

PD-73 Addendum published via mainframe email, effective immediately:

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TO: All Personnel Manual Holders

FROM: Patty Garcia,
Director
Human Resources Division

SUBJECT: Addendum to PD-73, "Selection Criteria for Correctional Officer Applicants" (rev. 12)

Effective immediately, PD-73, "Selection Criteria for Correctional Officer Applicants" (rev. 12) is revised to incorporate the following:

- Procedures I, Basic Eligibility Criteria: Section I.K is revised as follows and the "old" Section I.M has been deleted from policy. Conviction of a drug-related offense no longer automatically disqualifies an applicant from employment as a correctional officer. Subsequent sections have been renumbered accordingly.

I. Basic Eligibility Criteria

All CO applicants, including non-correctional TDCJ employees applying for reassignment or being involuntarily demoted, including through a disciplinary action, resolution of a grievance, or Independent Dismissal Mediation, to a CO position, shall meet the following basic eligibility criteria to be employed as a CO:

- A. Be a citizen of the U.S. or an alien authorized to work in the U.S.;
- B. Be at least 18 years old;
- C. Have graduated from an accredited senior high school or equivalent or obtained a state-issued General Educational Development (GED) certificate;

Acceptable documentation verifying graduation from an accredited senior high school or equivalent shall include: (1) a high school diploma from a state-accredited school, a school accredited by an organization recognized by the Council for Higher Education or the United States Department of Education, or any private school; or (2) a high school diploma or transcript based on home schooling accompanied by a signed affidavit in which the applicant affirms the completion of high school via home schooling.
- D. Not be on active duty in the military, unless on terminal leave (applicants may apply within six months of eligibility);
- E. Not have been discharged from the armed forces under dishonorable conditions;
- F. Male applicants who are ages 18 through 25, residing in the U.S., and not currently employed with the TDCJ shall present proof of the applicant's registration with the selective service system as required by federal law or present proof of the applicant's exemption from registration with the selective service system;
- G. Not be on community supervision (probation), including deferred adjudication for any criminal offense;
- H. Not have pending charges for any criminal offense or have an outstanding warrant;

- I. Not have had a Class A misdemeanor conviction within the last 10 years;
- J. Not have had a Class B misdemeanor conviction within the last five years;
- K. Not prohibited from possessing a firearm under state or federal law;
- L. Never have been convicted of a felony;
- M. Never have been convicted of an offense involving domestic violence;
- N. Pass the TDCJ's written Correctional Officer Pre-Employment Test and receive a passing composite evaluation score based on information included in the application, criminal background check, Pre-Interview Questionnaire, employer references, and job-related information obtained in the interview held upon passing the test;

The following applicants are exempt from the pre-employment test; however, must still meet all other eligibility criteria:

1. A current or former member of the armed forces;
 2. An applicant with a degree from a Texas institution of higher education. The exemption applies only to Texas colleges and universities accredited by the Southern Association of Colleges and Schools Commission on Colleges as recognized by the Texas Higher Education Coordinating Board;
 3. A rehire or retiree applicant who has held a CCP within the 36-month period immediately preceding the application date is not required to meet this criteria; or
 4. A supervisor of COs who voluntarily demotes or is involuntarily demoted to a CO position is not required to meet this criteria.
- O. Be able to perform the essential functions of a CO, with or without reasonable accommodation;
 - P. Pass the TDCJ's pre-employment or pre-assignment drug test consistent with PD-71, "Selection System Procedures;" and
 - Q. Pass a physical agility test.

All human resources representatives are requested to post this email addendum in a common use area. All personnel manual holders are requested to insert this email addendum in front of PD-73.

PD-73, "Selection Criteria for Correctional Officer Applicants," is currently in revision to include this procedural change.

If you have any questions, please contact Mandy Flinn, Manager, Employment at (936) 437-4060.

Authority: Patty Garcia
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