



# University of Texas System Police

## DP3: Personnel Orientation by Department

TCOLE Course #1999

LAST NAME	FIRST NAME	TCOLE PID
DATE	TCOLE CERTIFICATE LEVEL	
	<input type="checkbox"/> License <input type="checkbox"/> Basic <input type="checkbox"/> Advanced <input type="checkbox"/> Master <input type="checkbox"/> Telecommunicator	
WORK CONTACT PHONE	EMAIL	

In accordance with Texas Occupations Code, 1701.402 Proficiency Requirements, this certifies the above employee has received a program of instruction on federal and state statutes that relate to employment issues affecting peace officers, including:

- Civil Service
- Compensation, including overtime compensation, and vacation time
- Personnel files and other employee records
- Management-employee relations in law enforcement organizations
- Work-related injuries
- Complaints and investigations of employee misconduct
- Disciplinary actions and the appeal of disciplinary actions

I attest I have received a program of instruction on the above listed items as required by Texas Occupations Code 1701.402, Proficiency Requirements.			
Employee Signature		Date	
I attest the above named employee has received a program of instruction on the above listed items as required by Texas Occupations Code 1701.402, Proficiency Requirements.			
Chief of Police or Designee		Date	



# University of Texas System Police

## DP3: Personnel Orientation by Department

### Directions for DP3 Form Completion

This form will be utilized to provide verification of compliance with Texas Occupations Code 1701.402, Proficiency Requirements.

The hiring agency will conduct training over the listed topics with each newly hired police officer and telecommunicator.

The employee will check each line and sign the bottom to verify training on each topic has been received.

The Chief of Police or their designee will sign the form indicating compliance with this state requirement.

The form will be submitted with the TCOLE Report of Training form to [policetraining@utsystem.edu](mailto:policetraining@utsystem.edu) within 15 days of completing the form.