# TEXAS DEPARTMENT OF CRIMINAL JUSTICE

# Request for Transfer

## Correctional Career Position to Correctional Officer
## or
## District Parole Officer to District Parole Officer

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

NAME: _____ PAYEE ID: _____
Please Print: Last First MI

MAILING ADDRESS: _____
City State Zip Code

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

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

UNITS or 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 or office within the requested location.

REASON FOR TRANSFER (if emergency): _____

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

DATE OF HIRE: _____ MONTHS OF SERVICE: _____

**I understand and agree to the following:**

1. That I am subject to assignment at any unit or 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 will be canceled and my name will be removed from the transfer list.
3. I may cancel this request for transfer by contacting my unit or department human resources representative in writing. However, if my transfer is announced: (a) it will be canceled only with the concurrence of both the current and gaining wardens or regional parole directors; and (b) I will be ineligible to request another transfer for 12 months.
4. I understand that my transfer may be delayed if the current unit's or parole office's CO or PO staffing level is significantly lower than that of the gaining unit or parole office.
5. If I am on disciplinary probation, I will not be eligible for a lateral transfer or promotion and will be removed from the transfer list. Upon successful completion of the disciplinary probation period, I may submit a request for transfer.
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 will be placed on hold. If I am not placed on disciplinary probation and am otherwise eligible for transfer, my transfer will be consistent with this directive's approval process.
7. If I desire a transfer to another location after the effective date of my transfer, I may submit a new request for transfer in 12 months.

_____
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.

Distribution:
Original: Employment Section, Human Resources Division
Copy: Unit or Department Human Resources Employee File (Employment Section)