

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE**

**INTER-OFFICE COMMUNICATIONS**

<b>TO</b>	<u>Personnel Policy Manual Holders</u>	<b>DATE</b>	<u>August 19, 2022</u>
<b>FROM</b>	<u>Patty Garcia</u> Director, Human Resources Division	<b>SUBJECT</b>	<u>August 19, 2022</u> Personnel Manual Update

Please update your Personnel Manual as follows effective August 19, 2022.

**NUMERICAL INDEX:**

**Remove** the existing Numerical Index dated June 24, 2022.

**Insert** the revised [Numerical Index](#) dated August 19, 2022.

**EXECUTIVE DIRECTIVE:**

**PD-28 (rev. 7), “Dress and Grooming Standards”**

- Section III: Revised to allow administrative, non-unit female employees to wear one stud-type nose piercing.
- Attachment B: New attachment to illustrate allowable nose piercing.
- Formatting updates were made.

**Remove** the existing PD-28.

**Insert** the revised [PD-28](#).

If you have any questions regarding this update or need assistance concerning your Personnel Manual, please contact Jennifer Tomkivits at (936) 437-4049 (Email User ID TJ00131).

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