



East Texas Police Academy
BPOC / NBPOC Admission Checklist
CURRENTLY HIRED POLICE CADET
CURRENTLY HIRED AND APPOINTED 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

DD214 Military Records

TCOLE C-1 Form Completed (If not submitted by agency)

Bacterial Meningitis Vaccine (Under the age of 22)

Personal History Statement

Entire document completed

Notarized

NOTE: Pursuant to TCOLE Rules, L-2's completed for admission to the Telecommunications Licensing Course, or those used to appoint a Telecommunicator, will not be accepted for a cadet entering the BPOC/NBPOC. Applicants with a Telecommunicator's L-2 must have a new L-2 completed prior to acceptance.

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 PEACE OFFICER 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: _____

BPOC Location: _____ Day / Night
BPOC Course Dates: _____

=====

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 BPOC. 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

Law Enforcement Agency Audit Checklist

Employee:		PID:
New Licensee	180 Days or Less Break in Service	More Than 180 Day Break in Service
<input type="checkbox"/> Personal History Statement (PHS) <input type="checkbox"/> F-5R (filled out, signed & dated) <input type="checkbox"/> National Decertification Index (NDI) <input type="checkbox"/> BCF (Required for appts on or after 1/1/22) <input type="checkbox"/> L-2 (drug screen/medical exam for PO's & Jailers. Drug screen only for telecommunicators.) <input type="checkbox"/> L-3 (psychological evaluation) <input type="checkbox"/> DPS/FBI Fingerprint Return* <input type="checkbox"/> Proof of Citizenship <input type="checkbox"/> Proof of Education <input type="checkbox"/> Military Discharge (DD-214) <input type="checkbox"/> Certified Copy of Court Disposition** <input type="checkbox"/> Official record of annual firearms qualification within the last 12 months. (Applies to Peace Officers only) <input type="checkbox"/> L-1 / L1-T (sign & notarize pages 1 & 2. Don't submit until <u>ALL</u> the required documents listed above are in place)	<input type="checkbox"/> Personal History Statement (PHS) <input type="checkbox"/> F-5R (filled out, signed & dated) <input type="checkbox"/> National Decertification Index (NDI) <input type="checkbox"/> BCF (Required on or after 1/1/22) <input type="checkbox"/> CCH (TCIC-NCIC) <input type="checkbox"/> Military Discharge (DD-214) <input type="checkbox"/> Certified copy of court disposition** <input type="checkbox"/> Official record of annual firearms qualification within the last 12 months. (For peace officers only) <input type="checkbox"/> L-1 / L1-T (sign & notarize pages 1 & 2. Don't submit until <u>ALL</u> the required documents listed above are in place)	<input type="checkbox"/> Personal History Statement (PHS) <input type="checkbox"/> F-5R (filled out, signed & dated) <input type="checkbox"/> National Decertification Index (NDI) <input type="checkbox"/> BCF (Required for appts on or after 1/1/22) <input type="checkbox"/> L-2 (drug screen - required for <u>all</u> licensees) <input type="checkbox"/> L-3 (psychological evaluation) <input type="checkbox"/> CCH (TCIC-NCIC) <input type="checkbox"/> DPS/FBI Fingerprint Return* <input type="checkbox"/> Military Discharge (DD-214) <input type="checkbox"/> Certified Copy of Court Disposition** <input type="checkbox"/> Official record of annual firearms qualification within the last 12 months. (Applies to Peace Officers only) <input type="checkbox"/> L-1 / L1-T (sign & notarize pages 1 & 2. Don't submit until <u>ALL</u> the required documents listed above are in place)

All documentation must be in place prior to submitting the L-1 form. Failure to properly complete and document all pre-appointment requirements listed above is a violation of state law punishable by fine (up to \$1,000 per day, per violation) and/or imprisonment (see TOC 1701.507 and 553).

The BCF form must be electronically submitted and approved BEFORE an L-1 form is entered in TCLEDDS. Otherwise, the L-1 form will be rejected.

*Fingerprint check requests should be submitted through F.A.S.T. for faster and more secure service, but DPS will still accept a 10-print card by mail. Use of a Live Scan fingerprinting system requires preapproval from Texas DPS. To set up a F.A.S.T. account, contact DPS at 512-424-2365, choose option 6. To validate your agency's Live Scan contact DPS at livescan@dps.texas.gov.

**A certified court disposition is required for any criminal charge listed on a CCH including class B misdemeanors and above, or any class C misdemeanor arrest, charge, indictment, or ticket stemming from a family violence incident.

ALL AUDITABLE DOCUMENTS SHOULD BE KEPT TOGETHER IN A SECURE BUT EASILY ACCESSIBLE FOLDER SEPARATE FROM PERSONNEL FILES OR OTHER UNRELATED DOCUMENTS. THE FILE MUST BE RETAINED FOR A MINIMUM OF FIVE (5) YEARS AFTER TERMINATION OF APPOINTMENT. FOR MORE INFORMATION, CONTACT YOUR REGIONAL TCOLE FIELD AGENT.



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: _____