



University of Texas System Police

DP 35A: Personnel Action

Personnel and Department File Transfer

License Holder Name		PID	
----------------------------	--	------------	--

Sending Institution	
Institution Name	
Chief of Police	
Date of Hire	
Date of Separation	

As the Chief of Police of the above-named UT Institution, I attest to the following:

- The above-named TCOLE License Holder was employed as a license holder between the above listed dates
- The Personnel and Department File for the above-named TCOLE License Holder have been maintained in accordance with TCOLE Rules and ODOP Policy 502: License Holder Personnel and Department Files
- I, or my designee, will/have transferred the above-named TCOLE License Holder's complete Personnel and Department File to the Receiving Institution within 30 days of the date of separation.

Sending Chief of Police Signature		
--	--	--

Receiving Institution	
Institution Name	
Chief of Police	
Date of Hire	

As the Chief of Police of the above name UT Institution, I attest to the following:

- I will maintain the received files in accordance with TCOLE Rules and ODOP Policy 502: License Holder Personnel and Department Files as part of the license holder's cumulative UTSP files

Receiving Chief of Police Signature	
--	--

A copy of this form will be placed in the license holder's Personnel and Department File each time they transfer between institutions.

UTSP is comprised of several different departments. License holders are employed by the individual department. If a license holder transfers between departments, the personnel and department files are transferred between departments. This form provides the timeframe of the originating department for the documents within the files.