

**Law Enforcement Agency Audit Checklist**

**All Licenses - Peace Officer, Jailer, Telecommunicator**

Employee Name:		PID Number:
<input type="checkbox"/> <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
<input type="checkbox"/> L-1 / L1-T (sign & notarize page 1 & 2)  <input type="checkbox"/> F5R (required only for appointments after 9.01.05, if the applicant had another license type – peace officer, jailer, TCO)  <input type="checkbox"/> L-2 (drug screen/ medical exam) (Telecommunicators- drug screen only)  <input type="checkbox"/> L-3 (psychological evaluation)  <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"/> Personal History Statement (Effective 1.01.12)  <input type="checkbox"/> Certified Copy of Court Disposition ***  <input type="checkbox"/> 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.	<input type="checkbox"/> L-1 / L1-T (sign & notarize page one only)  <input type="checkbox"/> F-5R (required only for appointments after 9.01.05)  <input type="checkbox"/> CCH (TCIC-NCIC)  <input type="checkbox"/> Certified Copy of Court Disposition ***  <input type="checkbox"/> Military Discharge (if applicable)  <input type="checkbox"/> Personal History Statement (Effective 1.1.12)  <input type="checkbox"/> For peace officers only- current record of firearms qualification (once per calendar year).	<input type="checkbox"/> L-1 / L1-T (sign & notarize page 1 & 2)  <input type="checkbox"/> L-2 (drug screen )  <input type="checkbox"/> L-3 (psychological evaluation)  <input type="checkbox"/> F-5R (required only for appointments after 9.01.05)  <input type="checkbox"/> CCH (TCIC-NCIC)  <input type="checkbox"/> DPS/FBI Fingerprint Return**  <input type="checkbox"/> Military Discharge (if applicable)  <input type="checkbox"/> Personal History Statement (Effective 1.01.12)  <input type="checkbox"/> Certified Copy of Court Disposition ***  <input type="checkbox"/> For peace officers only- current record of firearms qualification (once per calendar year).

**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.**

**\*\*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 [livescan@dps.texas.gov](mailto:livescan@dps.texas.gov).**

**\*\*\*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 SEPARATE 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 or use this declaration document as proof of compliance with Rule 217.1.

TRAINING ACADEMY: Gus George LEA ACADEMY #: 157100

EMPLOYING/APPOINTING AGENCY: \_\_\_\_\_

TRAINEE's NAME: \_\_\_\_\_ PID #: \_\_\_\_\_

The above-named person (check one):  is currently hired as a police cadet;  is currently hired as a jailer cadet;  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).  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 official government record 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) Name & Title

\_\_\_\_\_  
Signature of Administrator (or designee)

\_\_\_\_\_  
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 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 Public's Signature

\_\_\_\_\_  
Notary stamp/seal