

TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PD-03 (rev. 6), “EMPLOYEE ID CARDS”
NOVEMBER 1, 2009
TABLE OF CONTENTS

<u>SECTION</u>	PAGE NUMBER
<u>AUTHORITY</u>	1
<u>APPLICABILITY</u>	1
<u>EMPLOYMENT AT WILL CLAUSE</u>	1
<u>POLICY STATEMENT</u>	1
<u>DEFINITIONS</u>	1
<u>DISCUSSION</u>	2
I. Digital Imaging System	2
II. ID Card Formats and Background Color	3
<u>PROCEDURES</u>	
I. Database Management and Initial Card Issue.....	3
A. TDCJ or WSD Employee	3
1. Entering Identification Data.....	3
2. Initial Card Issue	3
3. Changes or Corrections to Identification Data	4
B. Contract Employee	4
1. Entering Identification Data.....	4
2. Initial Card Issue	5
3. Changes or Corrections to Identification Data	5
C. TBCJ or JAC Member.....	5
1. Entering Identification Data.....	5
2. Initial Card Issue	6
3. Changes or Corrections to Identification Data	6
II. Employee Responsibilities Regarding Use and Maintenance of ID Cards	6

III.	Lost or Stolen ID Card.....	7
A.	Reporting a Lost or Stolen ID Card.....	7
B.	Deactivating a Lost or Stolen ID Card.....	7
C.	Temporary Identification Before Requesting a Replacement.....	8
D.	Lost or Stolen ID Card Not Recovered.....	8
	1. Employee’s Responsibilities.....	8
	2. Human Resources Representative’s Responsibilities.....	8
	3. Temporary Identification After Request for Replacement.....	9
E.	Reactivation of Recovered Lost or Stolen ID Card.....	9
IV.	Requesting ID Card Replacement for Other Reasons.....	10
A.	Name Changes and/or Corrections to Date of Birth.....	10
B.	Damaged Card (other than magnetic strip problems).....	11
C.	Magnetic Strip Problems.....	11
D.	Change in ID Card Format.....	11
E.	The Photograph on the ID Card No Longer Resembles the Employee.....	12
V.	Employee in Leave without Pay Status.....	12
VI.	Employee Separating from Employment.....	12
VII.	Death of Employee.....	12
VIII.	Retiree ID Card.....	12
Attachment A	Formats for ID Cards Issued Prior to December 1, 1996 (11/09)	
Attachment B	Format for ID Cards Issued December 1, 1996 and Later (11/09)	
Attachment C	Temporary Employee Identification Card (11/09)	
Attachment D	Formatting Guidelines for Employee ID Card Digital Photographs (11/09)	
Attachment E	PERS 262, “Request for Non-Employee Clearance” (11/09)	
Attachment F	PERS 263, “Non-Employee Background Questionnaire” (11/09)	
Attachment G	PERS 260, “ID Card Issue Request (11/09)	
Attachment H	PERS 261, “Lost or Stolen ID Card Report” (11/09)	
Attachment I	Instructions for Deactivation of ID Card for Commissary Purchases (11/09)	
Attachment J	Human Resources ID Card Stations (11/09)	
Attachment K	Area Support ID Card Stations (11/09)	
Attachment L	Units and Offices Not Near an ID Card Station (11/09)	
Attachment M	PERS 430, “Retiree ID Card Request” (11/09)	



TEXAS DEPARTMENT
OF
CRIMINAL JUSTICE

NUMBER: PD-03 (rev. 6)

DATE: November 1, 2009

PAGE: 1 of 31

SUPERSEDES: PD-03 (rev. 5)
September 1, 2005

EXECUTIVE DIRECTIVE

SUBJECT: EMPLOYEE ID CARDS

AUTHORITY: Texas Government Code § 493.007

APPLICABILITY: The provisions within this directive are applicable to all Texas Department of Criminal Justice (TDCJ) employees and contract employees, Windham School District (WSD) employees, members of the Texas Board of Criminal Justice (TBCJ), members of the Board of Pardons and Paroles (BPP), and members of the Judicial Advisory Council (JAC)

EMPLOYMENT AT WILL CLAUSE:

These guidelines **do not** constitute an employment contract or a guarantee of continued employment. The TDCJ reserves the right to change the provisions of these guidelines at any time.

Nothing in these guidelines and procedures limits the executive director's authority to establish or revise human resources policy. These guidelines and procedures are adopted to guide the internal operations of the TDCJ and **do not** create any legally enforceable interest or limit the executive director's, deputy executive director's, or division directors' authority to terminate an employee at will.

POLICY:

The TDCJ shall issue employee identification (ID) cards in accordance with this directive. An employee shall follow the procedures within this directive regarding the maintenance, replacement, and surrender of employee ID cards.

DEFINITIONS:

"Activate" is the process performed on a computer terminal immediately before an ID Card Station or a human resources representative issues an ID card. This process updates the appropriate database to recognize the ID card being issued.

“Contract Employee,” for the purpose of this directive, is a representative of a company under contract with the TDCJ or an individual who performs services for the TDCJ on a contractual basis. Also included in this category are professionals, such as special court monitors, authorized consultants, and certain volunteers.

“Deactivate” is the process performed by a human resources representative to electronically block an employee’s lost or stolen ID card or a retiree’s ID card, to ensure the ID card is not used for commissary purchases and other purposes.

“Employee,” for the purpose of this directive, is any individual employed by the TDCJ or WSD on a non-contract basis.

“ID Card Headquarters” is the office located in the Commissary and Trust Fund Headquarters responsible for making ID cards from digital photographs and for reactivation of recovered lost or stolen ID cards.

