

# Law Enforcement Academy



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## Application



**Your College**  **Right Now**

Applicant Name: \_\_\_\_\_

# Law Enforcement Academy

## Certification in Basic Law Enforcement



ALVIN COMMUNITY COLLEGE

Your College **Right Now**

**Application Period:** August & February each year

**Program Start:** January & June each year

### Start Here

If you are new to ACC, go to [www.goapplytexas.org](http://www.goapplytexas.org) to complete the college application.

### Admission Requirements

To be eligible for the Law Enforcement Academy, applicants must:

- Be a high school graduate or hold a GED
- Be a U.S. citizen
- Be 21 years of age at time of completion of course
- Be honorably discharged from military (if applicable)

Applicants are considered **ineligible** per TCOLE Rule 217.1 if applicant has any of the following:

- Prior conviction for Felony Offense (no statute of limitation)
- Prior conviction for Class A Misdemeanor (no statute of limitation)
- Prior conviction of Class B Misdemeanor (within 10 years)
- Prior conviction of any offense of Family Violence (no statute of limitation)
- Open warrants, Class C Misdemeanor or above
- Texas Drivers License currently under Suspension, Revocation, or Cancellation

### Step 1: Apply

- Download and complete the Application Packet
- Download and complete the Personal History Statement
- Read Academy Rules and Regulations

Bring your application to S108 with the following original documents:

- Drivers License
- Birth Certificate
- Social Security Card
- High School Diploma (or transcript with graduation date, or GED)
- DD-214 (if applicant was in military)
- Fingerprint Receipt (instructions attached)
- Driving Record (Instructions attached)
- Proof of Liability Insurance

### Step 2:

- Attend mandatory Applicant Meeting on March 5, 2024 at 9:00am
- Receive Conditional Acceptance Notification via email April 5, 2024 and reply with intent to enroll

### Once Accepted:

- Complete TCOLE L-2 & L-3 Declarations
- Purchase prescribed Academy uniform
- Attend mandatory Orientation on April 29, 2024

**Questions?** If you have questions or need assistance with the application process, call 281.756.5625 or email [criminaljustice@alvincollege.edu](mailto:criminaljustice@alvincollege.edu).

**For more information, visit:** <https://www.alvincollege.edu/criminal-justice/law-enforcement-academy.html>

Admission steps are subject to change at any time.

Please visit <http://www.alvincollege.edu/admissions/getting-started-first-time-students.html> for the most up-to-date information.

*Alvin Community College is an Equal Opportunity Institution. If you have a disability and need assistance or require special accommodations contact the Office of Student Accessibility Services at 281.756.3533 or [sas@alvincollege.edu](mailto:sas@alvincollege.edu).*



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## APPLICANT CONTACT INFORMATION

**Name:** \_\_\_\_\_  
                                              **Last**                                              **First**                                              **Middle Initial**

**Social Security Number** \_\_\_\_\_ **D.O.B.** \_\_\_\_\_ **D.L. #** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_



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## EXAM STANDARDS & ACADEMY RULES & REGULATIONS MANUAL

My signature below verifies that I have been advised of the current Academy academic standards that are employed by the Alvin Community College Law Enforcement Academy and have been issued a copy of the current Academy Rules and Regulations. I agree to read the Rules issued to me, become familiar with those rules and agree to abide by those rules. I have additionally been advised of the minimum passing requirements for the Academy exams, with 80% being the minimum, with anything below that mark being considered as a failing grade. I further understand that I may only accumulate a total of three failed exams during the Academy, with probable termination on the failure of a fourth exam.

After having been advised of the exam requirements and issued a copy of the current Academy Rules and Regulations, I state that I fully understand all as told to me and do wish to go forward with the application process for entry into the Alvin Community College Law Enforcement Academy.

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Applicant Printed Name

Date

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Applicant Signature



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## CRIMINAL JUSTICE FERPA RELEASE FORM

\_\_\_\_\_  
Student Name

Alvin Community College is required to follow the guidelines set forth in the Family Educational Rights and Privacy Act (FERPA). This act mandates that we safeguard and maintain the privacy and confidentiality of all student records. If you have a person or organization to whom you want non-directory information released you must complete this form. In the event you wish to cancel this release, you must do so in writing with the Registrar’s Office. Alvin Community College will not be responsible for disclosure of information made before written cancellation is received by the Registrar’s Office.

