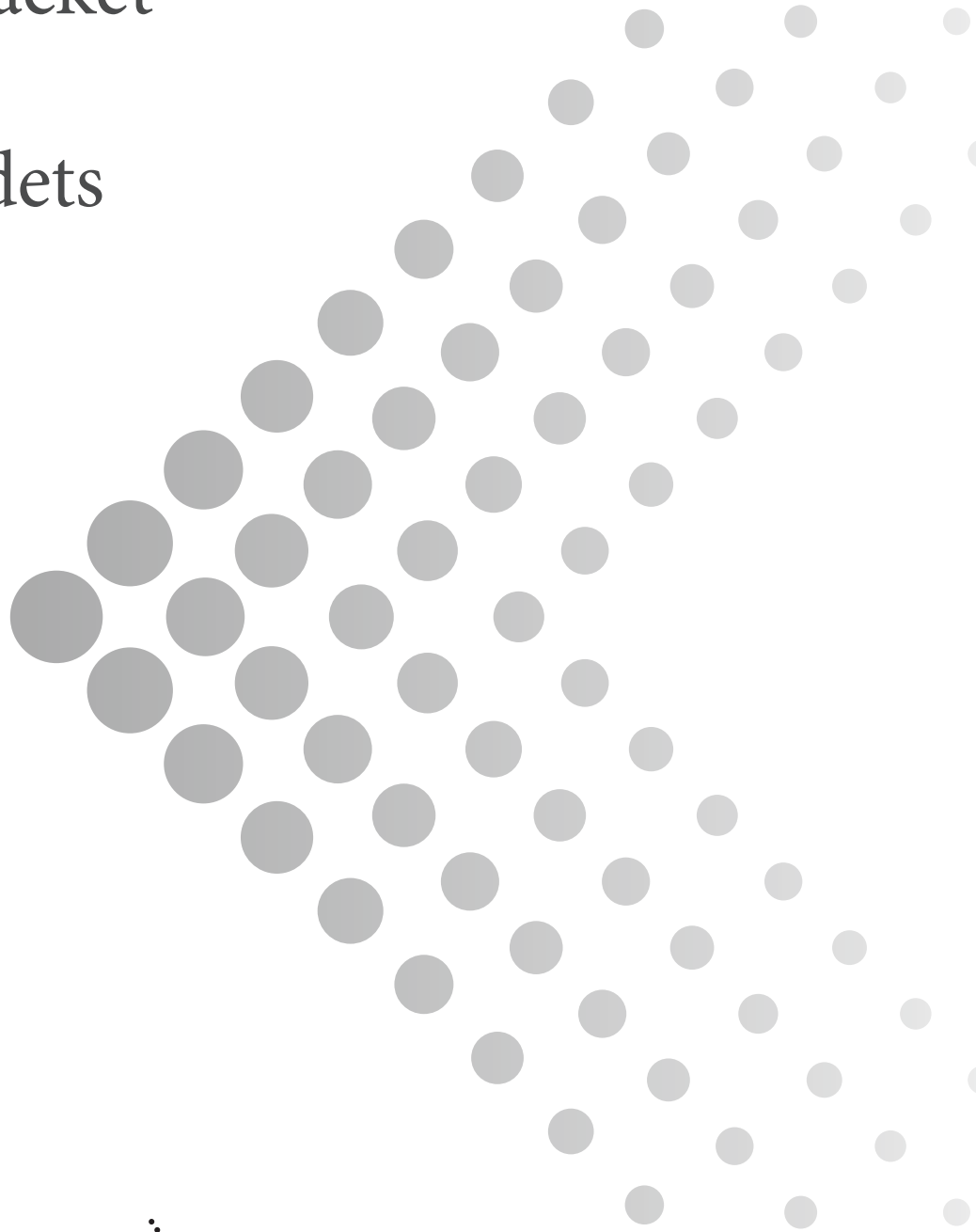


# Law Enforcement Academy



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## Information Packet *for* Sponsored Cadets



**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 & July each year

### Start Here

Sponsored cadets that are new to ACC must go to [www.goapplytexas.org](http://www.goapplytexas.org) to complete the college application.

