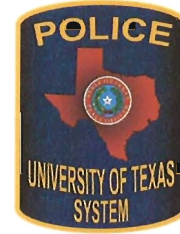




**OFFICE OF THE DIRECTOR OF POLICE  
THE UNIVERSITY OF TEXAS SYSTEM  
POLICY AND PROCEDURE MANUAL**



Subject			Policy Number
<b>Police Officer Transfers</b>			<b>403</b>
Effective Date	Revision Date	Reevaluation Date	Number of Pages
11/18/2011		Annually	2
Reference Standards		Rescinds or Amends Policy Number	
TPCA: CALEA: IACLEA:			

**I. PURPOSE**

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

**II. POLICY**

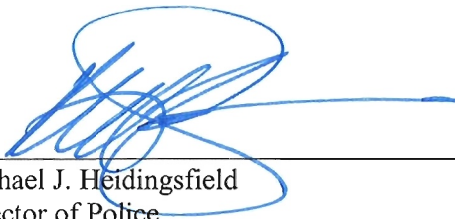
The policy of the Office of Director of Police will be to support transfers of commissioned police officers between institution Police Departments when requested. The transfer of an officer and facilitating his/her remaining part of the UT System Police is favored over the loss of an officer to another 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 officer shall personally contact the Institution Chief of Police of the department to which the requesting officer wishes to transfer before the formal transfer process is begun and they shall agree to the transfer.
  - b) The agency from which the officer 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 to another UT institution.

- c) The Action Summary section on the DP#35 form will include the institution the officer is transferring to, as well as the rank to which the officer 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 officer involved is under investigation administratively or for alleged criminal conduct.
  - b) The officer involved is participating in or about to participate in a performance improvement program.
  - c) The officer involved is participating in or about to participate in remedial training.
  - d) The officer involved is pending formal disciplinary action.
  - e) The officer involved has not yet completed at least one year's service as a UT System police officer.



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Director of Police