



East Texas Police Academy
Basic County Corrections Admission Checklist
APPOINTED AS A TEMPORARY JAILER BY AGENCY
LICENSED AND HIRED BY AGENCY AS A TCOLE LICENSEE

Student Name: _____ PID: _____

Location: _____ Date of Academy: _____

Sponsorship Form Completed and Notarized --- Agency: _____

TCOLE Declaration of Licensing Course Enrollment Eligibility Form

ETPA Applicant Declaration Page

TCOLE Law Enforcement Agency Checklist

Personal History Statement

Entire document completed

Notarized

DD214 Military Records

FOR ACADEMY USE ONLY	INITIAL/DATE
PACKET RECEIVED BY:	
PHS VERIFIED BY:	
ARREST DISPOSITION APPROVED BY:	
DD-214 APPROVED BY:	
A-5 SEARCH COMPLETED BY:	



BASIC COUNTY CORRECTIONS SPONSORSHIP East Texas Police Academy



Date: _____
 Sponsoring Agency: _____
 Agency Administrator : _____
 Agency Phone Number: _____
 Applicant Name (L, F, MI): _____
 Applicant SSN: _____
 Applicant PID: _____
 Applicant Phone Number: _____
 BCCC Location: _____
 BCCC Course Dates: _____

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I certify that the applicant listed on this sponsorship form is:

[] **Employed:** Exists when the agency hires and maintains employment of the student during the BCCC. The student must be employed full-time or part-time by a law enforcement agency during a monthly payroll period. This sponsorship qualifies for 100% of COG funding of tuition. If the employing agency is not a law enforcement agency, the employment situation must be discussed and written approval must be given by the respective COG Criminal Justice Coordinator or COG Executive Director in order to qualify for Employed Sponsorship status/ funding.

Employment is considered to be **full-time** if the student would be eligible for benefits as provided under T.A.C. Title 28 §26.4 (14). Employment is considered to be **part-time** if the student receives financial compensation for the services they provide to the agency on a regular or irregular basis, provided that the student provides those services and is compensated for them every calendar month while they are enrolled in the course.

If a student is registered through "Employed Sponsorship" status and he/she does not complete the course, the sponsoring agency will be billed for the course. Therefore, ETCOG/ATCOG will not be responsible for tuition payment upon the student's separation.

 Signature of Sponsoring Official Date

Sworn to me and subscribed before me, this the ____ day of _____, _____

Notary Public in and for the State of Texas Printed name of Notary Public

My commission expires: _____
 _____/_____/_____
Signature of Notary Public

Seal or Stamp

TEXAS COMMISSION ON LAW ENFORCEMENT
 6330 East Highway 290, STE., 200, Austin, Texas 78723-1035
 Phone: (512) 936-7700
www.tcole.texas.gov

Law Enforcement Agency Audit Checklist

All Licenses - Peace Officer, Jailer, Telecommunicator

Employee Name:	PID Number:
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Appointed to agency prior to 4.15.1996. Prior to this date TCOLE kept all required documentation for appointment on file in Austin; current firearms qualification is the only document required for individuals hired prior to that date.

New License §217.1	180 Days or Less Break in Service §217.7	More Than 180 Day Break in Service §217.7
<input type="checkbox"/> L-1 / L1-T (sign & notarize your copy) <input type="checkbox"/> L-2 (drug screen/ medical exam) (telecommunicators drug screen only) <input type="checkbox"/> L-3 (psych exam) <input type="checkbox"/> CCH (TCIC-NCIC) <input type="checkbox"/> DPS/FBI Fingerprint Return** <input type="checkbox"/> Proof of Citizenship (Effective 3.01.03) <input type="checkbox"/> Proof of Education - HS Diploma (accredited) or GED <input type="checkbox"/> Military Discharge (if applicable) <input type="checkbox"/> Background Investigation / Personal History Statement (Effective 1.01.12) <input type="checkbox"/> Certified Copy of Court Disposition *** <input type="checkbox"/> Proof of firearms qualification within 12 months <u>prior to</u> appointment for out of state or federal officers 217.7 appointed after 6.01.04. Does NOT apply to 1 st appointment of BPOC graduates. --- AND --- Current record of firearms qualification (once every calendar year) <u>for peace officers only.</u>	<input type="checkbox"/> L-1 / L1-T (sign & notarize your copy) <input type="checkbox"/> F-5R (required only for appointments after 9.01.05) <input type="checkbox"/> Background Investigation / Personal History Statement (Effective 1.1.12) <input type="checkbox"/> CCH (TCIC-NCIC) <input type="checkbox"/> Certified Copy of Court Disposition *** <input type="checkbox"/> Military Discharge (if applicable) <input type="checkbox"/> Firearms qualification within 12- months <u>prior to</u> appointment 217.7 (Effective 6.1.04) <p style="text-align: center;">--- AND ---</p> Current record of firearms qualification once every calendar year (PEACE OFFICERS ONLY)	<input type="checkbox"/> L-1 / L1-T (sign & notarize your copy) <input type="checkbox"/> L-2 (drug screen) <input type="checkbox"/> L-3 (psych exam) <input type="checkbox"/> CCH (TCIC-NCIC) <input type="checkbox"/> F-5R (required only for appointments after 9.01.05) <input type="checkbox"/> <i>Military Discharge</i> (if applicable) <input type="checkbox"/> DPS/FBI Fingerprint Return** <input type="checkbox"/> Background Investigation / Personal History Statement (Effective 1.01.12) <input type="checkbox"/> Certified Copy of Court Disposition *** <input type="checkbox"/> Proof of firearms qualification within 12 months <u>prior to</u> appointment for all peace officers appointed AFTER 6.01.04 217.7 --- AND --- Current record of firearms qualification (once every calendar year) <u>for peace officers only.</u>

