



TEXAS  
JUVENILE JUSTICE  
DEPARTMENT

## TRANSMITTAL MEMO

**TO:** TJJJ Staff  
**FROM:** Office of the General Counsel, Policy and Standards Section  
**SUBJECT:** PRS Transmittal  
**DATE:** December 21, 2018

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Please be advised that changes have been made to the Personnel Policy and Procedure (PRS) Manual. These changes will go into effect on **January 1, 2019**.

### SUMMARY OF CHANGES

#### PRS.39.01 Training Requirements for Supervisors and Employees

- Clarified that, for all training courses with a competency-based test, an employee has three attempts to pass the test (instead of the third attempt being at the discretion of the chief local administrator).
- Removed the requirement for the chief local administrator to provide written justification for allowing an employee a third attempt to pass a test.
- Added that an employee in a hazardous duty position must successfully complete a competency test for classroom-based new-hire training.
- Added that the chief local administrator or trainer may require an employee to retake a training course a second time before the employee attempts the corresponding test for a third time.
- Added that, for an employee who does not receive credit for a training course, the chief local administrator may refer the employee to HR for transfer into a position that does not require the test that the employee did not pass (in addition to the option of referring the employee to HR for employment separation).
- Clarified that, for courses with a competency-based test, employees may take the test only after completing the related training.
- Added a statement about the possible consequences that an employee might face if caught cheating or failing to follow the rules for a test.
- Added that a trainer must comply with TJJJ's proctoring rules when administering a written test.
- Added automated external defibrillator (AED) training to the list of requirements that must be completed in order for a non-JCO who receives hazardous duty pay to be approved for sole-supervision status.