



**OFFICE OF THE DIRECTOR
THE UNIVERSITY OF TEXAS SYSTEM POLICE
POLICIES AND PROCEDURES MANUAL**



TITLE: REPORT FORMS AND INSTRUCTIONS		
POLICY NUMBER: A-9	EFFECTIVE DATE: 01/29/10	RESCINDS / AMENDS: A-9 11/09/05
RELATED LAWS:		RELATED STANDARD(S) / RULE(S):

I. PURPOSE:

To insure uniformity in the reporting and submission of information to the Office of the Director of Police.

II. POLICY:

The following forms, sample copies attached, will be used by police departments of the component institutions:

1. DP FORM #1 - Personal History Statement
2. DP FORM #2 - Conditional Offer of Employment
3. DP FORM #3 - Course #1999 Personnel Orientation by Department
4. DP FORM #4 - Pre-Employment Polygraph Questionnaire
5. DP FORM #5 - Polygraph Authorization
6. DP FORM #6 - Background Investigation Evidence Organizer
7. DP FORM #7 - Background Investigation Evidence Summary
8. DP FORM #8 - Oath of Office
9. DP FORM #9 - Firearms Policy Form
10. DP FORM #10 - Firearms Qualification Record
11. DP FORM #11 - Interview Summary Form
12. DP FORM #12 - Interview Computation Sheet
13. DP FORM #13 - Instructor Evaluation Form
14. DP FORM #14 - Final Student Evaluation
15. DP FORM #17 - Inspection Data Form

16. DP FORM #18 – Purposely left blank
17. DP FORM #19 – Police Case Report
18. DP FORM #21 - Offense/Incident Report
19. DP FORM #23 - Supplementary Report
20. DP FORM #24 – Promotional Evaluation
21. DP FORM #31 - Monthly & Calendar Report
22. DP FORM #32 - Personnel Disciplinary Report
23. DP FORM #33 – Personnel Evaluation
24. DP FORM #35 - Personnel Action Form
25. DP FORM #36 - Covenant Not to Sue Form
26. DP FORM #37 - Results of Physical Fitness Test Form
27. DP FORM #38 - Authority for Release of Information
28. DP FORM #40 - Affidavit
29. DP FORM #41 - Report of Medical History
30. DP FORM #42 - Personnel Complaint
31. DP FORM #43 - Complaint Waiver Request
32. DP FORM #44 - Oral Evaluation Chart
33. DP FORM #44A - Oral Evaluation Supervisor
34. DP FORM #44B - Oral Evaluation - General
35. DP FORM #45 - Academy Entrance Exam Form
36. DP FORM #46 - Award Nomination Form
37. DP FORM #47 – Standards List

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