By completing the list and signing below, you give Alvin Community College permission to discuss your student records with someone other than yourself AND GIVE UP YOUR PROTECTION TO PRIVACY PROVIDED BY STATE AND FEDERAL LAW. **This release is not required as a condition of your enrollment at Alvin Community College.**

**I hereby authorize Alvin Community College, Registrar’s Office, the staff in the Criminal Justice Department and other pertinent college officials to release non-directory information about me to the person(s) and entity(s) listed below with the conditions as stated:**

The release of any information whatsoever known to or in possession of officials at Alvin Community College (which includes the Criminal Justice Department staff) may be made to any properly identified person of a Law Enforcement or Criminal Justice Agency who announces that the agency is conducting a pre-employment Investigation / background check or to any agency or entity who pays for or sponsors a student.

Below is an in-exhaustive list of “non-directory” information allowed for disclosure:

- Attendance
- Grade
- Instructor’s or staff ratings/observations
- Extracurricular Activities/Projects
- Scores on placement test(s)
- Official/unofficial Transcripts
- Skills exercise results

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_



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## FIREARM PROHIBITION FOR DOMESTIC VIOLENCE CONVICTIONS TAKES EFFECT

The Bureau of Alcohol, Tobacco and Firearms (ATF) issued an open letter to all state and local law enforcement officials regarding an aspect of the recently enacted Omnibus Consolidated Appropriations Act of 1997 which amended the Gun Control Act of 1968 (GCA) to make it unlawful for any person convicted of a “misdemeanor crime of domestic violence” to ship, transport, possess, or receive firearms or ammunition. This new prohibition applies to law enforcement officers.

A “misdemeanor crime of domestic violence” means any misdemeanor offense (e.g., simple assault, assault and battery) that has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent or guardian, or by a person similarly situated to a spouse, parent or guardian of the victim. This definition applies whether or not the State statute or local ordinance specifically defines the offense as a domestic violence misdemeanor. Moreover, the prohibition applies to persons convicted of such misdemeanors at any time, even if the conviction occurred prior to the new law’s effective date, September 30, 1996. However, a conviction would not be disabling if a person has had his or her civil rights restored and the person is not otherwise prohibited from possessing firearms or ammunitions.

In addition, the Act amended the GCA so that employees of government agencies, including law enforcement officers, who have been convicted of qualifying misdemeanors would not be exempt from this new disability with respect to their receipt or possession of firearms or ammunition, including possession related to their official duties.

If you have any questions concerning these new provisions, contact your local ATF office or the Firearms and Explosive Regulatory Division at 202-927-8300.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



## TCOLE RULE 217.1

- (a) In order for an individual to enroll in any basic licensing course the provider must have on file documentation, acceptable to the Commission, that the individual meets eligibility for licensure.
- (b) The commission shall issue a license to an applicant who meets the following standards:
- (1) minimum age requirement:
    - (A) for peace officers and public security officers, is 21 years of age; or 18 years of age if the applicant has received:
      - (i) an associate's degree; or 60 semester hours of credit from an accredited college or university; or
      - (ii) has received an honorable discharge from the armed forces of the United States after at least two years of active service;
    - (B) for jailers and telecommunicators is 18 years of age;
  - (2) minimum educational requirements:
    - (A) has passed a general educational development (GED) test indicating high school graduation level;
    - (B) holds a high school diploma; or
    - (C) for enrollment purposes in a basic peace officer academy only, has an honorable discharge from the armed forces of the United States after at least 24 months of active duty service.
  - (3) is fingerprinted and is subjected to a search of local, state and U.S. national records and fingerprint files to disclose any criminal record;
  - (4) has never been on court-ordered community supervision or probation for any criminal offense above the grade of Class B misdemeanor or a Class B misdemeanor within the last ten years from the date of the court order;
  - (5) is not currently charged with any criminal offense for which conviction would be a bar to licensure;
  - (6) has never been convicted of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years;
  - (7) has never been convicted or placed on community supervision in any court of an offense involving family violence as defined under Chapter 71, Texas Family Code;
  - (8) for peace officers, is not prohibited by state or federal law from operating a motor vehicle;
  - (9) for peace officers, is not prohibited by state or federal law from possessing firearms or ammunition;
  - (10) has been subjected to a background investigation completed by the enrolling or appointing entity into the applicant's personal history. A background investigation shall include, at a minimum, the following:
    - (A) An enrolling entity shall:



