



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



Subject Forms			Policy Number 110
Effective Date October 1, 2014	Revision Date August 7, 2023	Reevaluation Date Annually	Number of Pages 3
Reference Standards TPCA: 1.04 CALEA: 11.4.2 IACLEA: 1.1.4		Rescinds or Amends Policy Number A-9	

I. PURPOSE

To insure uniformity in the reporting and submission of information to the Office of the Director of Police.

II. POLICY

The following forms, available online at: <https://www.utsystem.edu/offices/police/odop-policies/forms>, will be used by police departments of The University of Texas System.

DP-1 Personal History Statement

DP-2 Conditional Offer of Employment

DP-3 Certification of Personnel Origination by Department

DP-4 Pre-Employment Polygraph Questionnaire

DP-5 Polygraph Authorization

DP-6 Background Investigation Report

DP-7 Interview Board Guide

DP-8 Oath of Office

DP-9 Request for Range Use

DP-10 Firearms Qualification Score Sheet and Personal Firearm/Back-up Authorization

DP-12 Interview Board Results

DP-26 Pursuit Driving Report

DP-31 Monthly and Calendar Report

DP-32 Personnel Disciplinary Report

DP-33 Personnel Evaluation Form

DP-35 Personnel Action Form

DP-36 Assumption of Risks, Covenant Not to Sue

DP-37 Physical Agility Test Form

DP-38 Authority for Release of Information

DP- 41 Garrity Warning

DP-42 Personnel Complaint

DP-43 Complaint Waiver Request

DP-45 Entrance Examination Scores

DP-46 Award Nomination Form

DP-48 Racial Profiling Report

DP-49 Request for late TCOLE Credit Hours Submission

DP-50 Checklist for Submission of Continuing Education Courses

DP-51 Instructor Evaluation

DP-52 Police Cadet Index

DP-52SP Sponsored Cadet Index

DP-52TC Telecommunications Officer Appointment Index

DP-53 Peace Officer Index

DP-54 Use of Force Report

DP-55 Field Training Orientation Form

DP-56 Field Training Daily Observation Report

DP-57 Field Training Continuation Form

DP-58 Field Training Weekly Observation Report

DP-59 Field Training End of Phase Report

- DP-60 Field Training Critique
- DP-61 Field Training Request for Intensive Remedial Training
- DP-62 Field Training Remedial Training Plan
- DP-63 Field Training Termination Form
- DP-64 Instructor Bio Form
- DP-65 Model Photo Array Line-Up Instructions to Witness Form
- DP-66 Model Live Line-Up Instructions to Witness Form
- DP-67 Model Live Show-Up Instructions to Witness Form
- DP-70 Application for Cold Case Review
- DP-71 Cold Case Solvability Questionnaire
- DP-72 Incident Action Plan
- DP-73 Firearms Modification Request
- DP-74 Administrative Leave with Pay: Psychological Fitness for Duty Examination
- DP-75 Replacement Police ID Request

Michael J. Heidingsfield
Director of Police