“ID Card Station” is a station with a camera and equipment necessary to photograph an employee and produce a permanent ID card for immediate issue to the employee. Some stations also have the capability to retrieve stored images and produce a replacement ID card.

“Payroll/Personnel System” (PPS) is a database containing employment information for all employees.

“Permanent ID Card” is a photographic, plastic card with a magnetic strip to enable machine identification of its bearer.

“Temporary ID Card” is a non-photographic paper ID card that may be issued and used pending issue of a permanent ID card.

“Temporary Identification” may consist of a temporary ID card, an employee’s copy of an approved and signed PERS 261, Lost or Stolen Identification Card Report or an employee’s copy of an approved and signed PERS 260, ID Card Issue Request.

DISCUSSION:

I. Digital Imaging System

The use of a digital imaging system allows an employee to obtain an initial or replacement ID card without traveling outside of the employee’s immediate assignment area. An employee photograph is taken by a digital camera and the ID card is produced and electronically encoded. The photograph is stored in a digitized format on a computer and can be recalled and reprinted without re-photographing an employee.

II. ID Card Formats and Background Color

An employee's specific ID card format and background color is determined by the employee's classification. Examples of ID Cards issued prior to December 1, 1996, are graphically illustrated on Formats for ID Cards Issued Prior to December 1, 1996 (Attachment A). These ID cards shall remain valid for an indefinite period of time.

The various current formats are listed below. The first three listed formats are graphically illustrated on Formats for ID Cards Issued December 1, 1996 and Later (Attachment B).

Format	Background Color
Employee – Managers and Directors in Salary Group B22 or C6 and Above	White
Employee – Other	Red
Contract Employee	Yellow
TBCJ Member	White
Members and Employees of the BPP	White
JAC Members	White
Executive Director	White
Deputy Executive Director	White
Chief Financial Officer	White
Division Director	White

PROCEDURES:

I. Database Management and Initial ID Card Issue

A. TDCJ or WSD Employee

1. Entering Identification Data

When an individual has been approved for employment, the individual's identification data shall be entered into the ID Card Database by the Employment Section, Human Resources Division. The identification data that appears on ID cards (name and date of birth) is retrieved from this ID Card Database. Therefore, an initial ID card cannot be produced until the identification data has been entered into this database.

2. Initial ID Card Issue

An initial ID card shall be issued to a new employee when the employee attends a Direct Hire Session or the TDCJ Correctional Institutions Division (CID) Pre-Service Training Academy (PSTA).

- a. A new employee attending a Direct Hire Session at a location with access to an ID Card Station shall be issued a permanent ID card during the session.
- b. A new employee attending a Direct Hire Session at a location without access to an ID Card Station shall be issued a PERS 254, Temporary Employee ID Card (Attachment C), with an expiration date of 60 calendar days from the issue date. A digital photograph shall be taken of each new employee in accordance with Formatting Guidelines for Employee ID Card Digital Photographs (Attachment D).

The human resources representative shall:

- (1) E-mail the digital photograph as an attachment to the ID Card Headquarters; or
- (2) Mail the digital photograph on a compact disc (CD) to the ID Card Headquarters via first class mail.

The ID Card Headquarters shall produce a permanent ID card and mail it to the human resources representative for activation and issue to the employee.

3. Changes or Corrections to Identification Data

Any changes or corrections made to the identification data in the TDCJ PPS shall be electronically transferred to the ID Card Database. ID Card Stations do not have the ability to make changes or corrections to this database.

B. Contract Employee

1. Entering Identification Data

The human resources representative of the department or division maintaining the contract shall submit a PERS 262, Request for Non-Employee Clearance (Attachment E), to the Employment Section, Human Resources Division. The PERS 262 shall be accompanied by a PERS 263, Non-Employee Background Questionnaire (Attachment F). Upon approval of the PERS 262, the Employment Section shall enter the contract employee's identification data into the ID Card Database.

2. Initial ID Card Issue

The Employment Section shall notify the appropriate human resources representative when the PERS 262, Request for Non-Employee Clearance has been approved. The human resources representative shall instruct the contract employee to complete a PERS 260, ID Card Issue Request (Attachment G), and return the PERS 260 to the human resources representative for approval.

- a. A contract employee at a location with an ID Card Station shall hand carry the approved PERS 260, ID Card Issue Request to the ID Card Station. A permanent ID card shall be made and issued to the contract employee.
- b. If a contract employee is at a location without an ID Card Station, the human resources representative shall take a digital photograph of the contract employee in accordance with Formatting Guidelines for Employee ID Card Digital Photographs (Attachment D). The human resources representative shall, via first class mail, send the digital photograph on a CD with the approved PERS 260, ID Card Issue Request to the ID Card Headquarters. The ID Card Headquarters shall produce a permanent ID card and mail the ID card via first class mail to the human resources representative for activation and issue to the contract employee.

3. Changes or Corrections to Identification Data

Each human resources representative of a department or division maintaining a contract shall be provided a bi-monthly printout of the department's or division's contract employees who have been issued an ID card. The human resources representative shall coordinate with other departments and ensure appropriate notations are made to the printout if there are any name changes, corrections to identification data, transfers, or terminations. The human resources representative shall return the printout to the Employment Section, Human Resources Division within 15 calendar days of receipt.

C. TBCJ or JAC Member

1. Entering Identification Data

The human resources representative of the department or division associated with the TBCJ or JAC member shall submit an e-mail including the TBCJ or JAC member's position, name, social security number and date of birth, to the Employment Section, Human Resources Division.

