

**Texas Department of Criminal Justice**  
**Listing of Academy Rule Violations**  
**Resulting in Trainee Separation, PSTA Reassignment, or Demerit Assessments**

These academy rules apply to the PSTA, POTA, and OIGTA trainees unless the rule violation indicates otherwise. Remedial actions for academy rule violations are progressive in nature and any subsequent rule violations will result in sanctions more severe than those previously imposed. If a trainee violates an employee general rule of conduct identified in PD-22, “General Rules of Conduct and Disciplinary Action Guidelines for Employees,” that is not an academy rule violation, the training director or designee will serve as reprimanding authority and proceed with discipline in accordance with PD-22. Otherwise, the trainee will be subject to the disciplinary process as set forth in PD-33, “Trainee Management.”

Rule #	Rule Violation Description	Remedial Action Guidelines			
		First Violation	Second Violation	Third Violation	Fourth Violation
1.	Accumulation of four demerits	PSTA: Reassignment or Separation <sup>(3)</sup> POTA and OIGTA: Separation	PSTA: Separation	N/A	N/A
2.	Cheating	Separation	N/A	N/A	N/A
3.	Consensual sexual conduct on state property with a coworker or staff member other than the trainee’s spouse <sup>(1)</sup>	Separation	N/A	N/A	N/A
4.	Failure to achieve a score of 75% on each test for PSTA; 80% on each test for POTA and OIGTA	PSTA and POTA: One Demerit/Retest; Separation upon failure of retest OIGTA: Separation	Separation upon failure of retest	N/A	N/A
5.	Failure to qualify with firearms or refusal to participate in exposure to TDCJ chemical agents as required ( <b>PSTA or OIGTA trainees only</b> ) <sup>(2)</sup>	Separation	N/A	N/A	N/A
6.	Refusal to participate in firearms familiarization including range firing ( <b>POTA trainees only</b> )	Separation	N/A	N/A	N/A
7.	Refusal to participate in TDCJ chemical agents training (no exposure) as required ( <b>PSTA or POTA trainees only</b> )	Separation	N/A	N/A	N/A
8.	Physical confrontation or altercation with another employee	Separation	N/A	N/A	N/A
9a.	Horseplay with injury	Separation	N/A	N/A	N/A
9b.	Horseplay without injury	Two Demerits	PSTA: Reassignment or Separation <sup>(3)</sup> POTA and OIGTA: Separation	PSTA: Separation	N/A

**Texas Department of Criminal Justice**  
**Listing of Academy Rule Violations**  
**Resulting in Trainee Separation, PSTA Reassignment, or Demerit Assessments**

Rule #	Rule Violation Description	Remedial Action Guidelines			
		First Violation	Second Violation	Third Violation	Fourth Violation
10.	Leaving security/duty post	Separation	N/A	N/A	N/A
11.	Sleeping in class	PSTA: Two Demerits POTA and OIGTA: Separation	PSTA: Separation <sup>(3)</sup>	N/A	N/A
12.	Insubordination (shall be clearly defined)	Separation	N/A	N/A	N/A
13.	Conviction of a misdemeanor (other than offense involving domestic violence or a drug-related offense)	Two Demerits or Separation <sup>(3)</sup>	Separation	N/A	N/A
14.	Unexcused absence (one hour or more)	PSTA: Two Demerits, Reassignment, or Separation <sup>(3)</sup> POTA and OIGTA: Separation	PSTA: Separation	N/A	N/A
15.	Misconduct (shall not be chargeable under any other violation and shall be clearly defined)	PSTA: Two Demerits, Reassignment, or Separation <sup>(3)</sup> POTA and OIGTA: Two Demerits or Separation <sup>(3)</sup>	Separation	N/A	N/A
16.	Failure to comply with TDCJ approved housing, dormitory, or visitation rules	Two Demerits	Removal from TDCJ Approved Housing or Dormitory	N/A	N/A
17.	Use of profane or abusive language <sup>(4)</sup>	Two Demerits	PSTA: Reassignment or Separation <sup>(3)</sup> POTA and OIGTA: Separation	PSTA: Separation	N/A
18.	Verbal altercation with another employee	Two Demerits	PSTA: Reassignment or Separation POTA and OIGTA: Separation	PSTA: Separation	N/A
19.	Substandard duty performance	Two Demerits	PSTA: Reassignment or Separation <sup>(3)</sup> POTA and OIGTA: Separation	PSTA: Separation	N/A
20.	Failure to maintain proper hygiene	One Demerit	Two Demerits	Separation	N/A