- (i) require completion of the Commission-approved personal history statement;
  - (ii) verify that the applicant meets each individual requirement for licensure under this rule based on the personal history statement and any other information known to the enrolling entity; and
  - (iii) contact all previous enrolling entities.
- (B) In addition to subparagraph (A) of this paragraph, a law enforcement agency or law enforcement agency academy shall:
- (i) require completion of a personal history statement that meets or exceeds the Commission-approved personal history statement;
  - (ii) contact at least three personal references;
  - (iii) contact all employers for at least the last ten years, if applicable;
  - (iv) contact the chief administrator or the chief administrator's designee at each of the applicant's previous law enforcement employers; and
  - (v) complete criminal history and driving records checks.
- (11) examined by a physician, selected by the appointing or employing agency, who is licensed by the Texas Medical Board. The physician must be familiar with the duties appropriate to the type of license sought and appointment to be made. The appointee must be declared by that professional, on a form prescribed by the commission, within 180 days before the date of appointment by the agency to be:
- (A) physically sound and free from any defect which may adversely affect the performance of duty appropriate to the type of license sought;
  - (B) show no trace of drug dependency or illegal drug use after a blood test or other medical test; and
  - (C) for the purpose of meeting the requirements for initial licensure, an individual's satisfactory medical exam that is conducted as a requirement of a basic licensing course may remain valid for 180 days from the individual's date of graduation from that academy, if accepted by the appointing agency;
- (12) examined by a psychologist, selected by the appointing, employing agency, or the academy, who is licensed by the Texas State Board of Examiners of Psychologists. This examination may also be conducted by a psychiatrist licensed by the Texas Medical Board. The psychologist or psychiatrist must be familiar with the duties appropriate to the type of license sought. The individual must be declared by that professional, on a form prescribed by the commission, to be in satisfactory psychological and emotional health to serve as the type of officer for which the license is sought. The examination must be conducted pursuant to professionally recognized standards and methods. The examination process must consist of a review of a job description for the position sought; review of any personal history statements; review of any background documents; at least two instruments, one which measures personality traits and one which measures psychopathology; and a face to face interview conducted after the instruments have been scored. The appointee must be declared by that professional, on a form prescribed by the commission, within 180 days before the date of the appointment by the agency;





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(A) the commission may allow for exceptional circumstances where a licensed physician performs the evaluation of psychological and emotional health. This requires the appointing agency to request in writing and receive approval from the commission, prior to the evaluation being completed; or

(B) the examination may be conducted by qualified persons identified by Texas Occupations Code §501.004. This requires the appointing agency to request in writing and receive approval from the commission, prior to the evaluation being completed; and

(C) for the purpose of meeting the requirements for initial licensure, an individual's satisfactory psychological exam that is conducted as a requirement of a basic licensing course may remain valid for 180 days from the individual's date of graduation from that academy, if accepted by the appointing agency;

(13) has never received a dishonorable discharge;

(14) has not had a commission license denied by final order or revoked;

(15) is not currently on suspension, or does not have a surrender of license currently in effect;

(16) meets the minimum training standards and passes the commission licensing examination for each license sought;

(17) is a U.S. citizen.

(c) For the purposes of this section, the commission will construe any court-ordered community supervision, probation or conviction for a criminal offense to be its closest equivalent under the Texas Penal Code classification of offenses if the offense arose from:

(1) another penal provision of Texas law; or

(2) a penal provision of any other state, federal, military or foreign jurisdiction.

(d) A classification of an offense as a felony at the time of conviction will never be changed because Texas law has changed or because the offense would not be a felony under current Texas laws.

(e) A person must meet the training and examination requirements:

(1) training for the peace officer license consists of:

(A) the current basic peace officer course(s);

(B) a commission recognized, POST developed, basic law enforcement training course, to include:

(i) out of state licensure or certification; and

(ii) submission of the current eligibility application and fee; or

(C) a commission approved academic alternative program, taken through a licensed academic alternative provider and at least an associate's degree.