Upon receipt of this information, the Employment Section shall enter the TBCJ or JAC member's identification data in the ID Card Database.

2. Initial ID Card Issue

After the identification data for a new TBCJ or JAC member has been submitted, the member may report to any employee ID Card Station to have an ID card produced. The human resources representative associated with the particular TBCJ or JAC member shall contact the ID Card Station prior to the member reporting to the station.

3. Changes or Corrections to Identification Data

The human resources representative shall notify the Employment Section of any changes or corrections to the identification data of TBCJ or JAC members.

II. Employee Responsibilities Regarding Use and Maintenance of ID Cards

ID cards remain the property of the state. After an employee has been issued an ID card, the employee shall:

- A. Have the ID card in the employee's possession before entering and while on TDCJ property or while performing job-related duties for the TDCJ;
- B. Immediately produce the temporary or permanent ID card when requested to do so by a TDCJ or law enforcement official (temporary identification as defined within this directive may be substituted for an ID card);
- C. Not use the ID card for any purpose other than the purposes specifically defined in TDCJ policy;
- D. Maintain the ID card in good condition, avoid contact with surfaces that can scratch or cause accelerated wear, and avoid placing an ID card in the proximity of magnetic sources or fields;
- E. Not trim, fold, or otherwise deface or alter the ID card from its original appearance;
- F. Maintain the ID card in a secure location to protect against loss, theft, or unauthorized use;

- G. Not loan the ID card to another individual for any reason and not use another employee's ID card for any reason;
- H. Immediately report the loss or theft of the ID card or the recovery of a lost or stolen ID card to the employee's human resources representative in accordance with Section III of this directive; and
- I. When necessary, request a replacement ID card in accordance with Section IV of this directive.

III. Lost or Stolen ID Card

A. Reporting a Lost or Stolen ID Card

An employee may be held responsible for any unauthorized use of the employee's ID card if an investigation indicates fraudulent use or the exercise of careless security. Prompt and immediate reporting of the loss or theft of ID cards may reduce liabilities for careless security.

An employee shall use the PERS 261, Lost or Stolen ID Card Report (Attachment H) to report a lost or stolen ID card. An employee may obtain a PERS 261 from the human resources representative. After the employee completes the PERS 261, the employee shall return the form to the human resources representative.

B. Deactivating a Lost or Stolen ID Card

Upon receipt of a PERS 261, Lost or Stolen ID Card Report, the human resources representative shall:

1. Immediately deactivate the lost or stolen ID card for commissary purchases by following the instructions listed in the Instructions for Deactivation of ID Card for Commissary Purchases (Attachment I). This procedure shall be followed for any ID card reported as lost or stolen.
2. If the ID card is used for building access, contact the person responsible for granting access to that building and request the ID card be deactivated for building access.
3. Complete the bottom portion of the PERS 261, Lost or Stolen ID Card Report indicating the date and time the ID card was deactivated for commissary purchases and the date the request was made to deactivate building access (if applicable).

4. Maintain the original PERS 261, Lost or Stolen ID Card Report in the unit/department suspense file for such forms to ensure a PERS 260, ID Card Issue Request is submitted if the ID card is not recovered.
5. Provide the employee a copy of the PERS 261, Lost or Stolen ID Card Report.

C. Temporary Identification Before Requesting a Replacement

The employee's copy of the PERS 261, Lost or Stolen ID Card Report, accompanied by the employee's driver license or a valid photo ID, serves as temporary identification until the lost or stolen ID card is recovered or until a PERS 260, ID Card Issue Request is submitted and approved in accordance with Section III.D of this directive.

D. Lost or Stolen ID Card Not Recovered

1. Employee's Responsibilities

An employee shall complete and submit a PERS 260, ID Card Issue Request to the human resources representative to obtain a replacement ID card. If circumstances indicate the ID card is not likely to be recovered or the employee needs the ID card for building access, the employee shall immediately submit the completed PERS 260. If initial circumstances indicate the ID card may be recovered, the employee shall wait seven calendar days from the date the employee reported the ID card lost or stolen before submitting the PERS 260.

2. Human Resources Representative's Responsibilities

a. Approval of PERS 260, ID Card Issue Request

If the ID card has been lost or stolen for a period of less than seven calendar days, the human resources representative shall submit the PERS 260, ID Card Issue Request to the warden/department head for approval. If the ID card has been lost or stolen for a period of more than seven calendar days, the human resources representative shall approve the PERS 260.

b. Photograph

- (1) If a new photograph is not required, the human resources representative shall mail the approved PERS 260, ID Card Issue Request to the supporting ID Card Station. The stations and the geographical areas supported by each ID Card Station for this purpose are listed on Human

Resources ID Card Stations (Attachment J). If for any reason the stored photograph of the employee cannot be retrieved from digitized storage, the approved PERS 260 shall be mailed via first class mail back to the human resources representative. A new photograph shall be required. The procedures in Section III.D.2.b.(2) or (3) shall be followed.

- (2) If a new photograph is required and the employee is near an ID Card Station, the human resources representative shall instruct the employee to carry the approved PERS 260, ID Card Issue Request to the supporting ID Card Station. The stations, as well as the units and offices they support for this purpose, are listed on Area Support ID Card Stations (Attachment K).
- (3) If a new photograph is required and the employee is not near an ID Card Station, the human resources representative shall take a digital photograph of the employee in accordance with the format guidelines in Formatting Guidelines for Employee ID Card Digital Photographs. The human resources representative shall send the photograph on a CD with the approved PERS 260, ID Card Issue Request to the ID Card Headquarters via first class mail. Refer to Units and Offices Not Near an ID Card Station (Attachment L).

