



## Transmittal Memo

**TO:** TJJJ Staff  
**FROM:** Policy and Standards Section  
**SUBJECT:** PRS Transmittal  
**DATE:** October 5, 2023

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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 today, October 5, 2023.

### SUMMARY OF CHANGES

#### **PRS Appendix D Juvenile Correctional Officer Career Ladder: Pay Levels and Service Substitutions**

- Updated the salary groups and monthly pay amounts for JCOs III–V.