



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



TITLE: LATERAL ENTRY POLICY		
POLICY NUMBER: B-6	EFFECTIVE DATE: 01/01/2007	RESCINDS / AMENDS: B-6 09/01/04
RELATED LAWS:	RELATED STANDARD(S) / RULE(S): UT System Police Standards - Chapters 8 and 9	

I. PURPOSE

To provide component institution police departments a means for filling critical vacancies necessary for the departments to carry out their responsibilities.

II. POLICY

In accordance with the practice of The University of Texas System, all vacancies within commissioned officer ranks, except the positions of Chief of Police and Assistant Chief of Police, are to be filled by individuals successfully completing a Basic Peace Officer Training Course, BPOTC, conducted at the University of Texas System Police Academy. Recognizing that there may be circumstances when the number of vacancies seriously degrades a department's ability to provide adequate police services, the provisions of this policy may be implemented.

- A. A department experiencing at least a 15% vacancy rate in commissioned officer positions may implement the following emergency hiring procedures.
 - 1. The requirement for mandatory attendance and completion of a U.T. System, BPOTC, may be waived for applicants who:
 - a. Possess a current Peace Officer License issued by the Texas Commission on Law Enforcement Standards and Education, TCLEOSE, and less than a two-year break in service as a commissioned police officer;
 - b. Have at least two years of service as a peace officer in the United States;
 - c. Comply with Office of Director of Police Policy # B-2, Procedures For Employment, except for the provisions related to attendance at a U.T. System BPOTC and the Police Officer License Examination;
 - d. Comply with applicable sections of Director of Police Policy # D-1 Firearms Training for Commissioned Personnel;

- e. Achieve a score of at least 70% on the U. T. System Police Lateral Entrance Examination; * and
 - f. Be approved for employment and commissioning by the U.T. System Director of Police.
2. Prior to employment as a Police Officer, the department must submit the following documents to the Director of Police.
- a. For applicants who have more than a 180 day, but less than a two year, break in service as a commissioned police officer immediately preceding application:
 1. Two sets of fingerprints
 2. Completed background investigation
 3. NCIC/TCIC criminal history check
 4. TCLE Forms L-1, L-2, L-3, and F-7
 - b. For applicants who have less than a 180-day break in service at the time of application:
 1. Completed background investigation
 2. NCIC/TCIC criminal history check
 3. TCLEOSE forms L-1, L-2, L-3, and F-7
3. All individuals employed using the provisions of this policy must successfully complete a formal Field Training Program (FTP) administered by the employing component institution police department.* The FTP must be completed within the first six months following employment and must include a minimum of six written performance evaluations. The first five evaluations must be submitted to the Director of Police for review at least two weeks prior to completion of the six-month probationary period following employment.

**A short course and examination will be administered by the Office of the Director of Police (ODOP). Applicants, who fail to achieve a passing score, may be given only one additional opportunity to pass. The course will include instruction on campus law enforcement philosophy, sources of information and applicable sections of the Texas Education Code, the U.T. System Board of Regents' Rules and Regulations, and ODOP policies and procedures.*

- B. A department experiencing any vacancy rate in commissioned officer positions may consider hiring an applicant who possesses at least an Intermediate Certificate issued by TCLEOSE. The procedures set forth in A-1, A-2, A-3 must be followed.
- C. At all times, at least 50% of a police department's authorized commissioned officers must have completed a U.T. System Police Academy Basic Police Officer Training Course. The Chief and Assistant Chief positions are excluded.

John T. Slettebo
Director of Police

REVIEWED BY OFFICE OF GENERAL COUNSEL:

Helen Bright
Managing Attorney

APPROVED:

Tonya M. Brown
Vice Chancellor for Administration