

Texas Department of Criminal Justice

PD-22 Actionable Items, Documents, and Timelines

Type of Action	Initiator	Routing To	Setting	Documentation Required	Time of Action Required
Counseling	Conduct Assessor	Provide Completed Copy to Employee Provide Completed Copy to Respective HR Specialist	In Person	PERS 181	None
Employee Development Plan	Conduct Assessor	Provide Copy of Initial Meeting and Each Reevaluation to Employee Provide Completed Copy to Respective HR Specialist	In Person	PERS 182	30 Days, 60 Days, or 90 Days
Initiating a Preliminary Conduct Investigation	Conduct Assessor	Conduct Investigator	Email, Mail, or In Person	PERS 325 and Supporting Documentation	None
Preliminary Conduct Investigation	Conduct Investigator	Conduct Official	Email, Mail, or In Person	PERS 325 , Supporting Documentation, PERS 24 (if applicable)	10 Business Days
Concluding a Preliminary Conduct Investigation	Conduct Official	Conduct Assessor or Respective HR Specialist	Email, Mail, or In Person	PERS 325 , Supporting Documentation, PERS 24 (if applicable)	5 Business Days
Scheduling and Notification of Conduct Review	Respective HR Specialist	Conduct Official and Employee	Email, Mail, or In Person	Notification Documentation	10 Business Days
Reconvening a Conduct Review	Conduct Official	Employee	In Person	None	15 Workdays
Rescheduling* a Conduct Review	Respective HR Specialist	Conduct Official and Employee	Email, Mail, or In Person	Notification Documentation	48 Clock Hours - 5 Workdays
Receipt of Notification	Respective HR Specialist	Employee	Email, Mail, or In Person	PERS 184	48 Clock Hours - 5 Workdays
Conduct Review	Conduct Official	Employee Employee Representative Witness Respective HR Specialist	In Person Employee Representative May Attend Remotely	None	Scheduled Date
Determination	Conduct Official	Respective HR Specialist provides a copy to Employee	Shortly After the Conduct Review	Disciplinary Packet, PERS 185 , PERS 186 (If applicable), PERS 327 (If applicable)	Day of Conduct Review
Probation	Conduct Official	Respective HR Specialist provides a copy to Employee	Shortly After the Conduct Review	PERS 185	Up to 6, 9 or 12 Months
Suspension Without Pay	Conduct Official	Respective HR Specialist provides a copy to Employee	Shortly After the Conduct Review	PERS 185	Up to 30 Workdays
Reduction in Pay	Conduct Official	Respective HR Specialist provides a copy to Employee	Shortly After the Conduct Review	PERS 185	Up to 6 Months

*Rescheduling: See PD-22 Procedures Section IV. D. of the policy for a list of reasons for approved rescheduling.

**Rehire Review Required: See PD-22 Procedures Section VI.D. for additional documentation requirements.

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Demotion	Conduct Official	Respective HR Specialist provides a copy to Employee	Shortly After the Conduct Review	PERS 185	Effective Date
Dismissal	Conduct Official	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 Conduct Official	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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**Rehire Review Required: See PD-22 Procedures Section VI.D. for additional documentation requirements.