



# University of Texas System Police

## DP 35: Personnel Action

<b>Licensee Name</b>		<b>Licensee PID</b>	
<b>New/Forwarding Address</b>			
<b>City, State, Zip</b>			
<b>Institution</b>			
<b>Date Form Completed</b>		<b>Date of Action</b>	

	Transfer to Another Component (Policy 403) <sup>1</sup>		Internal Affairs Related <sup>2</sup>		Suspension w/o Pay <sup>2</sup>
	Demotion <sup>2</sup> Vol. Invol.		Retirement <sup>3</sup>		Resignation <sup>3</sup>
	Termination <sup>3</sup>		Name Change <sup>4</sup>		Return to Duty
	Military Leave		Suspension with Pay		Promotion
	Extended Leave/FMLA		Part Time Status		Death
	Initiated Fitness for Duty Evaluation				Other

<b>Action Summary</b>

<sup>1</sup> Complete ODOP Form DP-35A.

<sup>2</sup> If any item related to allegation of misconduct, complete ODOP DP-44.

<sup>3</sup> Enclose Notice of Termination or Letter of Resignation and destroy UTSP ID Card.

<sup>4</sup> Complete TCOLE Personal Information Change Form on TCOLE website.

<b>Chief of Police Signature</b>	
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**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.