



**OFFICE OF THE DIRECTOR OF POLICE
THE UNIVERSITY OF TEXAS SYSTEM
POLICY AND PROCEDURE MANUAL**



Subject Licensed TCOLE Position Transfers			Policy Number 403
Effective Date November 18, 2011	Revision Date September 23, 2019	Reevaluation Date Annually	Number of Pages 2
Reference Standards TPCA: CALEA: IACLEA:		Rescinds or Amends Policy Number	

I. PURPOSE

To establish protocols for police officer and telecommunicator transfers between UT Institution Police Departments.

II. POLICY


The policy of the Office of Director of Police will be to support transfers of licensed TCOLE positions, including commissioned police officers and telecommunicators between institution Police Departments when requested. The transfer of an officer/telecommunicator and facilitating his/her remaining part of the UT System Police is favored over the loss of an officer/telecommunicator to another agency. It is understood that in many cases such requests are the result of legitimate family situations, educational pursuits, professional growth or promotion opportunities, or workplace issues; transfers should not be considered an alternative to evading disciplinary action or remedial training.

III. PROCEDURES

A. Transfers

1. Institution police departments are required to adhere to the following procedures regarding interagency transfers:
 - a) The Institution Chief of Police from the department of the requesting licensed TCOLE position shall personally contact the Institution Chief of Police of the department to which the requesting officer/telecommunicator wishes to transfer before the formal transfer process is begun. The Chiefs must be in agreement before the process can proceed; should one Chief disagree the transfer will not go forward.

- b) The agency from which the officer/telecommunicator is departing will complete and submit a DP#35 Personnel Action form to the Office of the Director of Police for approval prior to the transfer of an officer/telecommunicator to another UT institution.
 - c) The Action Summary section on the DP#35 form will include the institution the officer/telecommunicator is transferring to, as well as the rank to which the officer/telecommunicator will be appointed.
 - d) Once the DP #35 Personnel Action form is received and approved by the Office of the Director of Police, the transferring institution police department will be notified and the transfer may occur.
 - e) The Office of the Director of Police will immediately issue a new UT System Police identification card reflecting the change in institution police departments to the officer via U.S. Postal Service. The department shall shred the old police identification card immediately upon receipt of the new ID card.
2. Transfers will not be approved if any of the following conditions exist:
- a) The licensed TCOLE position holder involved is under investigation administratively or for alleged criminal conduct.
 - b) The licensed TCOLE position holder involved is participating in or about to participate in a performance improvement program.
 - c) The licensed TCOLE position holder involved is participating in or about to participate in remedial training.
 - d) The licensed TCOLE position holder involved is pending formal disciplinary action.
 - e) The licensed TCOLE position holder involved has not yet completed at least one year's service as a UT System police officer/telecommunicator.
3. It is the position of the Office of the Director of Police that qualified transferring officers/telecommunicators shall not be required to re-do or re-complete background investigations, polygraph examinations, medical examinations, psychological examinations, drug tests, physical agility testing or personal history statements except to the extent required by the hiring institution.
4. If the transfer is not approved the Chief of Police at the home Institution where the TCOLE position holder is employed, shall notify the TCOLE position holder why the transfer was not approved.



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Director of Police

Changes/Amendments since last publication:

Addition of Paragraph III.A.4. requiring notification to TCOLE position holder if a transfer is not approved, September 23, 2019.

Subject Title for policy 403 changed to be inclusive of all licensed TCOLE positions and revisions to Paragraphs I, II, III to modify “officer” to “officer/telecommunicator”, November 21, 2016

Revision to Paragraph III.A.1.a. to clarify language and Chiefs’ prerogatives regarding transfers, May 16, 2013

Addition of Paragraph III. A. 3., December 14, 2012