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TEXAS COMMISSION ON LAW ENFORCEMENT

Technical Assistance Bulletin

To: All Texas Law Enforcement Agencies/Contract Training Providers/Licensees
From: Kenny Merchant/Director, Credentialing and Field Services
Regarding: **Appointing a Licensee**
Date: April 9, 2019

Appointing a licensee to a law enforcement agency is a relatively simple task, but must be done properly, or the appointing agency and agency head risk administrative penalties, criminal charges, and significant liability. To properly appoint a licensee, follow these basic steps:

1. Insure that the licensee is appointable- the licensee must have a currently active license (or be eligible for a new license under Rule 217.1) and not have any pending actions that would prevent being appointed (for example- pending criminal charges).
2. Obtain a "Law Enforcement Agency Checklist"
(<http://www.tcole.texas.gov/sites/default/files/FormsAppsPubs/AGF%2003.001%20Law%20Enforcement%20Agency%20Audit%20Checklist%204.30.2018.pdf>) from the TCOLE website and determine which category the appointee falls under:
 - a. New Licensee- the appointee has never before been appointed to a license of the type being sought.
 - b. 180 Days or Less Break in Service- the appointee has an active license of the type being sought and has been separated from the last appointing agency for 180 days or less.
 - c. More Than 180 Days Break in Service- the appointee has an active license of the type being sought and has been separated from the last appointing agency for more than 180 days.
3. Complete all documents/requirements listed in the appropriate category on the Checklist, insuring eligibility under each item.
4. Submit an Appointment Application (L1 for Peace Officer or Jailers or L1T for Telecommunicators) to TCOLE. For a previous licensee, the application must be submitted within 7 days of the appointment. As the previous licensee already has a license, they can begin working in that capacity as soon as they are appointed. For a new licensee, the license has not yet been issued. The agency must wait for the application to be approved (and license issued) before the appointee may begin working in that capacity.
5. Maintain the Checklist, and all documentation required on the Checklist, for a period of 5 years after the licensee has separated from the agency. Such documents must be provided to TCOLE, at any time it is requested, to verify the eligibility of the licensee.
6. Determine the training needs of the licensee- For those who have already completed their basic licensing course and passed the State Exam, consult the Licensee Training Mandate sheet to prepare for any follow up training needs
(<http://www.tcole.texas.gov/sites/default/files/documents/LTM%2001.005%20Licensee%20Training%20Mandates%2011.15.2018.pdf>). For those who have not completed the basic licensing course and passed the State Exam (Temporary Jailers and Temporary Telecommunicators), determine the courses required for Exam Endorsement and complete within 1 year of being licensed.
7. Consult your Field Service Agent or TCOLE Credentialing staff for any questions or issues in the appointment process.