

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

INTER-OFFICE COMMUNICATIONS

TO	<u>Personnel Policy Manual Holders</u>	DATE	<u>February 1, 2012</u>
FROM	<u>Jan Thornton</u> Director, Human Resources Division	SUBJECT	<u>February 2012</u> Personnel Manual Update

Please update your Personnel Manual as follows effective February 1, 2012.

NUMERICAL INDEX:

Remove the existing Numerical Index dated December 1, 2011.

Insert the revised [Numerical Index](#) dated February 1, 2012.

EXECUTIVE DIRECTIVES:

PD-20, “Employee Assistance Program” (rev. 6)

1. Grammatical revisions and language updates were incorporated.

Remove the existing PD-20.

Insert the revised [PD-20](#).

PD-75, “Applicants with Pending Criminal Charges or Prior Criminal Convictions” (rev. 7)

1. Definitions:

* Revised definition of Conviction to mirror PD-27 (**pages 2**).

* Definition of Substance Abuse Treatment Staff: revised for clarification (**page 3**).

* Added definitions for Supervisor of Correctional Officers and Technical Supervision (**page 4**).

2. Section IV.B.1: Added language regarding career advancement for RPD; Attachment A revised accordingly. (**Page 7**)

3. Section VI.C.1: Revised to consolidate the performance of criminal history background checks within the Employment Section of the Human Resources Division. (**Page 10**)

4. Grammatical revisions and language updates were incorporated.

Remove the existing PD-75.

Insert the revised [PD-75](#).

If you have any questions regarding this update or need assistance concerning your Personnel Manual, please contact Natasha Davis at (936) 437-4049 (E-mail User I.D. NDA2753).

JMT:clh

Attachments