

# TEXAS COMMISSION ON LAW ENFORCEMENT

## Law Enforcement Agency Audit Checklist

|   |  |   |
|---|--|---|
| Employee:   | PID:   |   |
| <b>New Licensee</b>   | <b>180 Days or Less Break in Service</b>   | <b>More Than 180 Day Break in Service</b>   |
| <input type="checkbox"/> Personal History Statement ( <b>PHS</b> )<br><input type="checkbox"/> F-5R (filled out, signed & dated)<br><input type="checkbox"/> <b>BCF</b> (Required for appts on or after 1/1/22)<br><input type="checkbox"/> L-2 (drug screen/medical exam for PO's & Jailers. Drug screen only for telecommunicators.)<br><input type="checkbox"/> L-3 (psychological evaluation)<br><input type="checkbox"/> CCH (TCIC-NCIC)<br><input type="checkbox"/> DPS/FBI Fingerprint Return*<br><input type="checkbox"/> Proof of Citizenship<br><input type="checkbox"/> Proof of Education<br><input type="checkbox"/> Military Discharge (DD-214)<br><input type="checkbox"/> Certified Copy of Court Disposition **<br><input type="checkbox"/> Official record of annual firearms qualification within the last 12 months. (Applies to Peace Officers only)<br><input type="checkbox"/> L-1 / L1-T (sign & notarize pages 1 & 2. Do not submit until ALL required docs listed above are in place) | <input type="checkbox"/> Personal History Statement ( <b>PHS</b> )<br><input type="checkbox"/> F-5R (filled out, signed & dated)<br><input type="checkbox"/> <b>BCF</b> (Required on or after 1/1/22)<br><input type="checkbox"/> CCH (TCIC-NCIC)<br><input type="checkbox"/> Military Discharge (DD-214)<br><input type="checkbox"/> Certified copy of court disposition **<br><input type="checkbox"/> Official record of annual firearms qualification within the last 12 months. (Peace Officers only)<br><input type="checkbox"/> L-1 / L1-T (sign & notarize pages 1 & 2. Do not submit until ALL the required docs listed above are in place) | <input type="checkbox"/> Personal History Statement ( <b>PHS</b> )<br><input type="checkbox"/> F-5R (filled out, signed & dated)<br><input type="checkbox"/> <b>BCF</b> (Required for appts on or after 1/1/22)<br><input type="checkbox"/> L-2 (drug screen for <u>all</u> licensees)<br><input type="checkbox"/> L-3 (psychological evaluation)<br><input type="checkbox"/> CCH (TCIC-NCIC)<br><input type="checkbox"/> DPS/FBI Fingerprint Return*<br><input type="checkbox"/> Military Discharge (DD-214)<br><input type="checkbox"/> Certified Copy of Court Disposition **<br><input type="checkbox"/> Official record of annual firearms qualification within the last 12 months. (Applies to Peace Officers only)<br><input type="checkbox"/> L-1 / L1-T (sign & notarize pages 1 & 2. Do not submit until ALL required docs listed above are in place) |

All documentation must be in place prior to submitting the L-1 form. Failure to properly complete and document all pre-appointment requirements listed above is a violation of state law punishable by fine (up to \$1,000 per day, per violation) and/or imprisonment (see TOC 1701.507 and 553).

The BCF form must be electronically submitted and approved BEFORE an L-1 form is entered in TCLEDDS. Otherwise, the L-1 form will be rejected.

\*Fingerprint check requests should be submitted through F.A.S.T. for faster and more secure service, but DPS will still accept a 10-print card by mail. Use of a Live Scan fingerprinting system requires preapproval from Texas DPS. To set up a F.A.S.T. account, 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).

\*\*A certified court disposition is required for any criminal charge listed on a CCH including class B misdemeanors and above, or any class C misdemeanor arrest, charge, indictment, or ticket stemming from a family violence incident.

ALL AUDITABLE DOCUMENTS SHOULD BE KEPT TOGETHER IN A SECURE BUT EASILY ACCESSIBLE FOLDER SEPARATE FROM PERSONNEL FILES OR OTHER UNRELATED DOCUMENTS. TCOLE FILE MUST BE RETAINED FOR A MINIMUM OF FIVE (5) YEARS AFTER TERMINATION OF APPOINTMENT. FOR MORE INFORMATION, CONTACT YOUR TCOLE FIELD AGENT.