3. Temporary Identification After Request for Replacement

While waiting for replacement of an ID card, the employee's copy of the approved PERS 260, ID Card Issue Request, accompanied by the employee's driver license or a valid photo ID, serves as temporary identification until a replacement ID card is received.

E. Reactivation of Recovered Lost or Stolen ID Card

If a lost or stolen ID card is recovered before the replacement ID card is received by the human resources representative or employee, the following procedures shall apply.

1. The employee shall immediately report the recovery of the lost or stolen ID card to the human resources representative.

2. The human resources representative shall send a Mainframe e-mail to the ID Card Headquarters (HQTF003) and request reactivation of the recovered ID card. The human resources representative shall also inform the ID Card Headquarters whether a replacement ID card has been requested.
3. The ID Card Headquarters shall reactivate the recovered ID card and determine the status of the replacement ID card.
 - a. If a replacement ID card has not been produced, the order shall be cancelled.
 - b. If a replacement ID card has already been produced, it shall be sent to the human resources representative as a replacement for the recovered ID card. Upon receipt of the replacement ID card, the human resources representative shall destroy the recovered ID card and issue the replacement ID card to the employee.
4. If the lost or stolen ID card is recovered after the replacement ID card is issued to the employee, the employee shall immediately turn in the recovered ID card to the human resources representative. The human resources representative shall destroy the recovered ID card.

IV. Requesting ID Card Replacement for Other Reasons

A replacement for an ID card that has not been lost or stolen may only be requested for reasons identified within this section.

A. Name Changes and/or Corrections to Date of Birth

The employee shall complete a PERS 260, ID Card Issue Request and submit the request to the human resources representative for approval. The human resources representative shall not approve the request until:

1. The human resources representative has entered the payroll status change (PSC) on the Payroll Status Change Update (PSCUPD) screen in PPS;
2. The new name or correct date of birth has been entered into the PPS; and
3. The human resources representative has verified all changes on the PPS.

NOTE: Upon approval of the PERS 260, ID Card Issue Request, the human resources representative shall follow the procedures in Section III.D.2.b. The employee may retain the old ID card pending issue of a replacement ID card.

B. Damaged ID Card (other than magnetic strip problems)

The employee shall complete a PERS 260, ID Card Issue Request and submit the completed PERS 260 to the human resources representative for approval. Upon approval of the PERS 260, the human resources representative shall follow the procedures in Section III.D.2.b. The employee may retain the old ID card pending issue of a replacement ID card. Upon issue of a replacement ID card, the human resources representative shall destroy the damaged ID card.

C. Magnetic Strip Problems

Encoding on the magnetic strip on the back of the ID card enables an ID card to be used for various purposes such as commissary purchases, gate access, and pharmacy access. If the magnetic strip is physically or electronically damaged (e.g., placed in the proximity of magnetic sources or fields), the ID card will not be valid for such use.

The employee shall complete a PERS 260, ID Card Issue Request and submit the PERS 260 to the human resources representative for approval. Upon approval, the human resources representative shall mail the original PERS 260 and the ID card via first class mail to the ID Card Headquarters and provide the employee with a copy of the approved PERS 260.

If the magnetic strip is electronically damaged, the ID card can usually be re-encoded and reissued by the ID Card Headquarters. If the ID card cannot be re-encoded, the ID Card Headquarters shall produce a replacement ID card and send the replacement ID card to the human resources representative for issue to the employee.

While waiting for reissue or replacement of the ID card, the employee's copy of the approved PERS 260, ID Card Issue Request, accompanied by the employee's driver license or valid photo ID, serves as temporary identification.

D. Change in ID Card Format

The human resources representative shall complete and approve a PERS 260, ID Card Issue Request, when an individual:

1. Promotes to a manager or director position in salary group B22 or C6 and above from a position requiring a red background color on the ID card;
2. Moves from a contract position to a TDCJ position;
3. Moves from a TDCJ position to a contract position; or

4. Requests a replacement ID card because the individual's current ID card displays the individual's complete or partial social security number.

NOTE: Upon approval of the PERS 260, ID Card Issue Request, the human resources representative shall follow the procedures in Section III.D.2.b. The employee may retain the old ID card pending issue of a replacement ID card.

E. The Photograph on the ID Card No Longer Resembles the Employee

If the ID card is no longer effective for identification of the employee, the employee shall complete a PERS 260, ID Card Issue Request and submit the request to the human resources representative for approval. Upon approval of the PERS 260, the human resources representative shall follow the procedures in Section III.D.2.b.(2) or (3). The employee may retain the old ID card pending issue of a replacement ID card.

V. Employee in Leave without Pay Status

When an employee is placed in a leave without pay (LWOP) status, the employee shall turn in the employee's ID card to the human resources representative. The human resources representative shall be responsible for maintaining the ID card in a secure location while the employee is in LWOP status.

VI. Employee Separating from Employment

When an employee is separated from employment, the employee shall turn in the employee's ID card to the human resources representative. Upon separation of employment, the human resources representative shall destroy the ID card by cutting it in half over the magnetic strip. This includes contract employees who, upon separation, no longer require access to TDCJ facilities.

VII. Death of Employee

In the case of an employee death, the human resources representative shall secure the ID card from the next of kin and destroy it.

VIII. Retiree ID Card

A retiree's ID card is a deactivated ID card for retirees whose separation reason code is or is soon to be RE068. The retiree's ID card has the word "Retired" placed on the ID card. A retiree's ID card is a courtesy and is not valid for accessing TDCJ premises. A retiree may retain the retiree ID card indefinitely.

