



FOR FILE UPLOADERS

OTRR

OpenText Records Repository

File type color key

- TCOLE in-house records
- Personnel File (a file)
- Department File (g file)
- Agency credentialing file ("TCOLE file")

AGENCY

Submitted to TCOLE as required

- L2 failure (within 30 days of failure)
- L3 failure (within 30 days of failure)
- FFDE **FINAL** failure (within 30 days of final determination)
- Drug screen **FINAL** failure (within 30 days of final determination)
- Authorization of Release of Information (As files are needed)

Agency email to: fitforduty@tcole.texas.gov
Agency OTRR upload

TCOLE Service Records

(life of licensee plus)

TCOLE

Uploaded for 90 days on background request

- TCOLE investigative reports
- Non-jurisdictional complaints
- Out of State (OOS) and military records
- TCLEDDS notes

TCOLE Records Team upload

Secure Share Transfer Portal

(stored for 60 days)

AGENCY

Submitted to TCOLE within 30 days of separation

- Commendations and awards
- Final disciplinary actions* and any response
- Periodic performance evaluations and response
- Misconduct investigation reports (MIRs)

Agency OTRR upload

Confidential Statewide Employment Database

(life of licensee plus)

AGENCY

- Commendations and awards
- Final disciplinary actions* and any response
- Periodic performance evaluations and response
- Misconduct investigation reports (MIRs)
- L2/L3 failure, FFDE or drug screen failure, any retests
- Training records, such as: FTO evaluations, probationary officer documentation, remedial training, course certificates
- Hiring records, such as: Job applications, background investigation report, interview notes, polygraph results, L2/L3 reports
- Internal Affairs records, such as: Complaints and investigations, informal discipline, reprimands, counseling, corrective training
- HR employment records, such as: Promotions and demotions, change in pay or assignment, performance improvement plans
- Credentialing file, such as: Personal History Statement (PHS), L1/L2/L3, F5R, NDI, court documents, firearms quals
- Do not share CCH/fingerprint returns or proof of citizenship

Agency OTRR upload

Uploaded on request of other agency background investigators

* Final disciplinary actions are for suspensions, demotions, and terminations, and should identify the allegations, the investigative findings, the disposition of each allegation, and the discipline imposed.

Agencies may not withhold these type of records based on non-disclosure agreements (NDAs) if they receive a signed Authorization for Release of Information.



BACKGROUND INVESTIGATORS

F5R Inquiry to TCOLE

TCOLE records returned:
Personal Status Report (PSR), F5R return including history of F5R inquiries, and Background Confirmation Form (BCF)

OTRR Inquiry

OTRR Records returned and reviewed

OTRR

Open Text Records Repository
(viewable for 14 days)

Complete BCF and L1 and submit to TCOLE

Confidential Statewide Employment Database

Secure Share Transfer Portal

Can be used to manually request records from academies and agencies

May contain Secure Share type records for deactivated agencies

TCOLE Service Records

