

TEXAS DEPARTMENT OF CRIMINAL JUSTICE
Request to Change from Part-Time to
Full-Time Correctional Officer Status

Name: _____ Month/Day of Birth: _____
Please Print: Last First MI (mm/dd)

Unit of Assignment: _____

- Permanent Change to Full-Time:** I am currently a part-time CO and I am requesting a permanent change to a full-time CO position. If my change is approved and I accept a position as a full-time CO, I understand and acknowledge that my former part-time CO position may be filled, and there is no guarantee that a part-time CO position will be available in the future.
- Temporary Change to Full-Time:** I am currently a part-time CO and I am requesting a temporary change to a full-time CO position for a period of nine months or less. I would like to work as a full-time CO from _____ to _____
(MM/DD/YYYY) (MM/DD/YYYY)

If my change is approved and I accept a position as a full-time CO, I understand and acknowledge that I will not be eligible to advance to a CO IV or V position. This stipulation will apply even if I otherwise meet the eligibility criteria for a CO IV or V position. I also understand that I may change temporarily to a full-time CO position only once during a 12-month period.

EMPLOYEE'S 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