

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE**  
**Request to Transfer from Part-Time to**  
**Full-Time Correctional Officer Status**

Name: \_\_\_\_\_ Month/Day of Birth: \_\_\_\_\_  
Please Print: Last First MI (mm/dd)

Unit of Assignment: \_\_\_\_\_

Permanent Transfer to Full-Time: I am currently a part-time CO and I am requesting a permanent transfer to a full-time CO position. If my transfer is approved and I accept a position as a full-time CO, I understand and acknowledge that my former part-time CO position may be filled, and there is no guarantee that a part-time CO position will be available in the future.

Temporary Transfer to Full-Time: I am currently a part-time CO and I am requesting a temporary transfer to a full-time CO position for a period of nine months or less. I would like to work as a full-time CO from \_\_\_\_\_ to \_\_\_\_\_.  
(MM/DD/YYYY) (MM/DD/YYYY)

If my transfer is approved and I accept a position as a full-time CO, I understand and acknowledge that I shall not be eligible to advance to a CO IV or V position. This stipulation shall apply even if I otherwise meet the eligibility criteria for a CO IV or V position. I also understand that I may transfer temporarily to a full-time CO position only once during a 12-month period.

\_\_\_\_\_  
EMPLOYEE'S 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.**

Distribution:

Original: Unit/Department Human Resources Employee File (Employment Section)

Copy: Employee