# 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 Agend	cy:			
[ ] TCOLE Declaration of Licensing Course Enrollment Eligibility Form				
[ ] TCOLE Law Enforcement Agency Checklist				
[ ] Personal History Statement				
[ ] Entire document completed				
[ ] Notarized				
[ ] DD214 Military Records				

Rev: 04/11/2018



## Basic County Corrections Sponsorship Form

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 sp	oonsorship form is:	
[ ] <u>Employed</u> : Sponsorship exists when academy. This sponsorship qualifies for 1		employment of the student during the
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

Honesty Professionalism Integrity

### **DECLARATION OF LICENSING COURSE ENROLLMENT ELIGIBILITY**

Texas Commission on Law Enforcement (TCOLE) Rule 217.1 requires a training provider to have on file (on or before the first day of the licensing course) documented proof that the student meets all eligibility requirements for licensure. Training providers conducting licensing courses for either their own personnel or independent students (not hired by an agency) must have all required documents on file and readily available for review. Training providers conducting licensing courses for personnel from other Law Enforcement agencies may, with the advice and consent of their Advisory Board, either maintain copies of the required documents from the employing agency <u>or</u> use this declaration document as proof of compliance with Rule 217.1.

TRAINING ACADEMY:	A(	CADEMY #:		
EMPLOYING/APPOINTING AGENCY:				
TRAINEE's NAME:		PID #: [		
The above-named person (check one): $\Box$ is currently hired as a police cadet; $\Box$ is currently hired as a telecommunicator or jailer with a temporary license; $\Box$ is currently licensed and hired by this agency as a peace officer, telecommunicator or jailer and seeking an additional licensed position within this agency. Furthermore, our agency already has on file documented proof that the above-mentioned individual meets all the minimum eligibility requirements for the license being sought (must attach completed TCOLE Law Enforcement Agency Checklist).				
HIRING AGENCY ADMINISTRATOR SIGNATURE	<b>SECTION</b> (Must be completed and signe	d by the agency head or designee.)		
As head of the agency, or his/her designated representative, I am endorsing this <u>official government record</u> which certifies, subject to civil and criminal penalties, it has been completely filled out with true and correct information. I also attest that the applicant has met all the requirements for enrollment and licensure as required by Commission Rule 217.1 without exception. Our agency shall provide copies of all required eligibility documents to the enrolling academy or TCOLE representatives upon request.				
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Printed Chief Administrator's (or designee) Name & Title	Signature of Administrator (or desig	nee) Date		
State of Texas County of Sworn and subscribed before me, this the day of, 20				
Notary public in and for the State of Texas.				
My commission expires//	Notary Public's Signature	Notary stamp/seal		
APPLICANT SIGNATURE SECTION (This section m	ust be completed and signed by the trainee.)			
As the trainee, I am endorsing this official government record to certify, subject to civil and criminal penalties, that all its contents are true and correct. I also confirm that I currently meet all the requirements for enrollment as required by Commission Rule 217.1 without exception.				
Printed Applicant's Name	Signature of Applicant	Date		
State of Texas County of Sworn and	subscribed before me, this the day o	of , 20		
Swom and	day 6	···		
Notary public in and for State of Texas.  My commission expires/				
	Notary Public's Signature	Notary stamp/seal		

#### 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:		
□ <b>Appointed to agency prior to 4.15.1996</b> . 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		
□ L-1 / L1-T (sign & notarize your copy) □ L-2 (drug screen/ medical exam)     (telecommunicators drug screen only) □ L-3 (psych exam) □ CCH (TCIC-NCIC) □ DPS/FBI Fingerprint Return** □ Proof of Citizenship (Effective 3.01.03) □ Proof of Education - HS Diploma     (accredited) or GED □ Military Discharge     (if applicable) □ Background Investigation / Personal     History Statement (Effective 1.01.12) □ Certified Copy of Court Disposition *** □ Proof of firearms qualification within 12     months prior to appointment for out of     state or federal officers 217.7 appointed     after 6.01.04. Does NOT apply to 1 <sup>st</sup> appointment of BPOC graduates     AND Current record of firearms     qualification (once every calendar year)     for peace officers only.	□ L-1 / L1-T (sign & notarize your copy) □ F-5R (required only for appointments after 9.01.05) □ Background Investigation / Personal History Statement (Effective 1.1.12) □ CCH (TCIC-NCIC) □ Certified Copy of Court Disposition *** □ Military Discharge (if applicable) □ Firearms qualification within 12-months prior to appointment 217.7 (Effective 6.1.04) AND Current record of firearms qualification once every calendar year (PEACE OFFICERS ONLY)	□ L-1 / L1-T (sign & notarize your copy) □ L-2 (drug screen ) □ L-3 (psych exam) □ CCH (TCIC-NCIC) □ F-5R (required only for appointments after 9.01.05 □ Military Discharge (if applicable) □ DPS/FBI Fingerprint Return** □ Background Investigation / Personal History Statement (Effective 1.01.12) □ Certified Copy of Court Disposition *** □ Proof of firearms qualification within 12 months prior to appointment for all peace officers appointed AFTER 6.01.04 217.7 AND Current record of firearms qualification (once every calendar year) for peace officers only.		

All documentation must be in place <u>prior to</u> 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.