



**OFFICE OF THE DIRECTOR OF POLICE
THE UNIVERSITY OF TEXAS SYSTEM
POLICY AND PROCEDURE MANUAL**



Subject Licensed TCOLE Position Transfers			Policy Number 403
Effective Date November 18, 2011	Revision Date June 1, 2025	Reevaluation Date Annually	Number of Pages 3
Reference Standards TPCA: CALEA: IACLEA:		Rescinds or Amends Policy Number	

I. PURPOSE

To establish protocols for peace officer and telecommunicator transfers between UT Institution Police Departments.

II. POLICY

The policy of the Office of Director of Police will be to support transfers of licensed TCOLE positions, including commissioned peace officers and telecommunicators between institution police departments when requested. The transfer of an officer/telecommunicator and facilitating their remaining part of the UT System Police is favored over the loss of an officer/telecommunicator to another agency. It is understood that in many cases such requests are the result of legitimate family situations, educational pursuits, professional growth or promotion opportunities, or workplace issues; transfers should not be considered an alternative to evading disciplinary action or remedial training.

III. PROCEDURES

A. Transfers

1. Institution police departments are required to adhere to the following procedures regarding interagency transfers:
 - a) The Institution Chief of Police from the department of the requesting licensed TCOLE position shall personally contact the Institution Chief of Police of the department to which the requesting officer/telecommunicator wishes to transfer before the formal transfer process is begun. The Chiefs must agree before the process can proceed; should one Chief disagree the transfer will not go forward.
 - b) The agency the officer/telecommunicator is transferring to may request the Personnel and Department Files from the previous agency through the TCOLE Secured Share System (TSS) or review in person prior to

the transfer being completed. Refer to ODOP Policy 401 for instructions on requesting the files. The officer/telecommunicator will need to complete the Authorization for Release of Personal Information (DP-38).

- c) The agency from which the officer/telecommunicator is departing will complete and submit a DP-35 Personnel Action form to the Office of the Director of Police for approval prior to the transfer of an officer/telecommunicator to another UT institution.
 - d) The Action Summary section on the DP-35 form will include the institution the officer/telecommunicator is transferring to, as well as the rank to which the officer/telecommunicator will be appointed.
 - e) Once the DP-35 Personnel Action form is received and approved by the Office of the Director of Police, the transferring institution police department will be notified, and the transfer may occur.
 - f) The original institution shall securely transfer the personnel files to the new institution. The original institution will maintain copies of the records in accordance with the institution's retention policy. The receiving institution will maintain the previous institution's personnel file as part of the license holder's cumulative UTSP personnel file.
 - g) The Office of the Director of Police will immediately issue a new UT System Police identification card reflecting the change in Institution Police Departments to the officer via U.S. Postal Service. The department shall shred the old UT System Police identification card immediately upon receipt of the new ID card.
2. Transfers will not be approved if any of the following conditions exist:
- a) The license holder involved is under investigation administratively or for alleged criminal conduct.
 - b) The license holder involved is participating in or about to participate in a performance improvement program or disciplinary probation.
 - c) The license holder involved is participating in or about to participate in remedial training.
 - d) The license holder involved is pending formal disciplinary action.
 - e) The license holder involved has not yet completed at least one year's service as a UT System police officer/telecommunicator.
3. It is the position of the Office of the Director of Police that qualified transferring officers/telecommunicators shall not be required to re-do or re-complete background investigations, polygraph examinations, medical examinations, psychological examinations, drug tests, physical agility testing or personal history statements except to the extent required by the hiring institution.

4. If the transfer is not approved the Chief of Police at the home Institution where the license holder is employed, the Chief of Police shall notify the license holder why the transfer was not approved.

Michael J. Parks
Executive Director of Police

Changes/Amendments since last publication:

Significant changes to meet TCOLE Model Policy. June 1, 2025