

Texas Department of Criminal Justice

Request for Custodial Officer Certification and Hazardous Duty Pay Authorization

To be completed when requesting custodial officer certification and hazardous duty pay authorization for new or existing positions.

A. POSITION INFORMATION: (Employee name and month/day of birth only need to be completed if request is for an existing position.)

Employee Name: _____ Month/Day of Birth: _____
 Please Print: Last First MI (mm/dd)
 Job No.: _____ Pay Group: _____ Unit/Dept.: _____
 Title: _____ Extended Job Title: _____

B. AUTHORIZATION REQUIRED (check only one):

NEW POSITION:

- REQUEST FOR CUSTODIAL OFFICER CERTIFICATION WITH HAZARDOUS DUTY PAY AUTHORIZATION FOR NEW POSITION: The position described above is a new position. The position's duties and responsibilities, described in the justification section below, qualify the position for custodial officer certification with hazardous duty pay. Hazardous duty code requested (2, 3, 4, or 7): _____
- REQUEST FOR HAZARDOUS DUTY PAY ONLY AUTHORIZATION FOR NEW POSITION (**Parole Division employees only**): The position described above is a new position. The position's duties and responsibilities, described in the justification section below, qualify the position for hazardous duty pay. Hazardous Duty Code 8 requested.

EXISTING POSITION:

- REQUEST FOR CUSTODIAL OFFICER CERTIFICATION WITH HAZARDOUS DUTY PAY AUTHORIZATION FOR EXISTING POSITION: The position described above is **currently authorized for longevity pay**. The position's current duties and responsibilities, described in the justification section below, qualify the position for custodial officer certification with hazardous duty pay. Hazardous duty code requested (2, 3, 4, or 7): _____
- REQUEST FOR CUSTODIAL OFFICER CERTIFICATION WITH HAZARDOUS DUTY PAY AUTHORIZATION FOR EXISTING POSITION: The position described above is **currently authorized for hazardous duty pay**. The position's current duties and responsibilities, described in the justification section below, qualify the position for **continued** custodial officer certification with hazardous duty pay. Hazardous duty code requested (2, 3, 4, or 7): _____
 If the request is for a Hazardous Duty Code 3 position, attach copies of the Hazardous Duty Logs that were completed by the position's incumbent during the past 12-month period.
- REQUEST FOR HAZARDOUS DUTY PAY ONLY AUTHORIZATION FOR EXISTING POSITION (**Parole Division employees only**): The position described above is currently authorized for longevity pay. The position's current duties and responsibilities, described in the justification section below, qualify the position for hazardous duty pay. Hazardous Duty Code 8 requested.
- REQUEST FOR HAZARDOUS DUTY PAY ONLY AUTHORIZATION FOR EXISTING POSITION (**Parole Division employees only**): The position described above is **currently authorized for hazardous duty pay**. The position's current duties and responsibilities, described in the justification section below, qualify the position for **continued** hazardous duty pay. Hazardous Duty Code 8 requested.

JUSTIFICATION: In the space provided below, clearly identify the duties and responsibilities of the position which qualify the position for custodial officer certification or hazardous duty pay authorization. Include a statement of the estimated time to be spent in offender/releasee contact (attach additional pages, if needed). Attach the position's current position description to this request. _____

	CONCUR	NON-CONCUR	DATE
_____ Warden/Department Head/Parole Division Assistant Regional Director	_____	_____	_____
_____ Human Resources Director or Designee	_____	_____	_____
_____ Deputy Executive Director or Designee	_____	_____	_____
_____ Executive Director (if applicable)	_____	_____	_____

The following is to be completed by the Payroll Department if approval is for existing position. Payroll Effective Date: _____
 (MM/DD/YYYY)

Distribution: Attach to the 14.08 form and route in accordance with AD-14.08, "Procedures for Requesting Position Changes."