



**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: 11/09/05	RESCINDS / AMENDS: IV-74-2 & IV-74-3 06/13/05
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 #4 - Pre-Employment Polygraph Questionnaire
4. DP FORM #5 - Polygraph Authorization
5. DP FORM #6 - Background Investigation Evidence Organizer
6. DP FORM #7 - Background Investigation Evidence Summary
7. DP FORM #8 - Oath of Office
8. DP FORM #9 - Use and Authority to Carry Firearms
9. DP FORM #14 - Academy Final Student Evaluation
10. DP FORM #17 - Departmental Inspection Data Form
11. DP FORM #18 - Inspection Abstract
12. DP FORM #19 - Case Report
13. DP FORM #21 - Offense/Incident Report
14. DP FORM #23 - Supplementary Report
15. DP FORM #24 - Promotional Evaluation

16. DP FORM #31 - Monthly and Calendar Year Report
17. DP FORM #32 - Personnel Disciplinary Report
18. DP FORM #33 - Personnel Performance Evaluation Report
19. DP FORM #35 - Personnel Action Form
20. DP FORM #36 - Covenant Not to Sue Form
21. DP FORM #37 - Results of Fiscal Fitness Test Form
22. DP FORM #38 - Authorization for Release of Personal Information
23. DP FORM #40 - Affidavit
24. DP FORM #41 - Report of Medical History
25. DP FORM #42 - Personnel Complaint
26. DP FORM #43 - Complaint Waiver
27. DP FORM #44 - Oral Interview Evaluation Sheet
28. DP FORM #44A - Oral Interview Evaluation Sheet - (Supervisory)
29. DP FORM #44B - Oral Interview Evaluation Sheet - (General)
30. DP FORM #45 - Entrance Exam Reporting Form
31. DP FORM #46 - Award Nomination Form
32. DP Form #47 - Departmental Inspection - Police Standards

Roy R. Baldrige
Director of Police