL FILE
A.2.2	Misdemeanor for a Drug Related Charge	DISMISSAL ONLY				LIFE OF PERSONNEL FILE
A.2.3	Misdemeanor Charge	X	X	X	X	2 YEARS
A.3.1	Use of Alcohol or Illicit Drugs On-Duty	DISMISSAL ONLY				LIFE OF PERSONNEL FILE
A.3.2	Refusal to Submit to Alcohol or Drug Tests	DISMISSAL ONLY				LIFE OF PERSONNEL FILE
A.3.3	Failure to have a Negative Alcohol or Drug Test Result or to Comply with Conditions of a Treatment Agreement	DISMISSAL ONLY				LIFE OF PERSONNEL FILE
A.3.4	Failure to Report Use of Certain Prescription Drugs	X	X	X	X	1 YEAR
A.4	Gambling on State Property	DISMISSAL ONLY				LIFE OF PERSONNEL FILE
A.5.1	Falsification of the State of Texas Application for Employment	DISMISSAL ONLY				LIFE OF PERSONNEL FILE
A.5.2	Falsification of Records Not Relating to the State of Texas Application for Employment	X	X	DISMISSAL ONLY		2 YEARS
A.6	Unauthorized Sales or Solicitations on State Premises	X	X	X	X	1 YEAR
HUMANE TREATMENT						
B.1.1	Unnecessary Lethal Use of Force	DISMISSAL ONLY				LIFE OF PERSONNEL FILE
B.1.2	Unnecessary Excessive Use of Force	DISMISSAL ONLY				LIFE OF PERSONNEL FILE
B.1.3	Unnecessary Non-Excessive Use of Force	X	X	X	X	2 YEARS
B.1.4	Excessive Use of Force	X	X	DISMISSAL ONLY		2 YEARS

*Employee development plan required. See PD-22 procedures section V.E.1.a.

**See G.1.1 Unsustainable Performance or G.1.7 Attendance for stipulations.

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HUMANE TREATMENT						
B.1.5	Non-Excessive Use of Force	X	X	X	X	2 YEARS
B.1.6	Failure to Intervene or Report a Lethal Use of Force	DISMISSAL ONLY				LIFE OF PERSONNEL FILE
B.1.7	Failure to Intervene or Report an Unnecessary Excessive Use of Force	DISMISSAL ONLY				LIFE OF PERSONNEL FILE
B.1.8	Failure to Intervene or Report an Unnecessary Non-Excessive Use of Force	X	X	X	X	2 YEARS
B.1.9	Failure to Intervene or Report an Excessive Use of Force	X	X	DISMISSAL ONLY		2 YEARS
B.1.10	Failure to Intervene or Report a Non-Excessive Use of Force	X	X	X	X	1 YEARS
B.1.11	Administrative or Procedural Violation of a Security or Technical Nature	X	X	X	X	1 YEARS
B.2.1	Sexual Misconduct with Inmate	DISMISSAL ONLY				LIFE OF PERSONNEL FILE
B.2.2	Cohabitation with Inmate	DISMISSAL ONLY				LIFE OF PERSONNEL FILE
B.2.3	Continuation or Establishment of Inmate Relationship Other than Cohabitation or Sexual Misconduct	X	X	DISMISSAL ONLY		2 YEARS
B.2.4	Failure to Provide Notification of Inmate Relationship	X	X	X	X	2 YEARS
B.3	Mistreatment of Inmates	X	X	X	X	2 YEARS
B.4	Denial of Uniform Access to Courts	X	X	DISMISSAL ONLY		2 YEARS
ETHICAL CONDUCT						
C.1.1	Tampering with a Witness	DISMISSAL ONLY				LIFE OF PERSONNEL FILE
C.1.2	Failure to Submit to Search	DISMISSAL ONLY				LIFE OF PERSONNEL FILE
C.1.3	Destroying Evidence or Giving False Testimony or Information	X	X	DISMISSAL ONLY		2 YEARS

*Employee development plan required. See PD-22 procedures section V.E.1.a.