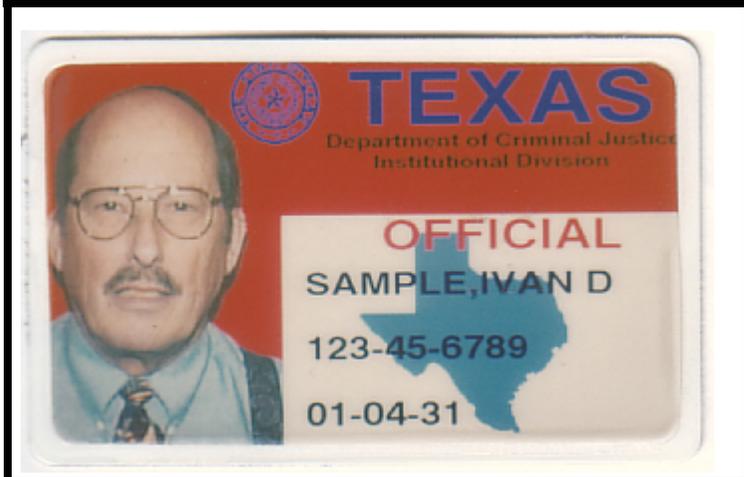
- A. In order to retain the ID card, a retiring employee shall complete a PERS 430, Retiree ID Card Request (Attachment M), and submit the completed PERS 430 when the employee turns in the employee's ID card to the human resources representative. The human resources representative shall deactivate the ID card in accordance with the procedures in Sections III.B.1 and 2, sign the PERS 430, and mail the PERS 430 and the ID card via first class mail only (not truck mail) to the Employment Section, Human Resources Division, as indicated on the PERS 430. The Employment Section shall place the word "Retired" on the face of the ID card and mail it directly to the retiree at the address provided on the PERS 430.
- B. Retirees who retired prior to implementation of the Retiree ID Card Program or who have not previously been issued an ID card with the word "Retired" on the face of the ID card may complete a PERS 430 and mail it directly to the address on the PERS 430.
- C. If a retiree is reemployed by the TDCJ, the retiree may retain the previously issued Retiree ID Card. Upon reemployment, a new ID card shall be issued. When the retiree separates from employment again, the retiree shall surrender the new ID card issued at the time of reemployment.

Brad Livingston
Executive Director

FORMATS FOR ID CARDS ISSUED PRIOR TO DECEMBER 1, 1996



Managers or Directors Salary Group B22 or C6 and Above
and TDCJ Headquarters Staff
(White Background)



Other TDCJ Employees
(Red Background)



Contract Employees
(Yellow Background)

FORMATS FOR ID CARDS ISSUED DECEMBER 1, 1996 AND LATER ⁽¹⁾



Managers or Directors in Salary
Group B22 or C6 and Above
(White Background)

Other TDCJ Employees
(Red Background)

Contract Employees
(Yellow Background)

OTHER FORMATS (All with a white background)

1. Texas Board of Criminal Justice (TBCJ) Members
2. Members and Employees of the Board of Pardons and Paroles (BPP)
3. Judicial Advisory Council (JAC) Members
4. Executive Director
5. Deputy Executive Director
6. Chief Financial Officer
7. Division Director

⁽¹⁾ ID cards issued prior to September 1, 2005 included the individual's complete social security number or the last four digits of the individual's social security number.

**Texas Department of Criminal Justice
Temporary Employee
Identification Card**

Texas Department of Criminal Justice	
TEMPORARY EMPLOYEE ID CARD	
Name:	_____
DOB:	_____
Unit / Dept:	_____ Exp. Date: _____
Issuing Officer:	_____
Employee's Signature:	_____
PERS 254 (11/09)	

FORMATTING GUIDELINES FOR EMPLOYEE ID CARD DIGITAL PHOTOGRAPHS

BACKGROUND: Plain white background for all employees. A white wall is acceptable provided there is nothing else on the wall.

EMPLOYEE CLOTHING: Normal work attire. Correctional officers shall be in uniform. No hats, overcoats, or sunglasses. Smiling is optional.

EMPLOYEE POSITION: Employee stands against the wall facing directly toward the camera, with the chin tilted down.

CAMERA POSITION: The camera shall be positioned at face level. The distance from the employee depends on the model of the camera used. Position the camera as close as possible, but stay in focus.

Texas Department of Criminal Justice Request for Non-Employee Clearance

TO: TDCJ Human Resources Division
Attention: Employment Section
3009 Highway 30 West
Huntsville, TX 77340-3561
FAX: (936) 437-3109

Date Faxed: _____

PLEASE PRINT		
Requestor's Full Name:	_____	
	Last	First
		MI
Unit/Dept:	_____	
Telephone:	_____	
	Area Code	
Mainframe E-mail USERID:	_____	

Request the below named individual be cleared for access to TDCJ units and departments.

Applicant's Full Name:	_____		
	Last	First	MI
Applicant's Date of Birth	_____		
	(MM/DD/YYYY)		
Position Title:	_____		
Unit/Department of Assignment:	_____		
ID CARD REQUIRED:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Status:			
<input type="checkbox"/>	Individual Contract		
<input type="checkbox"/>	Contract with Parent Organization		
<input type="checkbox"/>	Other:		
Parent Organization (if applicable):	_____		
Effective Date:	_____	Contract or Proposed Expiration Date:	_____

Documents included are as follows:

- Completed PERS 263, Non-Employee Background Questionnaire
- PERS 282A, Additional Offender Information (if applicant answered "yes" to Question 14a, b, or c)
- Final Disposition(s) of charges (if applicant answered "yes" to Questions 15, 16, or 17)

IMPORTANT

Read the definition of conviction in Question 16. When answering questions 14 through 16, **do not include:** 1) any violation of law committed before your 17th birthday, if the final decision was made in juvenile court or under a youth offender law; 2) any conviction whose record was expunged under federal or state law; 3) minor traffic violations. **DWI, DUI, Open Container, and Driving While License Suspended** are not minor traffic violations and shall be listed.

