

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
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 *** <u>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 1st appointment of BPOC graduates. --- AND --- Current record of firearms qualification (once every calendar year) for peace officers only.</u>	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) <i>Military Discharge</i> (if applicable) DPS/FBI Fingerprint Return** Background Investigation / Personal History Statement (Effective 1.01.12) Certified Copy of Court Disposition *** <u>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.</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.