# Law Enforcement Academy



Information Packet *for* Sponsored Cadets



Applicant Name:\_

# Law Enforcement Academy

Certification in Basic Law Enforcement

ALVIN COMMUNITY COLLEGE

Application Period: August & February each year Program Start: January & July each year

## **Start Here**

Sponsored cadets that are new to ACC must go to **www.goapplytexas.org** to complete the college application.

## Agency

Send the following for each sponsored cadet to *criminaljustice@alvincollege.edu*:

- □ Sponsorship letter (example attached)
- □ TCOLE Agency Checklist
- DOLCEE Form (Academy Number: LE-511270)

## **Sponsored Cadet**

- □ Apply for ACC at *www.goapplytexas.org*
- □ Read Academy Rules and Regulations
- □ Attend Orientation on January 4, 2023 at 9:00am

## **Important Dates**

- Sponsorded Cadets Application Deadline: January 4, 2023
- Orientation: January 4, 2023
- Payment Deadline: January 10, 2023
- Classes begin: January 17, 2023

**Questions?** If you have questions or need assistance with the application process, call 281.756.5625

or email criminaljustice@alvincollege.edu.

For more information, visit: https://www.alvincollege.edu/criminal-justice/law-enforcement-academy.html

Admission steps are subject to change at any time. Please visit http://www.alvincollege.edu/admissions/getting-started-first-time-students.html for the most up-to-date information. (Agency Letterhead)

Date

Law Enforcement Academy Program Director Alvin Community College 3110 Mustang Road Alvin, Texas 77511

To whom it may concern,

The	(Agency) will be sending the following employee to the _	(Academy
Start Date) Alvin Comm	unity College Law Enforcement Academy:	

Name: SS#: DOB: TDL: Phone: PID:

The Police Cadet applicant has completed the hiring process for the \_\_\_\_\_\_ (Agency), to include:

- Criminal Background Check
- Driving History
- Polygraph
- Proof of Education
- Drug Screen
- Medical Screen
- Proof of Citizenship

The	(Agency) is sponsoring	this cadet and will be responsible for	costs associated with the
Academy. F	Please contact	(Contact Name) at	(Phone) or email
	(Email) to request addi	tional information.	

Sincerely,

#### 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 I	Name:
------------	-------

PID Number:

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	
<ul> <li>L-1 / L1-T (sign &amp; notarize page 1 &amp; 2)</li> <li>F5R (required only for appointments after 9.01.05, if the applicant had another license type – peace officer, jailer, TCO)</li> <li>L-2 (drug screen/ medical exam) (Telecommunicators- drug screen only)</li> <li>L-3 (psychological evaluation)</li> <li>CCH (TCIC-NCIC)</li> <li>DPS/FBI Fingerprint Return**</li> <li>Proof of Citizenship (Effective 3.01.03)</li> <li>Proof of Education - HS Diploma (accredited) or GED</li> <li>Military Discharge (if applicable)</li> <li>Personal History Statement (Effective 1.01.12)</li> <li>Certified Copy of Court Disposition ***</li> <li>For peace officers only- Current record of firearms qualification (once per calendar year). Does NOT apply to 1<sup>st</sup> appointment of BPOC graduates.</li> </ul>	<ul> <li>L-1 / L1-T (sign &amp; notarize page one only)</li> <li>F-5R (required only for appointments after 9.01.05)</li> <li>CCH (TCIC-NCIC)</li> <li>Certified Copy of Court Disposition ***</li> <li>Military Discharge (if applicable)</li> <li>Personal History Statement (Effective 1.1.12)</li> <li>For peace officers only- current record of firearms qualification (once per calendar year).</li> </ul>	<ul> <li>L-1 / L1-T (sign &amp; notarize page 1 &amp; 2)</li> <li>L-2 (drug screen )</li> <li>L-3 (psychological evaluation)</li> <li>F-5R (required only for appointments after 9.01.05)</li> <li>CCH (TCIC-NCIC)</li> <li>DPS/FBI Fingerprint Return**</li> <li>Military Discharge (if applicable)</li> <li>Personal History Statement (Effective 1.01.12)</li> <li>Certified Copy of Court Disposition ***</li> <li>For peace officers only- current record of firearms qualification (once per calendar year).</li> </ul>	

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.

\*\*Fingerprint returns can be obtained by: a) mailing a 10-print applicant card to DPS, b) using the F.A.S.T. electronic fingerprint service, c) using an agency's Live Scan provided it has been validated/approved by DPS for applicant processing. To set up a F.A.S.T. account, please contact DPS at 512-424-2365, choose option 6. To validate your agency's Live Scan contact DPS at <u>livescan@dps.texas.gov</u>.

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

*IMPORTANT: TCOLE REQUIRED DOCUMENTS SHOULD BE KEPT TOGETHER IN A SECURE BUT EASILY-ACCESSIBLE FOLDER <u>SEPARATE</u> FROM PERSONNEL FILES AND OTHER DOCUMENTS.* 

---CONTACT YOUR TCOLE FIELD AGENT IF YOU NEED MORE INFORMATION----

# **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:	ACADEMY #:
EMPLOYING/APPOINTING AGENCY:	
TRAINEE'S NAME:	PID #:

The above-named person (check one):  $\square$  *is currently hired* as a police cadet;  $\square$  *is currently hired* as a jailer cadet;  $\square$  *is currently hired* as a telecommunicator or jailer, and 1) has a temporary license, or 2) does not have a temporary license solely due to Occupations Code 1701.310(b)  $\square$  *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 SECTION (Must be completed and signed 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.

Printed Chief Administrator's (or designee) N	lame & Title	Signature of Administrator (or des	signee) Date
State of Texas County of	Sworn and sub	oscribed before me, this the day	y of, 20
Notary public in and for the State of Tex My commission expires//	as	Notary Public's Signature	Notary stamp/seal

APPLICANT SIGNATURE SECTION (This section must 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 of	, 20
Notary public in and for State of Texas. My commission expires//		Notary stamp/seal