

Texas Department of Criminal Justice

PERS 495

EEO Investigation

Equal Employment Opportunity Designated Agency Official (EEO-DAO) or Conduct Official Information	
EEO-DAO Printed Name:	Job Title:
Conduct Official Printed Name:	Job Title:

Section I: Investigation Information	
EEO Case Number:	Earliest Incident Date:
Complainant Information - The complainant's formal complaint submitted to intake is attached.	
Printed Name:	Job Title:
Respondent Information - The respondent's statement obtained by the EEO investigator is attached.	
Printed Name:	Job Title:
Witness Statement/s - Witness statements obtained by the EEO investigator are attached.	
Witnesses on Behalf of the Complainant	Witnesses on Behalf of the Respondent

Section II: Review of the Investigation		
Workplace Resolution Manager's Review		
1	Alleged Violation Number:	Alleged Violation Title:
	The reviewed facts <input type="checkbox"/> SUPPORT <input type="checkbox"/> DO NOT SUPPORT the claim that the alleged violation/s may have occurred.	
2	Alleged Violation Number:	Alleged Violation Title:
	The reviewed facts <input type="checkbox"/> SUPPORT <input type="checkbox"/> DO NOT SUPPORT the claim that the alleged violation/s may have occurred.	
Casey Hyde		
Workplace Resolution Manager	Signature	Date
Support Manager's Review		
1	<input type="checkbox"/> The reviewed facts resulted in an EEO CAUSE FINDING . Route to EEO-DAO. <input type="checkbox"/> Route to OGC <input type="checkbox"/> The reviewed facts resulted in a NON-EEO CAUSE FINDING . Route to conduct official. <input type="checkbox"/> The reviewed facts resulted in a NO CAUSE FINDING . No further action is needed. The case is closed.	
2	<input type="checkbox"/> The reviewed facts resulted in an EEO CAUSE FINDING . Route to EEO-DAO. <input type="checkbox"/> Route to OGC <input type="checkbox"/> The reviewed facts resulted in a NON-EEO CAUSE FINDING . Route to conduct official. <input type="checkbox"/> The reviewed facts resulted in a NO CAUSE FINDING . No further action is needed. The case is closed.	
Shenane Boston		
Support Manager	Signature	Date
The EEO investigator's internal fact-finding documentation is attached.		

Section III: EEO-DAO or Conduct Official Recommendation		
<input type="checkbox"/> Conduct review is warranted. Proceed with a conduct review for the alleged violation number/s:		
<input type="checkbox"/> Conduct review is not warranted.		
<input type="checkbox"/> EEO within 6-month new hire probationary period: Proceed with PD-24 Administrative Separation Process.		
<input type="checkbox"/> Non-EEO: Progressive corrective action is recommended. Return to conduct assessor.		
<input type="checkbox"/> No further action is needed. The case is closed, and justification is attached.		
<input type="checkbox"/> EEO-DAO		
<input type="checkbox"/> Conduct Official	Signature	Date

Routing: Refer to PD-21 Procedures Section II.B.