**See G.1.1 Unsustainable Performance or G.1.7 Attendance for stipulations.

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ETHICAL CONDUCT						
C.1.4	Refusal to Cooperate	X	X	DISMISSAL ONLY		2 YEARS
C.1.5	Failure to Turn in all Evidence Seized	X	X	X	X	2 YEARS
C.2.1	Harassing or Retaliating Against Another Individual	X	X	DISMISSAL ONLY		2 YEARS
C.2.2	Harassing or Retaliating Against an Inmate or Another Individual for Participating in an Official Investigation, Inquiry, or for Pursuing Legal Activities, Such as Petitioning the Courts	DISMISSAL ONLY				LIFE OF PERSONNEL FILE
C.3.1	Instigating or Participating in a Physical Confrontation or Altercation	X	X	DISMISSAL ONLY		2 YEARS
C.3.2	Instigating or Participating in a Verbal Confrontation or Altercation	X	X	X	X	2 YEARS
C.3.3	Use of Offensive Words or Actions	X	X	X	X	2 YEARS
C.4	Unauthorized Taking or Use of Personal Property	X	X	DISMISSAL ONLY		2 YEARS
CONFIDENTIALITY						
F.1.1	Misuse of Official Authority or Information	DISMISSAL ONLY				LIFE OF PERSONNEL FILE
F.1.2	Release of Confidential Information	X	X	DISMISSAL ONLY		2 YEARS
PERFORMANCE STANDARD						
G.1.1	Unsustainable Performance**	DISMISSAL ONLY				LIFE OF PERSONNEL FILE
G.1.2	On-Duty or Off-Duty Conduct	X	X	DISMISSAL ONLY		2 YEARS
G.1.3	Substandard Duty Performance	X	X	X	X	1 YEAR
G.1.4	Misconduct	X	X	X	X	1 YEAR

*Employee development plan required. See PD-22 procedures section V.E.1.a.

**See G.1.1 Unsustainable Performance or G.1.7 Attendance for stipulations.

**Code of Conduct and Performance Standards
Recommended Guidelines**

VIOLATION NUMBER	NAME	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	ACTIVE PERIOD
		1. Probation* up to 6 months 2. Suspension Without Pay up to 30 days	1. Probation up to 9 months 2. Suspension Without Pay up to 30 days 3. Reduction in Pay by 3.4%, 6.8%, or 10.2% up to 6 months	1. Probation up to 12 months 2. Suspension Without Pay up to 30 days 3. Reduction in Pay by 3.4%, 6.8%, or 10.2% up to 6 months 4. Demotion within 1-3 Salary Groups	Dismissal Only	
PERFORMANCE STANDARD						
G.1.5	Leaving a Security or Duty Post	X	X	DISMISSAL ONLY		2 YEARS
G.1.6	Sleeping on Duty	X	X	DISMISSAL ONLY		2 YEARS
G.1.7	Attendance**	X	X	X	X	1 YEAR
G.2.1	Reckless Endangerment with Risk of Fatal Injury	DISMISSAL ONLY				LIFE OF PERSONNEL FILE
G.2.2	Reckless Endangerment with Risk of Non-Fatal Injury	X	X	DISMISSAL ONLY		2 YEARS
G.2.3	Reckless Endangerment with No Injury	X	X	X	X	1 YEAR
G.3.1	Failure to Follow Statutory Authority, Court Order, Rules, Regulations, or Policies	X	X	X	X	2 YEARS
G.3.2	Failure to Follow a Proper Order from an Authority	X	X	DISMISSAL ONLY		2 YEARS
G.3.3	Insubordination	X	X	X	X	2 YEARS
G.3.4	Failure to Follow Proper Safety Procedures	X	X	X	X	1 YEAR
G.4	Failure to Provide Contact Information	X	X	X	X	1 YEAR
CONFLICT OF INTEREST						
H.1	Misuse of Owned or Leased TDCJ Property	X	X	DISMISSAL ONLY		2 YEARS
PROHIBITION OF UNDUE INFLUENCE						
I.1.1	Committing Bribery	DISMISSAL ONLY				LIFE OF PERSONNEL FILE
I.1.2	Accepting Goods, Money, Services, Favors, or Honoraria	X	X	DISMISSAL ONLY		2 YEARS

*Employee development plan required. See PD-22 procedures section V.E.1.a.

**See G.1.1 Unsustainable Performance or G.1.7 Attendance for stipulations.

**Code of Conduct and Performance Standards
Recommended Guidelines**

VIOLATION NUMBER	NAME	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	ACTIVE PERIOD
ORGANIZATIONAL REPRESENTATION						
J.1.1	Possession, Delivery, Sale, or Removal of the Following: (1) Alcoholic Beverage; (2) Controlled Substance; (3) Illicit Drugs; (4) Drug Paraphernalia; or (5) Deadly Weapon without Authorization	DISMISSAL ONLY				LIFE OF PERSONNEL FILE
J.1.2	Possession of any Contraband Other than Those Items Listed in Rule #J.1.1	X	X	DISMISSAL ONLY		2 YEARS
J.1.3	Delivery of the Following to an Inmate: (1) Alcoholic Beverage; (2) a Drug Other than an Authorized Controlled Substance for Medical Purposes; (3) Cell Phone, Other Wireless Communication Device, or a Component of One of those Devices; (4) Cigarettes or Other Forms of Tobacco; or (5) Money	DISMISSAL ONLY				LIFE OF PERSONNEL FILE
J.1.4	Trafficking or Trading of any Contraband Other than Those Items Listed in Rule Number J.1.1 or J.1.2	X	X	DISMISSAL ONLY		2 YEARS
J.2	Improper Dress and Grooming	X	X	X	X	1 YEAR

*Employee development plan required. See PD-22 procedures section V.E.1.a.

**See G.1.1 Unsustainable Performance or G.1.7 Attendance for stipulations.