14. Do you have any criminal charges currently pending? Yes No
If yes, please explain: _____
15. Are you on parole or probation, deferred adjudication, or under a pre-trial diversion agreement? Yes No
If yes, please explain: _____
16. Have you ever been convicted of a crime (misdemeanor or felony)? Yes No If yes, list each one below.
Attach an additional page if necessary. **Include those that may not appear on your record at this time.**
Important: For purposes of contract employment with TDCJ, convictions include sentenced to confinement, paid fine, time served, placed on probation (includes **deferred adjudication**), and court ordered restitution. See Falsification Policy on Page 3 of this questionnaire.

Date	Felony or Misdemeanor	Offense	Offense Class	City & State	Punishment

DOCUMENT REQUIREMENTS: You are required to provide with this questionnaire a **disposition** for each criminal charge you reported in Question 14, 15, and 16 above. A disposition is a statement of the charge, date, and the results of the case. If the charge was dismissed, the disposition shall state the reason for dismissal. Dispositions can normally be obtained from the **clerk of the court** having jurisdiction over the case.

17. Are you now or have you ever been a member of a street gang? Yes No
Are you now or have you ever been a member of or affiliated with an organization promoting racial, ethnic, or gender superiority or separation, independence from governmental laws and regulations, or overthrow of the United States Government?
Yes No
If you answered yes to either of these questions, provide the following information:
a. Name of the organization and dates of membership: _____
b. Position or positions you held in the organization: _____
c. Arrests and/or convictions resulting from your activities as a member: _____
18. Do you have any tattoos or markings on your body signifying membership or affiliation with a street gang or associated with organizations promoting racial, ethnic, or gender superiority or separation, independence from governmental laws and regulations, or overthrow of the United States Government? Yes No
If yes, provide a description and location of those tattoos or markings: _____

(Continued on Page 3)

Falsification Policy

It is important that contract employee applicants provide accurate information in this questionnaire. **Failure to list any criminal conviction or other important information, such as prior employment with TDCJ or offender relationships, is considered falsification of the questionnaire and results in disqualification for contract employment access to TDCJ facilities for one year.**

As a criminal justice TDCJ, it is very important that we know if an applicant has a criminal record. In most cases, a criminal record does not disqualify you for access to TDCJ facilities. However, falsification of the questionnaire always disqualifies you, regardless of how well qualified you are otherwise.

What convictions shall be listed? All convictions handled in adult court shall be listed, no matter when or where they occurred. In Texas, if you are 17 years old or older, the case is always handled in adult court. If you are under 17, it still may be handled in adult court. As an exception, you are not required to list convictions for minor traffic violations. Examples of minor traffic violations are speeding, running stop signs, and no seat belts. Examples of crimes which are not minor traffic violations and shall be listed are DWI, DUI, Hit and Run, Assault with a Motor Vehicle, Reckless Driving, Open Container, and Driving While License is Suspended. Convictions that have been **expunged** under state or federal law do not have to be listed. Expunged means a judge signed an order directing all agencies with a record of the arrest and conviction destroy those records (this is not the same as a deferred adjudication, explained below).

What is a conviction? For TDCJ purposes, a conviction is a judgement or a verdict, a plea of guilty or nolo contendere, and/or a judicial finding of guilt substantiated by the evidence, which results in the payment of fines, forfeiture of collateral or bond, restitution, **deferred adjudication**, probation, community supervision, confinement, suspended sentence, or any other penalty imposed by a court of law or agreed upon by the accused. This includes instances where a pardon or a reprieve has been granted for any reason other than proof of innocence. **If you have a case handled by deferred adjudication, it shall be listed in your application, regardless of whether you think it is still on record.** On the other hand, a pre-trial diversion agreement is not considered a conviction for the purpose of employment with TDCJ and does not need to be included on your application.

Military Convictions. Convictions by court martial for criminal offenses shall also be listed.

Failure to Appear. If you were convicted of a routine traffic violation or other offense and did not pay the ticket on time or failed to appear to court, you may have been charged with and convicted of Failure to Appear. Failure to Appear is a separate crime and shall be listed.

Questions. If you have any questions concerning what shall be listed in this questionnaire, it is recommended you contact the Human Resources Division in Huntsville at (936) 437-3126 **before** you submit this questionnaire.

Offender Relationships

TDCJ employees and contract employees with access to TDCJ facilities are prohibited from maintaining or developing a personal relationship with an offender who is not related to the employee. Prohibited relationships include those involving cohabitation, sexual misconduct, or actions that jeopardize or have the potential to jeopardize the security of the TDCJ. This means employees and contract employees may not have personal contact or relationships with offenders currently incarcerated or on parole outside of their official duties if this contact or relationship would jeopardize or has the potential to jeopardize the security of the TDCJ. Prohibited contact includes living together, writing letters or notes, telephone contact, visitation, and depositing funds into an offender's Inmate Trust Fund (ITF) account. If an employee or contract employee was once married to an offender or had a child together with an offender, employee contact with the offender may be limited to that which is ordered by the Court. As a condition of contract employment with TDCJ, contract employees with prohibited relationships shall sever those relationships. Sever means to cease any and all cohabitation, intimate encounters, verbal or written communications, visitation, or other prohibited contact. Continuation of a prohibited relationship after contract employment with TDCJ may result in denial of access to TDCJ facilities, if the TDCJ determines the relationship jeopardizes or has the potential to jeopardize the security of the TDCJ.

