

**Texas Department of Criminal Justice
Guidelines for Disciplinary Actions
Level Three Violations**

NO.	DESCRIPTION
2.	Unexcused Absenteeism - One Hour or More
5c.	Reckless Endangerment: Hazing or Horseplay without Injury
14a.	Use of Offensive Words or Actions
15a.	Instigating or Participating in a Verbal Confrontation or Altercation
24a.*	Use of Excessive or Unnecessary Force - Provoked without Serious Injuries
25a.*	Failure to Report: Relating to Use of Deadly, Excessive, or Unnecessary Force - Provoked without Serious Injuries
25e.*	Failure to Report: Relating to Non-Excessive and Necessary Use of Force
25g.*	Administrative or Procedural Violation Relating to Use of Force
<p>*Aggravated Use of Excessive Force Provision - Applies to Violations of Rule Numbers 24a, 25a, 25e, and 25g: See the Aggravated Use of Excessive Force Provision on the Listing of Employee General Rules of Conduct and Disciplinary Violations (Attachment A) to determine whether the violation of Rule Number 24a, 25a, 25e, or 25g involved an aggravated use of excessive force. If so, the disciplinary action imposed shall be based on the guidelines for the next range of severity within that level. For example, if a violation of Rule Number 24 or 25 is the employee's first offense and it is determined the violation involved an aggravated use of excessive force, the disciplinary action shall be based on the range for a second offense. The disciplinary action imposed shall include, at a minimum, probation and one or more of the following: suspension, reduction in pay, or demotion.</p>	
27.	Failure to Turn in all Evidence Seized
36.	Insubordination
39b.	Conviction of any Other Misdemeanor - Except for drug related offenses – See Rule Number 40. See Listing of Employee General Rules of Conduct and Disciplinary Violations (Attachment A) for "Conviction" definition.
51.	Failure to Report Use of Certain Prescription Drugs
53b.	Failure to Report an Alleged Act of Discrimination or Harassment Against Persons of a Protected Class, Discourteous Conduct of a Sexual Nature, or Retaliation; Did Not Take Corrective or Preventive Action

RANGE OF DISCIPLINARY ACTION				
	FIRST	SECOND	THIRD	FOURTH
Probation	3 - 4 months	5 - 8 months	9 - 12 months	
Withdrawal of Pay Increase	Yes	Yes	Yes	
Suspension without Pay	1 - 5 workdays	1 - 10 workdays	1 - 15 workdays	
Reduction in Pay ⁽¹⁾		1 - 2 increments or at least 3.4% or 6.8%	2 - 3 increments or at least 6.8% or 10.2%	
Involuntary Demotion ⁽¹⁾ (shall be to a budget authorized position)		1 - 2 salary groups	1 - 3 salary groups	
Dismissal			Yes	Only
<p>⁽¹⁾ Reductions in pay and involuntary demotions shall be in accordance with payroll deadlines and PD-72, "Employee Salary Administration."</p>				