

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

NO.	DESCRIPTION
1.	Tardiness - Less than One Hour Tardiness stands alone and may not be used to enhance any violation, except for another incident of tardiness or a violation of Rule Number 2, Unexcused Absenteeism. For example, if an individual's previous violation was for tardiness only and the subsequent violation is for unexcused absenteeism, the disciplinary action for the unexcused absenteeism shall be based on the range for a second offense. Unexcused absenteeism also enhances subsequent violations of tardiness.
7.	Substandard Duty Performance
8.	Failure to Follow Proper Safety Procedures
12.	Unauthorized Sales or Solicitations on State Premises
16.	Negligent Operation of a TDCJ Vehicle
25h.*	Technical Violation Relating to Use of Force
*Aggravated Use of Excessive Force Provision - Applies to a Violation of Rule Number 25h: 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 25h 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.	
28.	Improper or Untidy Uniforms
37.	Misconduct
52.	Failure to Provide Contact Information
53a.	Failure to Report an Alleged Act of Discrimination or Harassment Against Persons of a Protected Class, Discourteous Conduct of a Sexual Nature, or Retaliation; Took Corrective or Preventive Action

RANGE OF DISCIPLINARY ACTIONS				
	FIRST	SECOND	THIRD	FOURTH
Reprimand Only	Yes			
Probation	1 - 2 months	3 - 4 months	5 - 6 months	
Withdrawal of Pay Increase	Yes	Yes	Yes	
Suspension	1 - 3 workdays	1 - 7 workdays	1 - 10 workdays	
Reduction in Pay ⁽¹⁾		1 increment or at least 3.4%	2 increments or at least 6.8%	
Involuntary Demotion ⁽¹⁾ (shall be to a budget authorized position)			1 - 3 Salary Groups	
Dismissal			Yes	Only
⁽¹⁾ Reductions in pay and involuntary demotions shall be in accordance with PD-72, "Employee Salary Administration."				