Certification

I certify that I have read and understand the above explanation of the TDCJ Policy on Falsification and Offender Relationships. I further certify that my answers on this questionnaire are true, complete and correct to the best of my knowledge and I have not evaded or omitted any part thereof to reflect an untruth. I understand falsification constitutes grounds for refusing or terminating access to TDCJ units and departments.

Signature: _____

Date: _____

Human Resources Representative Instructions:

New photograph is not required: Mail this request to the supporting ID Card Station (see PD-03, Attachment J).

New photograph is required:

1. Employee is near an ID Card Station (see PD-03, Attachment K): Employee shall hand carry one copy of this request to the supporting ID Card Station.
2. Employee is not near an ID Card Station (see PD-03, Attachment L): Take a digital photograph of the employee in accordance with the format guidelines (see PD-03, Attachment D). Send the photograph on a compact disc with this request to: ID Card Headquarters; Commissary and Trust Fund; P.O. Box 629; Huntsville, TX 77342-0629.

DISTRIBUTION:

Original - ID Card Station or ID Card Headquarters
Copy - Unit/Department Human Resources File – Miscellaneous Section
Copy - Employee

Texas Department of Criminal Justice**Instructions for Deactivation of ID Card
For Commissary Purchases**

1. Sign on to the Employee Commissary Fund System, ID Card Processing, on the TDCJ Mainframe, by typing EC05 at a blank screen and pressing Enter. The Option screen should display.
2. Type an 8 for "Employee Commissary Inquiry" in the "Enter Option" field.
3. Press the Enter key to display the Employee Commissary Inquiry screen.
4. Type the Social Security Number of the employee whose ID card is being deactivated in the "Enter Next Social Security Number" field.
5. Press the Enter key to display the employee's information.
6. Position the cursor under the word "Active" in the top left corner of the screen. (This is the Status field.)
7. Type "Disable" over the word "Active" to disable the ID card. Press the Tab key and enter your Social Security Number.
8. Press the Enter key.
9. The following message displays: "Status Has Been Changed"

**Texas Department of Criminal Justice
Human Resources ID Card Stations**

To replace an ID card when a new photograph is not required, the human resources representative shall mail an approved PERS 260, ID Card Issue Request to the appropriate supporting Human Resources ID Card Station indicated below.

Location of Employee

Supporting ID Card Station

Human Resources Region I (Huntsville)

Human Resources Division
Texas Department of Criminal Justice
3009 Highway 30 West
Huntsville, TX 77340-3561

Human Resources Region II (Palestine)

Palestine Regional HR Coordinator
Texas Department of Criminal Justice
P.O. Drawer 400
Tennessee Colony, TX 75861

Human Resources Region III (Angleton)

Angleton Regional HR Coordinator
Texas Department of Criminal Justice
400 Darrington Rd.
Rosharon, TX 77583

Human Resources Region IV (Beeville)

Beeville Regional HR Coordinator
Texas Department of Criminal Justice
965 Ofstie
Beeville, TX 78102

Human Resources Region V (Plainview)

Human Resources Representative
William P. Clements Unit
9601 Spur 591
Amarillo, TX 79107-9606

Human Resources Region VI (Austin)

Parole/Austin Area HR Coordinator
Texas Department of Criminal Justice
8610 Shoal Creek Blvd
Austin, TX 78757

Texas Department of Criminal Justice Area Support ID Card Stations

Below is a list of ID Card Stations providing area support. These stations shall be used only for replacement ID cards when a new photograph is required. See Section III.D.2.b.(2) of PD-03, "Employee ID Cards." The units and offices to be supported by each station are less than 30 miles from the station. An employee shall hand carry an approved PERS 260, ID Card Issue Request to the appropriate station. The employee shall wear normal work attire when appearing at the station.

ID Card Station

Units and Offices Supported

Human Resources Division
3009 Highway 30 West
Huntsville

TDCJ Headquarters
TDCJ-CID Headquarters
Windham School District Headquarters
CID Region I Headquarters
Byrd
Eastham
Ellis
Estelle
Ferguson
Goree
Holliday
Huntsville
Wynne
Conroe Parole Office
Huntsville Board of Pardons and Paroles Office
Huntsville Parole Office
Huntsville Institutional Parole Office
Huntsville Victim Services Office
TDCJ-CID Training Academy (Criminal Justice Center, Ellis and Eastham)

Parole/Austin Area HR Office
8610 Shoal Creek
Austin

Austin Administrative Departments
TDCJ-Austin Headquarters
Parole HR Office
TDCJ-PD Headquarters
CID Region VI Headquarters
TDCJ-CJAD Headquarters
Austin Board of Pardons and Paroles Office
Victim Services Division Headquarters
Austin Parole Offices
Georgetown Parole Office
Travis County State Jail
Kyle Unit

Beeville Regional HR Office
Building 2040, 1st Floor
Chase Field Criminal Justice Complex
Beeville

CID Region IV Headquarters
TDCJ-CID Training Academy (Beeville)
Beeville Institutional Parole Office
Garza-East
Garza-West
McConnell

