TEXAS DEPARTMENT OF CRIMINAL JUSTICE

Request for Transfer

Correctional Officer to Correctional Officer
or
Parole Officer to Parole Officer

COs ONLY: Check one of the following: ☐ **Non-Emergency** ☐ **Emergency** (attach supporting documents)

NAME: _____ SSN: _____
Please Print: Last First MI

MAILING ADDRESS: _____
City State Zip Code

JOB TITLE: _____ UNIT/OFFICE: _____ GROUP/SALARY RATE: _____

REQUEST TRANSFER TO (Location): _____
(CO locations listed at Attachment D, PD-79; PO locations listed at Attachment E, PD-79)

UNITS/OFFICES OF PREFERENCE, if more than one unit at this location: 1) _____ 2) _____ 3) _____

Depending on TDCJ needs, you may be transferred to any unit/office within the requested location.

REASON FOR TRANSFER (if emergency): _____

DATE OF LAST TRANSFER: _____ FROM (unit/office): _____ TO (unit/office): _____

DATE OF HIRE: _____ MONTHS OF SERVICE: _____

I understand and agree to the following:

1. That I am subject to assignment at any unit/office at the requested location.
2. Upon the effective date of a promotion, lateral transfer, or voluntary demotion to another position, my request for transfer shall be canceled and my name shall be considered removed from the transfer list.
3. I may cancel this request for transfer by contacting my unit human resources representative in writing. However, if my transfer is announced: (a) it shall be canceled only with the concurrence of both the current and gaining wardens or regional parole directors; and (b) I shall be ineligible to request another transfer for six months.
4. I understand that my transfer may be delayed if the current unit's/parole office's CO/PO staffing level is significantly lower than that of the gaining unit/parole office.
5. If I am on disciplinary probation when my name reaches the top of the transfer list, I shall not be eligible for transfer until the end of my disciplinary probation period.
6. If I have received a PERS 184, Notification of Employee Hearing when my name reaches the top of the transfer list, final approval of my transfer shall be placed on hold. If I am not placed on disciplinary probation and I am still eligible for transfer, my transfer shall be approved.
7. If I desire a transfer to another location after the effective date of my transfer, I shall submit a new request for transfer in accordance with the procedures of PD-79.

_____
Employee Signature Date (mm/dd/yyyy)

NOTE TO EMPLOYEE: With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.

Instructions for the human resources representative: If this is an emergency transfer request, send this form and any support documentation via fax, hand carry or first class mail to the Employment Section, Human Resources Division.