

**Texas Department of Criminal Justice
Notification of Outstanding Warrant of Arrest**

Date: _____
(mm/dd/yyyy)

Employee's Name: _____ Month/Day of Birth: _____
Last First MI (mm/dd)

Unit or Department: _____ Title: _____

(check one box)

The above named employee provided notification of an outstanding warrant for an alleged offense, on the date listed above.

Date of Warrant: _____

Misdemeanor Offense (If known, Class C Class B Class A) Felony Offense

When Employee Relations, Human Resources Division conducted a background check, the check revealed an outstanding warrant of arrest for the above named employee relating to an alleged offense.

Law Enforcement Agency of Jurisdiction: _____

Telephone Number: _____

()
Area Code

Nature of the alleged offense: _____

The above named employee is being immediately placed in a leave status and has a maximum period of 30 calendar days from the date of this notification to resolve the outstanding warrant of arrest, such as the payment of a fine. The above named employee is required to use accrued leave with pay or leave without pay, and must coordinate such leave with the employee's human resources representative. If within 30 calendar days of this notification the employee does not notify the TDCJ that the outstanding warrant of arrest has been resolved or that other action relating to the warrant of arrest has been taken, such as an arrest or criminal charge, the employee shall be administratively separated in accordance with PD-24, "Administrative Separation." If the employee is scheduled to appear before a magistrate, such as a court date, arrested, or issued a criminal charge, as a result of the outstanding warrant of arrest, the employee shall report such action as soon as possible and no later than 48 hours from such incident. If such action occurs, the employee's status shall be determined in accordance with the procedures in PD-27, "Employment Status Pending Resolution of Criminal Charges or Protective Orders."

Supervisor's Printed Name

Title

Supervisor's Signature

Employee Acknowledgement: "I understand that I must provide my human resources representative with a written notification, such as an IOC or email, of any status update regarding this outstanding warrant of arrest, including resolution, such as the payment of a fine, scheduled appearance before a magistrate, such as a court date, arrest or criminal charge, or any other similar action as soon as possible, but no later than 48 hours from the change in status. If the warrant of arrest is resolved without an arrest or criminal charge, I must provide my human resources representative with documentation verifying that the warrant of arrest has been resolved. I understand that I may not return to work until such documentation is provided and I have received written permission from the warden, department head, regional director, division director, parole section director, or designee to return to work."

Employee's Signature

Date (mm/dd/yyyy)

Note to Employee: With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, incorrect information the TDCJ has collected about you be corrected.

Distribution:

Original: Employee's Unit or Department Human Resources File (Activity Section)

Copy: Warden, Department Head, Regional Director, Division Director, or Parole Section Director

Copy: Employee