

TEXAS DEPARTMENT OF CRIMINAL JUSTICE
INTER-OFFICE COMMUNICATIONS

TO	<u>Personnel Policy Manual Holders</u>	DATE	<u>March 1, 2017</u>
FROM	<u>Patty Garcia</u> Director, Human Resources Division	SUBJECT	<u>March 2017</u> Personnel Manual Update

Please update your Personnel Manual as follows effective March 1, 2017.

NUMERICAL INDEX:

Remove the existing Numerical Index dated February 1, 2017.

Insert the revised [Numerical Index](#) dated March 1, 2017.

EXECUTIVE DIRECTIVE:

PD-29, “Sexual Misconduct with Offenders” (rev. 5)

1. Revised Policy statement.
2. Added definition for Intern; revised definitions of Contract Employee, Informal Marriage, Other Individual, Sexual Abuse, Sexual Harassment, Sexual Misconduct, Spouse, Vendor, and Voyeurism.
3. Discussion, Section I.C: Revised to include that communication of a sexual nature between other individuals shall be reported; previous language included only employees.
4. Discussion, Section III: Revised to prohibit other individuals from providing false information in an investigation of sexual misconduct with offenders; previous language included only employees.
5. Procedures, Section I.B: Introductory paragraph – Revised to state alleged sexual misconduct; sexual abuse language omitted because abuse is included in the definition of sexual misconduct. Similar language revised in Section I.C.
6. Procedures, Section I.B: Updated language to clarify that an employee or other individual may privately report sexual misconduct of offenders directly to the PREA ombudsman, a unit OIG investigator, or the OIG Records Management Office without reporting the misconduct through the chain of command.
7. Procedures, Section III.D: Added language to include training for interns.
8. Grammatical and formatting updates were made.

Remove the existing PD-29.

Insert the revised [PD-29](#).

If you have any questions regarding this update or need assistance concerning your Personnel Manual, please contact Kristy Jeter at (936) 437-4049 (Email User ID KJE3473).

PG: clh
Attachments