ID Card Station

Clements Unit HR Office
9601 Spur 591
Amarillo

Formby State Jail
970 County Road AA
Plainview

Angleton Regional HR Office
400 Darrington Rd.
Rosharon

Woodman State Jail
1210 Coryell City Road
Gatesville

Gurney Transfer Facility
FM 645
Tennessee Colony

Units and Offices Supported

Clements
Neal
Amarillo Board of Pardons and Paroles Office
Amarillo Parole Office
Amarillo Institutional Parole Office

CID Region V Headquarters
Formby
Wheeler
TDCJ-CID Training Academy (Plainview)
Plainview Parole Office
Tulia

CID Region III Headquarters
Central
Darrington
Jester I, III & IV
Ramsey I
Stringfellow
Scott
Terrell
Vance
Angleton Board of Pardons and Paroles Office
Angleton Parole Office
Angleton Institutional Parole Office
TDCJ-CID Training Academy (Ramsey I)

Crain
Hilltop
Hughes
Mountain View
Murray
Woodman
Gatesville Board of Pardons and Paroles Office
Gatesville Institutional Parole Office
TDCJ-CID Training Academy (Hilltop)

CID Region II Headquarters
Beto
Coffield
Gurney
Michael
Powledge
Palestine Board of Pardons and Paroles Office
Palestine Institutional Parole Office
TDCJ-CID Training Academy (Coffield)

ID Card Station

Middleton Transfer Facility
13055 FM 3522
Abilene

Gist State Jail
3295 FM 3514
Beaumont

Hutchins State Jail
1500 East Langdon Road
Dallas

Sanchez State Jail
3901 State Jail Road
El Paso

Lychner State Jail
2350 Atascocita Road
Humble

Dominguez State Jail
6535 Cagnon Road
San Antonio

Plane State Jail
904 FM 686
Dayton

Units and Offices Supported

Middleton
Robertson
Abilene Board of Pardons and Paroles Office
Abilene Parole Office

Gist
LeBlanc
Stiles
Beaumont Parole Office
Orange Parole Office
Nederland Parole Office

Hutchins
Arlington Institutional Parole Office
Dallas Parole Offices
Dallas District Resource Center
Dawson State Jail
Waxahachie Parole Office

Sanchez
El Paso Parole Office

Lychner
Kegans
Houston Parole Offices
Houston Pre-Revocation Task Unit
South Texas Intermediate Sanction Facility, Houston

Dominguez
San Antonio Board of Pardons and Paroles Office
San Antonio Parole Offices
San Antonio District Resource Center
Central Texas Intermediate Sanction Facility, San Antonio

Plane
Henley
Hightower
Liberty Parole Office
Cleveland Unit

Texas Department of Criminal Justice Units and Offices Not Near an ID Card Station

The below listed units and offices are not within 30 miles of an ID Card Station. If an employee needs a replacement ID card and a new photograph is required, the human resources representative shall send an approved PERS 260, ID Card Issue Request and a digital photograph to the ID Card Headquarters. See Section III.D.2.b.(3) of PD-03, "Employee ID Cards."

Units

Allred
Bartlett
B. M. Moore
Boyd
Bradshaw
Bridgeport
Briscoe
Clemens
Cole
Connally
Cotulla
Dalhart
Daniel
Diboll
Duncan
Estes
Fort Stockton
Glossbrenner
Goodman
Halbert
Hamilton
Havins
Hobby
Hodge
Hospital Galveston
Johnston
Jordan
Lewis
Lindsey
Lockhart
Lopez
Luther
Lynaugh
Marlin
Montford
Moore
Ney
Pack
Polunsky
Roach
Rudd
Sayle
San Saba
Segovia
Skyview
Smith
Stevenson
Telford
Torres
Young Medical Center
Wallace
Ware
Willacy

Parole Offices

Athens
Big Spring
Brownwood
Bryan
Corpus Christi
Del Rio
Denton
East Texas Intermediate Sanction Facility, Longview
Fort Worth
Galveston
Greenville
Harlingen
Laredo
Longview
Lubbock
Marshall
McAllen
Midland
Mineral Wells Institutional Parole Office
Monahans
Mount Pleasant
Nacogdoches
North Texas Intermediate Sanction Facility, Ft. Worth
Odessa
Pampa Intermediate Sanction Facility
Paris
Rosenberg
San Angelo
Seguin
Sherman
Snyder Institutional Parole Office
Temple
Texarkana
Tyler
Victoria
Waco
West Texas Intermediate Sanction Facility, Brownfield
Wichita Falls

**Texas Department of Criminal Justice
Retiree ID Card Request**

Employee: _____
Last Name First Name MI

Social Security Number: _____ **Unit/Department:** _____

As a retiree of the Texas Department of Criminal Justice, I am requesting that I be able to retain my employee ID Card, with the word "Retired" placed on the face of the ID card. I understand that this is a courtesy and the ID card is not valid for accessing TDCJ premises. I also understand the ID card shall not be replaced if lost, stolen, or damaged.

Please return my Retiree ID Card to me at the following address:

Mailing Address (Street Address or P. O. Box)

City, State, Zip

Retiring Employee's Signature

Date (MM/DD/YYYY)

Human Resources Representative'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 the TDCJ's procedures that incorrect information the TDCJ has collected about you be corrected.

Human Resources Representative Instructions:

1. Place a copy of the completed PERS 430 in the retiree's unit/department human resources file.
2. Attach the retiree's ID card to the original completed PERS 430 form.
3. Mail the original completed PERS 430 with the retiree's ID card attached, via first class mail only (not truck mail), to the following address:

TDCJ Human Resources Division
Attention: Employment Section - ID Cards
3009 Highway 30 West
Huntsville, Texas 77340 - 3561