

THE BACKGROUND CONFIRMATION FORM (BCF) AND TCOLE SECURE SHARE (TSS) FREQUENTLY ASKED QUESTIONS

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BACKGROUND CONFIRMATION FORM

Do I need to turn in the BCF if there are no previous law enforcement agencies this applicant worked for?

Yes, this form is required for all applicants who have passed the background process and the L1/L1T is ready to be submitted for licensing.

Do we turn in the BCF if we decide to not hire this applicant?

No, there is no need to submit the BCF if you are not going to hire the applicant. This form is intended to be turned in prior to the L1/L1T.

Is this for peace officers only or does this need to be sent for jailers and telecommunicators?

This form is for everyone who will be licensed through TCOLE on or after Jan. 1, 2022, which includes jailers and telecommunicators.

As the background investigator for my department, can I submit the BCF without my Chief Administrator's signature?

This form will not be accepted unless the chief or their designee has signed it.

Is the agency performing the preemployment background investigation required to send every agency the applicant has worked for listed in the F5R a BCF?

To clarify, you will need to submit one BCF listing all former agencies. All former agencies are expected to be contacted as part of the background investigation process along with viewing the personnel file of the applicant at those agencies.

This agency often hires officers that are directly leaving another department, so they are already licensed. Is the BCF required if the appointment of a license is not the issue?

A BCF is required for all appointments starting after Jan. 1, 2022.

How do you submit the BCF?

The BCF will need to be emailed to seureshare@tcole.texas.gov once complete until further notice.

Do I need to submit a BCF if I'm hiring a jailer from my facility that recently graduated from cadet school and has only worked for us?

If the jailer is currently appointed at your agency and you are just adding a peace officer license, then no, a BCF is not required if there was no break in service from the jailer appointment to the peace officer appointment. If the jailer resigned as a jailer to go to cadet school, then yes a BCF is required.

Do I still need to do an F5-R?

Yes, you must complete both the F5-R and the BCF and keep both on file. You do need to send a copy of the BCF to TCOLE, however you do not need to send a copy of the F5-R

What is the correct timeline to submit the BCF?

The BCF needs to be submitted after the background investigator approves the background and at most 30 days before the L1/L1-T is to be submitted.

At the bottom of the form that requires a signature, is an electronic signature allowed?

If your agency has an application for creating/authoring electronic signatures (such as Adobe Sign, DocuSign, etc...), then yes you can sign electronically.

TCOLE SECURE SHARE

How do I request the personnel file from a former department electronically?

You will create an account using the TCOLE Secure Share (TSS) system. The system will be available starting March 1, 2022. The TSS system will be a web portal that will allow a background investigator to enter a request for background information. The responding agency will be notified of the request and must fulfil the request within 10 calendar days. The background investigator will have 14 calendar days to view the uploaded documents.

Do I have to use TSS?

If you are a background investigator doing a background investigation, you are required to view the personnel file of the applicant during the background process. You can either choose to view the personnel file in person OR using TSS.

If you are at an agency the applicant worked for and the background investigator wants to use TSS instead of going in person, you are required to accommodate the TSS request.

What if I'm a background investigator and start viewing the uploaded personnel file and then get called away? Can someone else view them too or do they need to be re-requested?

You can contact TCOLE and we can re-assign it to someone else within your agency.

Do the documents need to be submitted in PDF form?

Yes, currently we are working solely with PDFs.

How do I view documents if they expire?

Reach out to the agency again to let them know the uploaded personnel file has expired and you will be requesting for them to upload it again. You will need to submit a new request.

An agency requested the personnel file of a former employee; before we could upload the DOCUMENTS, we were notified the applicant withdrew their application. What do we do?

A letter, on agency letterhead, stating the circumstances will need to be uploaded in place of the personnel file.

We no longer have the personnel file for the applicant. What do we do?

A letter, on agency letterhead, stating why the personnel file is no longer available and signed by the agency's chief administrator/their designee will need to be uploaded.

The background provider uploaded a letter stating there was no personnel file to be uploaded. Do I print this out for my records?

No, this letter does not need to be on file. The background investigators written report will need to mention that they reached out to the former agency and that the agency had no responding documentation to provide. That report is their proof of due diligence.