All documentation must be in place prior to submitting the L1 appointment form. Failure to complete and document the pre-licensing requirements above is a violation of state law and may result in penalties ranging from fines (up to \$1,000 per day, per incident) to criminal charges (State Jail felony for appointment of a person with a criminal record). Texas Occupations Code 1701.507 and 1701.553.

****The use of AFIS or Live Scan machines at agencies for applicant fingerprint returns is prohibited. Fingerprints must be processed using the FAST electronic fingerprint service or a 10-print card must be mailed to DPS. To set up a FAST account, please contact DPS at 512-424-2365, choose option 6.**

*****For all charges class B and above or class C involving family violence or official duties.**

IMPORTANT: REQUIRED DOCUMENTS SHOULD BE KEPT TOGETHER IN A SECURE BUT EASILY-ACCESSIBLE FOLDER SEPARATE FROM PERSONNEL FILES AND OTHER CONFIDENTIAL MATERIAL.



East Texas Police Academy Applicant Declaration Page



WARNING: THE DECLARATIONS MADE ON THIS FORM ARE OFFICIAL STATEMENTS MADE ON A GOVERNMENTAL RECORD. KNOWINGLY MAKING A FALSE ENTRY OR OMISSION IS A CRIMINAL OFFENSE UNDER PENAL CODE §37.10.

Applicant Name: _____ **Course Applying For:** _____

A-5 Declaration:

INITIAL

I certify that I have **not** ever been dismissed from any other licensing course (BPOC, BCCC, BTOC) offered by any academy in the State of Texas, and that an A-5 has never been reported to TCOLE for my failure to complete a licensing course for any reason.

I certify that I have been previously dismissed from another licensing course (BPOC, BCCC, BTOC) offered by any academy in the State of Texas, namely the following course (List: Course, Academy Name, Date):

Military Service Declaration:

INITIAL

I certify that I have **not** ever served in any branch of the armed forces of the United States of America, nor any of their reserve or guard components.

I certify that I have served in a branch of the armed forces of the United States of America, or in one of their reserve or guard components (List: Branch, Dates of Service):

Prior Arrest Declaration:

For purposes of this question, an arrest is considered to have occurred if a person has been booked into any correctional facility or holding facility pursuant to any criminal charge of any grade, regardless of the duration of time spent in the facility or the final disposition of the charge alleged, or the person's age at the time the charge was filed; or if an information or an indictment was issued against a person alleging a criminal offense occurred. Note: court disposition paperwork is required for ALL arrests.

INITIAL

I certify that I have **not** ever been arrested.

I certify that I have been arrested (List: State, Arresting Agency, Charge, Disposition):

Prior ETPA Enrollment:

INITIAL

I certify that I have **never** attended a licensing course offered by ETPA (BPOC, BCCC, BTOC) at any time in the past.

I certify that I have attended a licensing course offered by ETPA (BPOC, BCCC, BTOC) at any time in the past. (List: Course Type, Course Location, Date):

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers to the above questions. I fully understand that any misrepresentation, omission, or falsification may deem me permanently disqualified from enrollment and may result in criminal charges being filed against me.

Print Name: _____ **Signature:** _____ **Date:** _____

Before me personally appeared _____, who stated that he/she has full knowledge of the purposes of this document and that he/she executed this document of his/her own free will and accord.

SEAL or Stamp

Signature of Notary

My Commission Expires: _____