



Commonwealth of Virginia
Virginia Department of Criminal Justice Services
Employment Update (Form 31)

Agency must enter information into the T-REX (Training Records System) within 10 days of change of status.

Officer's Current Name: (Last, First, Middle Initial)		Social Security Number: (last four digits)	
Agency/Department:		<input type="checkbox"/> Transfer within the Virginia Department of Corrections	
Rank or Status Changed to:	Date of Rank or Status (mm/dd/year):	Name Change: (Provide former Last, First and Middle Name)	
Change Primary Function to:			
<input type="checkbox"/> Law Enforcement Officer		<input type="checkbox"/> Dispatch/Communications Officer	
<input type="checkbox"/> Jail Officer/Inmate Security		<input type="checkbox"/> DOC Corrections Officer	
<input type="checkbox"/> Court Security/Civil Process Officer		<input type="checkbox"/> Instructor Only	
Date of Function Change: mm/dd/year. _____			
For Secondary Functions: Please list any changes in secondary functions for which you will require training and certification and include start dates:			
<input type="checkbox"/> Law Enforcement Officer :(mm/dd/year)_____		<input type="checkbox"/> Dispatch/Communications Officer :(mm/dd/year)_____	
<input type="checkbox"/> Jail Officer/Inmate Security:(mm/dd/year)_____		<input type="checkbox"/> Court Security/Civil Process Officer :(mm/dd/year)_____	
Termination: Employment with the above Agency/Department has been terminated for the following reason: (include date of change mm/dd/year)			
Resigned: (mm/dd/year)_____		Deceased :(mm/dd/year)_____	
Retired: (mm/dd/year)_____		Other: (Specify) _____	
Terminated for Cause: (mm/dd/year)_____		(mm/dd/year)_____	
Attest: I CERTIFY that the above statements are true and correct to the best of my knowledge and that I am authorized to submit this information. (Print or type and Sign form.)			
Submitted by: _____		Title: _____	Date: _____
Signature: _____		Telephone : _____	

Retain a signed copy for your records as a copy may be requested by the Department of Criminal Justice Services if errors are found.