

**Texas Department of Criminal Justice**  
**Listing of Academy Rule Violations**  
**Resulting in Trainee Separation, PSTA Reassignment, or Demerit Assessments**

These academy rules apply to the PSTA, POTA and OIGTA trainees unless the rule violation indicates otherwise. Remedial actions for academy rule violations are progressive in nature and any subsequent rule violations shall result in sanctions more severe than those previously imposed. If a trainee violates an employee general rule of conduct identified in PD-22, “General Rules of Conduct and Disciplinary Action Guidelines for Employees” and the rule is not an academy rule violation, the trainee shall be subject to disciplinary action in accordance with the provisions of PD-22. The differences in the disciplinary process set forth in PD-33, “Trainee Management” shall apply.

Rule #	Rule Violation Description	Remedial Action Guidelines			
		First Violation	Second Violation	Third Violation	Fourth Violation
1.	Accumulation of four demerits	PSTA: Reassignment or Separation <sup>(3)</sup> POTA: Separation OIGTA: Separation	PSTA: Separation	N/A	N/A
2.	Cheating	Separation	N/A	N/A	N/A
3.	Consensual sexual conduct on state property with a coworker or staff member other than the trainee’s spouse <sup>(1)</sup>	Separation	N/A	N/A	N/A
4.	Failure to achieve a score of 75% on each test for PSTA; 80% on each test for POTA and OIGTA	PSTA and POTA: One Demerit and retest; Separation upon failure of retest OIGTA: Separation	PSTA: One Demerit and retest; Separation upon failure of retest POTA: Separation	PSTA: One Demerit and retest; Separation upon failure of retest	PSTA: Separation
5.	Failure to qualify with firearms or refusal to participate in exposure to TDCJ chemical agents as required <b>(PSTA or OIGTA trainees only)</b>	Separation	N/A	N/A	N/A
6.	Refusal to participate in firearms familiarization including range firing <b>(POTA trainees only)</b>	Separation	N/A	N/A	N/A
7.	Refusal to participate in TDCJ chemical agents training (no exposure) as required <b>(PSTA or POTA trainees only)</b>	Separation	N/A	N/A	N/A
8.	Physical confrontation or altercation with another employee	PSTA: PD-22 procedures POTA: Separation OIGTA: Separation	N/A	N/A	N/A
9a.	Horseplay with injury	Separation	N/A	N/A	N/A
9b.	Horseplay without injury	Two Demerits	PSTA: Reassignment or Separation <sup>(3)</sup> POTA: Separation OIGTA: Separation	PSTA: Separation	N/A
10.	Leaving security/duty post	Separation	N/A	N/A	N/A
11.	Sleeping in class	PSTA: Two Demerits POTA: Separation OIGTA: Separation	PSTA: Reassignment or Separation <sup>(3)</sup>	PSTA: Separation	N/A
12.	Insubordination (must be clearly defined)	Separation	N/A	N/A	N/A
13.	Conviction of a misdemeanor (other than offense involving domestic violence or a drug-related offense)	Two Demerits or Separation <sup>(3)</sup>	Separation	N/A	N/A

**Texas Department of Criminal Justice**  
**Listing of Academy Rule Violations**  
**Resulting in Trainee Separation, PSTA Reassignment, or Demerit Assessments**

Rule #	Rule Violation Description	Remedial Action Guidelines			
		First Violation	Second Violation	Third Violation	Fourth Violation
14.	Unexcused absence (one hour or more)	PSTA: Two Demerits, Reassignment, or Separation <sup>(3)</sup> POTA: Separation OIGTA: Separation	PSTA: Separation	N/A	N/A
15.	Misconduct (must not be chargeable under any other violation and must be clearly defined)	Two Demerits or Separation <sup>(3)</sup>	Separation	N/A	N/A
16.	Failure to comply with dormitory or visitation rules	PSTA: Removal from Dormitory POTA: Two Demerits OIGTA: Two Demerits	POTA or OIGTA: Removal from Dormitory	N/A	N/A
17.	Use of profane or abusive language <sup>(4)</sup>	Two Demerits	PSTA: Reassignment or Separation <sup>(3)</sup> POTA: Separation OIGTA: Separation	PSTA: Separation	N/A
18.	Verbal altercation with another employee	Two Demerits	PSTA: Reassignment or Separation POTA: Separation OIGTA: Separation	PSTA: Separation	N/A
19.	Substandard duty performance	Two Demerits	PSTA: Reassignment or Separation <sup>(3)</sup> POTA: Separation OIGTA: Separation	PSTA: Separation	N/A
20.	Failure to maintain proper hygiene	One Demerit	Two Demerits	Separation	N/A
21.	Failure to observe tobacco rules	PSTA: PD-22 procedures POTA: One Demerit OIGTA: One demerit	Two Demerits	Separation	N/A
22.	Failure to participate in physical training or other curriculum requirements <sup>(2)</sup>	PSTA: Separation POTA: One Demerit OIGTA: Separation	POTA: Two Demerits	POTA: Separation	N/A
23.	Failure to remain attentive in class	One Demerit	Two Demerits	Separation	N/A
24.	Failure to provide emergency contact number	One Demerit	Two Demerits	Separation	N/A
25.	Failure to report use of prescription drugs	Two Demerits	Separation	N/A	N/A
26.	Failure to secure vehicle	Two Demerits	Separation	N/A	N/A
27.	Failure to comply with uniform, attire, or grooming standards	One Demerit	One Demerit	One Demerit	Separation
28a.	Failure to follow proper safety procedures without injury	Two Demerits	Separation	N/A	N/A
28b.	Failure to follow proper safety procedures resulting in injury	Separation	N/A	N/A	N/A

**Texas Department of Criminal Justice**  
**Listing of Academy Rule Violations**  
**Resulting in Trainee Separation, PSTA Reassignment, or Demerit Assessments**

Rule #	Rule Violation Description	Remedial Action Guidelines			
		First Violation	Second Violation	Third Violation	Fourth Violation
29.	Tardiness (less than one hour)	One Demerit	One Demerit	One Demerit	Separation
30.	Unauthorized sales or solicitations on state premises	One Demerit	Two Demerits	Separation	N/A
31.	Negligent operation of an agency vehicle	Two Demerits	Separation	N/A	N/A

<sup>(1)</sup> Upon becoming aware of a violation involving a trainee and a co-worker or staff member, the training director shall contact an intake officer in accordance with PD-13, "Sexual Harassment and Discourteous Conduct of a Sexual Nature" and shall not separate the trainee until approval has been received from the director for Employee Relations.

<sup>(2)</sup> An employee fails to complete the firearms portion of the class if the employee commits an unsafe act with a live firearm or fails to achieve a 70% score.

<sup>(3)</sup> The mitigating circumstances considered in the decision to separate an employee shall be documented in the trainee separation letter from the training director.

<sup>(4)</sup> An isolated remark or a comment not directed to anyone in particular may be considered profane or abusive language.