

TO: All Personnel Manual Holders

FROM: Allison Dunbar  
Director,  
Human Resources Division

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

Effective September 1, 2023, PD-73, "Selection Criteria for Correctional Officer Applicants" (rev.12) is revised to expand veteran's employment preference to the spouse of a military veteran provided conditions established by Senate Bill 1376 are met.

PROCEDURES:

V. Selection of Applicants

D. Applicants Entitled to a Foster Child Employment Preference or Veteran's Employment Preference

An applicant entitled to a foster child employment preference or veteran's employment preference shall be given preferential consideration for a CO position when the applicant is equally qualified with other applicants being considered. If an applicant entitled to a foster child employment preference is equally qualified with an applicant entitled to a veteran's employment preference, the former foster child shall be selected for the position.

If all factors taken into consideration are equal when selecting a final applicant, and more than one applicant is eligible for the veteran's employment preference, the applicants will be selected in the following order of priority:

- (1) a veteran, including a veteran with a disability;
- (2) a surviving spouse of an honorably discharged veteran who has not remarried;
- (3) an orphan of a veteran if the veteran was killed while on active duty;
- (4) the spouse of a member of the U.S. armed forces or Texas National Guard serving on active duty; and
- (5) the spouse of a veteran if the spouse is the primary source of income for the household and the veteran has a total disability rating based either on having a service-connected disability with a disability rating of at least 70% or on individual unemployability.

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 is currently in revision to include this procedural change.

If you have any questions, please contact Lindsey Harding, Manager V, Compliance, at 936-437-4060.

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