(2) training for the jailer license consists of the current basic county corrections course(s) or training recognized under Texas Occupations Code §1701.310;



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- (3) training for the public security officer license consists of the current basic peace officer course(s);
  - (4) training for telecommunicator license consists of telecommunicator course; and
  - (5) passing any examination required for the license sought while the exam approval remains valid.
- (f) The commission may issue a provisional license, consistent with Texas Occupations Code §1701.311, to an agency for a person to be appointed by that agency. An agency must submit all required applications currently prescribed by the commission and all required fees before the individual is appointed. Upon the approval of the application, the commission will issue a provisional license. A provisional license is issued in the name of the applicant; however, it is issued to and shall remain in the possession of the agency. Such a license may neither be transferred by the applicant to another agency, nor transferred by the agency to another applicant. A provisional license may not be reissued and expires:
- (1) 12 months from the original appointment date;
  - (2) on leaving the appointing agency; or
  - (3) on failure to comply with the terms stipulated in the provisional license approval.
- (g) The commission may issue a temporary jailer license, consistent with Texas Occupations Code §1701.310. A jailer appointed on a temporary basis shall be enrolled in a basic jailer licensing course on or before the 90th day after their temporary appointment. An agency must submit all required applications currently prescribed by the commission and all required fees before the individual is appointed. Upon the approval of the application, the commission will issue a temporary jailer license. A temporary jailer license may not be renewed and expires:
- (1) 12 months from the original appointment date; or
  - (2) on completion of training and passing of the jailer licensing examination.
- (h) The commission may issue a temporary telecommunicator license, consistent with Texas Occupations Code §1701.405. An agency must submit all required applications currently prescribed by the commission and all required fees before the individual is appointed. Upon the approval of the application, the commission will issue a temporary telecommunicator license. A temporary telecommunicator license expires:
- (1) 12 months from the original appointment date; or
  - (2) on completion of training and passing of the telecommunicator licensing examination. On expiration of a temporary license, a person is not eligible for a new temporary telecommunicator license for one year.
- (i) A person who fails to comply with the standards set forth in this section shall not accept the issuance of a license and shall not accept any appointment. If an application for licensure is found to be false or untrue, it is subject to cancellation or recall.
- (j) The effective date of this section is February 1, 2020.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



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## TUITION

<b>In District</b>	\$2,700.00
<b>Out of District</b>	\$3,904.00
<b>Out of State</b>	\$5,276.00

## BOOKS

### Required

Texas Criminal Law & Motor Vehicle Handbook	\$44.00
American Heart 1st Aid/CPR/AED Workbook	\$ 3.00
American Heart Blood-Borne Pathogens Workbook	\$ 9.00
1-way Valve Mask (for CPR Training)	

### Optional

Mometrix/TCOLE Test Flashcard Study System	\$36.00
Mometrix/TCOLE Test Secrets	\$36.00
Elements of a Crime	\$18.00

## PID ASSIGNMENT (C-1)

**Completion of all fields required. Mail or fax form (512) 936-7766.**

### INDIVIDUAL INFORMATION

1. Social Security Number	2. First Name	3. M.I.	4. Last Name	5. Suffix (Jr., etc.)			
6. Race / Ethnicity <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Multicultural <input type="checkbox"/> White		7. Date of Birth / /		8. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	9. Driver's License State:  Num.:		
10. Home Mailing Address		11. City		12. State	13. Zip Code		
14. Height		15. Weight		16. Hair Color		17. Eye Color	
18. U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No		19. Phone Number (include area code)			20. Email		

This form is to be submitted only for the express purpose of having a personal identification number (PID) assigned by TCOLE to the above named individual therein creating a TCOLE record and allowing training to be reported for that individual.

**Agency administrator or training coordinator check appropriate box for their student or employee.**

X Applying for entry into a basic licensing course.

X Applicant has read and received a copy of §217.1 Basic Licensing Enrollment Standards

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

- Future appointment as a Telecommunicator, Temporary or Licensed
- Future appointment as a County or Contract Jailer, Temporary or Licensed
- Future Appointment as a Probation Officer, Juvenile or Adult
- Ability to track training hours

TCOLE agency / training provider number 511270 and Name Alvin Community College Law Enforcement Academy

Crystal Robinson

Agency Administrator or Training Coordinator (Type or Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Individuals not associated with a training provider or agency check below.**

- Applying for instructors certificate
- Applying for Retired Federal Firearms ID
- Applying for consideration of prior out-of-state, federal, military, or TDCJ training.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



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## RELEASE OF ALL CLAIMS

**In consideration of the professional law enforcement officer education being taught to me in anticipation of my law enforcement certification, I do voluntarily and knowingly execute this release with the express intention of effecting the extinguishments of obligations as herein designated.**

