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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: **License Expansion (or adding an additional License to an existing Licensee)**
Date: June 5, 2019

For a number of years the Commission Executive Director has allowed a process called "License Expansion." In short, this refers to adding an additional Commission License to a continuously appointed and current licensee. For example- appointing a currently licensed and appointed Jailer as a new Telecommunicator, within the same agency. This policy allows the appointing agency to forego repeating all of the steps of appointment that have already occurred and would be redundant. This should prove to be a substantial cost and time savings to the appointing agency. In the above scenario, the appointing agency would not be required to again complete:

1. L2/L3
2. CCH and/or Fingerprint Submission/Return
3. F5R
4. Background Investigation/Personal History Statement

Only the new L1 or L1T Appointment Document would need to be completed. This holds true even if the original appointment at the agency did not require a new L2/3 or fingerprints. For example: a licensee who was previously appointed at another agency is appointed as a Peace Officer, with less than 180 days break in service, at your agency. Your agency completes all of the documentation necessary for a "Less Than 180 Day Separation" (according to the Law Enforcement Agency Checklist from our website). Your agency then decides to add a Jailer License. None of the 4 above documents must be completed again, for the Jailer License. This is true even of the L2/L3 that weren't completed for the current Peace Officer appointment.

There are a couple of things to pay close attention to. First, this is only allowed to add a license within the same agency- a Peace Officer at one agency may not go to another agency and be licensed as a Jailer/Telecommunicator and this policy applied. Second, employment has to be continuous- a former jailer at an agency cannot separate, then come back as a Telecommunicator and apply this policy. And, third, an academy is free to set a higher standard than is required by the Commission. This means that an academy may still require you to complete an L2/L3, even if the Commission does not.

As always, the Commission encourages agencies to do more than is required, such as getting copies of old L2/L3's if new ones are not completed, running new fingerprint checks, etc., as a way to protect the agency from liability. Do not rely on a previous agency to have done things correctly in the original appointment process- verify it yourself.