



University of Texas System Police

DP 44: TCOLE Required Notification

License Holder Name		PID	
Institution			

HIRING PROCESS FAILURE (ODOP Policy 401)

Declaration of Medical Condition (L-2) Failure	Drug Screen Failure	Declaration of Emotional and Psychological Health (L-3) Failure
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ALLEGATIONS OF MISCONDUCT (ODOP Policies 204 & 208)

Alleged criminal misconduct for which criminal charges are filed against the license holder. Must complete the TCOLE Misconduct Investigation Report and notify ODOP within 15 calendar days of the completed investigation.
Alleged misconduct investigation. Must complete the TCOLE Misconduct Investigation Report and notify ODOP within 15 calendar days of the conclusion of the investigation or the separation of the license holder.
The License Holder is appealing the decision of an allegation of misconduct. Notify ODOP immediately.
Disposition of an appeal related to an allegation of misconduct. Notify ODOP within 15 calendar days.

FITNESS FOR DUTY EXAMINATION (ODOP Policy 212)

A Fitness For Duty Examination (FFDE) has been requested. Complete the TCOLE FFDE form.
When FFD determined, submit FFDE form and all documentation to ODOP within 15 days.

Chief of Police Signature	
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Definitions and Additional Information

HIRING PROCESS FAILURE

Submit all L-2, L-3, and/or drug screen documentation related to the failure to ODOP, including all documentation provided to the evaluator and the TCOLE form. ODOP will complete the TCOLE approved form and submit it on behalf of UTSP.

ALLEGATIONS OF MISCONDUCT

This document is only needed for allegation of misconduct, as defined by TCOLE and ODOP Polices 204 and 208.

Allegation of Misconduct (ODOP Policy 208): Violation of federal, state, local laws; use of excessive force, untruthfulness (including false, untrue, or misleading statements, either by overt means or by omission), unlawful search, unlawful arrest, civil rights violations, racially motivated police actions, discrimination, sexual harassment, or any conduct that seriously degrades the integrity or good order of the department.

All investigations related to allegations of misconduct must be completed within 180 days. If the license holder resigns during the investigation, the investigation must be completed and TCOLE notified within 30 days. Contact ODOP to discuss the timeline on completing the investigation and reporting to TCOLE.

The institution department must submit a TCOLE Misconduct Investigation Report to ODOP.

FITNESS FOR DUTY EXAM

ODOP Policy 212 has information related to a Fitness For Duty Exam (FFDE). If a FFDE is requested, the TCOLE FFDE form must be completed and provided to the license holder to sign.

After being evaluated and FFDE determined, all documentation must be submitted to ODOP within 15 days, including all documentation provided to the evaluator and the TCOLE FFDE form.