**I, the undersigned, with the intention of binding myself, my heirs, executors, administrators, and assigns, do hereby expressly release and discharge the Alvin Community College, its faculty and employees from all claims, demand actions, judgments, and executions which I, the undersigned ever had, or now have, or may have, or claim to have against the Alvin Community College, its faculty and employees, for all personal injuries, caused by, or arising out of the training, proficiency, and qualifications for the Basic Law Enforcement Officer Certification Course being given at the Alvin Community College, Law Enforcement Training Academy facilities.**

**I, the undersigned, have read this release and understand all its terms. I execute it voluntarily and with full knowledge of its significance. I further attest that the information described above, has been explained to me and I therefore acknowledge the release of all claims to me on this date.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



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## ACKNOWLEDGEMENT OF RULES

I certify that the Rules and Regulations of the Alvin Community College Law Enforcement Academy have been discussed with me and any parts not discussed, it will be my responsibility to read them prior to the Academy starting date. I understand that I may be dismissed from the Academy if I miss 40 or more hours, display misconduct with a firearm, or fail to attend all sessions of the skills classes. I understand that disciplinary forms may be issued for certain violations and these will become part of my permanent records. I have read these rules and regulations and have had the opportunity to discuss them. I understand them completely.

I understand that methods and procedures presented during training are representative of currently acceptable law enforcement procedure, and in no way should be construed to undermine or replace any departments established methods or procedures.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



## LAW ENFORCEMENT ACADEMY



### FINGERPRINT INSTRUCTIONS

#### TCOLE/Non-Law Enforcement Academies (ORI TCOLE/Non-Law Enforcement Academies/Service Code 11G4J8)

1. Schedule an appointment to be electronically fingerprinted by MorphoTrust USA at an Identogo enrollment center.
  - Internet based scheduling is the quickest and most convenient way to obtain a fingerprint appointment.
    - a. **You may begin the process now by simply clicking on this link:**  
<https://uenroll.identogo.com/servicecode/11G4J8>
    - b. Academy Number: **LE-511270**.
    - c. Provide all required pre-enrollment data and select a convenient date and time for your appointment
  - To schedule appointment via telephone:
    - a. Have your Service Code ready (**11G4J8**), then call **888.467.2080**;
    - b. MorphoTrust will prompt you for the Service Code (**11G4J8**);
    - c. Provide all required pre-enrollment data and select a convenient date and time for your appointment
    - d. Check box to make return available to all law enforcement agencies
2. Arrive at your scheduled appointment with your photo identification and fee (\$39.75).
  - If you plan on bringing a form of identification other than a valid (unexpired) TX Driver License, please refer to the Department of Public Safety's acceptable document types here:  
<http://www.tn enrollment.com/state/forms/tx/55fc619a7f7aa.doc>
  - MorphoTrust accepts Visa/MasterCard/Discover/American Express, business checks, money orders and coupon codes (employer accounts) at the time of service.
  - Please note that personal checks and cash are **not accepted**.
3. Your fingerprints will be submitted electronically to DPS and the FBI. You will not receive a printed fingerprint card.
4. At the conclusion of your appointment, the MorphoTrust enrollment agent will provide you with an Identogo receipt stating that you were fingerprinted.
  - Do not throw away the receipt;
  - You may check status on your submission by clicking on this link:  
<https://uenroll.identogo.com/servicecode/11G4J8> and then;
  - Click "**Check Status**"

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation, in accordance with applicable statutes.



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## INSTRUCTIONS FOR OBTAINING YOUR DRIVING RECORD

To order your driving record, go to <https://www.dps.texas.gov/section/driver-license/how-order-driver-record>  
You will need the following information available to begin the online transaction.

### **ORDER TYPE "AR" (\$20)**

1. Your most recently issued Texas driver license, commercial driver license or identification card number, and the audit number from that card (See below to locate your audit number); or be able to answer security questions to verify your identity
2. Your date of birth
3. Last 4 digits of your Social Security Number
4. Adobe Reader ([Download Adobe Reader](#))
5. The latest version of one of the following browsers\*:
  - a. Google Chrome
  - b. Internet Explorer
  - c. Mozilla Firefox
  - d. Safari
6. A valid credit card (Visa, MasterCard, Discover, or American Express) for the appropriate fee
7. **The ability to print or email the record immediately after purchase**

Please bring your driving record AND your proof of liability insurance when submitting your documents.