**Texas Department of Criminal Justice**  
**Listing of Academy Rule Violations**  
**Resulting in Trainee Separation, PSTA Reassignment, or Demerit Assessments**

Rule #	Rule Violation Description	Remedial Action Guidelines			
		First Violation	Second Violation	Third Violation	Fourth Violation
21.	Failure to observe tobacco or alcohol rules	PSTA: Two Demerits POTA and OIGTA: One Demerit	PSTA: Reassignment or Separation <sup>(3)</sup> POTA and OIGTA: Two Demerits	Separation	N/A
22.	Failure to participate in or pass physical training or other curriculum requirements	PSTA and OIGTA: Separation POTA: One Demerit	POTA: Two Demerits	POTA: Separation	N/A
23.	Failure to remain attentive in class	One Demerit	Two Demerits	Separation	N/A
24.	Failure to provide emergency contact number	One Demerit	Two Demerits	Separation	N/A
25.	Failure to report use of prescription drugs	Two Demerits	Separation	N/A	N/A
26.	Failure to secure vehicle	Two Demerits	Separation	N/A	N/A
27.	Failure to comply with uniform, attire, or grooming standards	One Demerit	One Demerit	One Demerit	Separation
28a.	Failure to follow proper safety procedures without injury	Two Demerits	Separation	N/A	N/A
28b.	Failure to follow proper safety procedures resulting in injury	Separation	N/A	N/A	N/A
29.	Tardiness (less than one hour)	One Demerit	One Demerit	One Demerit	Separation
30.	Unauthorized sales or solicitations on state premises	One Demerit	Two Demerits	Separation	N/A
31.	Negligent operation of an agency vehicle	Two Demerits	Separation	N/A	N/A
32.	EEO violation <sup>(5)</sup>	Separation	N/A	N/A	N/A
33.	Failure to maintain possession of state issued property	One Demerit	Two Demerits	Reassignment or Separation <sup>(3)</sup>	Separation
34.	Failure to obey a proper order from an authority, including written academy rules	Two Demerits	Reassignment or Separation <sup>(3)</sup>	Separation	N/A
35.	Incidental introduction of contraband into a correctional facility	Two Demerits	Reassignment or Separation <sup>(3)</sup>	Separation	N/A

<sup>(1)</sup> Upon becoming aware of a violation involving a trainee and a co-worker or staff member, the training director shall contact an Employee Relations intake officer in accordance with PD-13, “Sexual Harassment and Discourteous Conduct of a Sexual Nature” and shall not separate the trainee until approval has been received from the manager for Employee Relations.

<sup>(2)</sup> An employee fails to complete the firearms portion of the class if the employee commits an unsafe act with a live firearm or fails to achieve a 70% score.

<sup>(3)</sup> The mitigating circumstances considered in the decision to separate an employee shall be documented in the trainee separation letter from the training director.

<sup>(4)</sup> An isolated remark or a comment not directed to anyone in particular may be considered profane or abusive language.

<sup>(5)</sup> Upon becoming aware of an EEO allegation by or toward a trainee, such as sexual harassment, discourteous conduct of a sexual nature, use of offensive words or actions – protected class, or discrimination based on a person’s age, race, sex (gender), religion, national origin, disability, color, genetic information, or retaliation for previously complaining of or participation in a complaint of an EEO allegation, the training academy staff shall contact an Employee Relations intake officer in accordance with PD-13, “Sexual Harassment and Discourteous Conduct of a Sexual Nature,” and PD-31, “Discrimination in the Workplace,” and shall not separate the trainee until approval has been received from Employee Relations.