### Agency

Send the following for each sponsored cadet to [criminaljustice@alvincollege.edu](mailto:criminaljustice@alvincollege.edu):

- Sponsorship letter (example attached)
- TCOLE Agency Checklist
- DOLCEE Form (Academy Number: LE-511270)

### Sponsored Cadet

- Apply for ACC at [www.goapplytexas.org](http://www.goapplytexas.org)
- Read Academy Rules and Regulations
- Attend Orientation on January 4, 2023 at 9:00am

### Important Dates

- Sponsored Cadets Application Deadline: January 4, 2023
- Orientation: January 4, 2023
- Payment Deadline: January 10, 2023
- Classes begin: January 17, 2023

**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).*

(Agency Letterhead)

Date

Law Enforcement Academy Program Director  
Alvin Community College  
3110 Mustang Road  
Alvin, Texas 77511

To whom it may concern,

The \_\_\_\_\_ (Agency) will be sending the following employee to the \_\_\_\_\_ (Academy Start Date) Alvin Community College Law Enforcement Academy:

Name:  
SS#:  
DOB:  
TDL:  
Phone:  
PID:

The Police Cadet applicant has completed the hiring process for the \_\_\_\_\_ (Agency), to include:

- Criminal Background Check
- Driving History
- Polygraph
- Proof of Education
- Drug Screen
- Medical Screen
- Proof of Citizenship

The \_\_\_\_\_ (Agency) is sponsoring this cadet and will be responsible for costs associated with the Academy. Please contact \_\_\_\_\_ (Contact Name) at \_\_\_\_\_ (Phone) or email \_\_\_\_\_ (Email) to request additional information.

Sincerely,

**Law Enforcement Agency Audit Checklist**

**All Licenses - Peace Officer, Jailer, Telecommunicator**

| Employee Name:  | PID Number:   |   |
|---|---|---|
| <input type="checkbox"/> <b>Appointed to agency prior to 4.15.1996.</b> Prior to this date TCOLE kept all required documentation for appointment on file in Austin; current firearms qualification is the only document required for individuals hired prior to that date.  |   |   |
| New License<br>§217.1   | 180 Days or Less Break in Service<br>§217.7   | More Than 180 Day Break in Service<br>§217.7  |
| <input type="checkbox"/> L-1 / L1-T (sign & notarize page 1 & 2)<br><br><input type="checkbox"/> F5R (required only for appointments after 9.01.05, if the applicant had another license type – peace officer, jailer, TCO)<br><br><input type="checkbox"/> L-2 (drug screen/ medical exam)<br>(Telecommunicators- drug screen only)<br><br><input type="checkbox"/> L-3 (psychological evaluation)<br><br><input type="checkbox"/> CCH (TCIC-NCIC)<br><br><input type="checkbox"/> DPS/FBI Fingerprint Return**<br><br><input type="checkbox"/> Proof of Citizenship (Effective 3.01.03)<br><br><input type="checkbox"/> Proof of Education - HS Diploma<br>(accredited) or GED<br><br><input type="checkbox"/> Military Discharge (if applicable)<br><br><input type="checkbox"/> Personal History Statement (Effective 1.01.12)<br><br><input type="checkbox"/> Certified Copy of Court Disposition ***<br><br><input type="checkbox"/> For peace officers only- Current record of firearms qualification (once per calendar year). Does NOT apply to 1 <sup>st</sup> appointment of BPOC graduates. | <input type="checkbox"/> L-1 / L1-T<br>(sign & notarize page one only)<br><br><input type="checkbox"/> F-5R (required only for appointments after 9.01.05)<br><br><input type="checkbox"/> CCH (TCIC-NCIC)<br><br><input type="checkbox"/> Certified Copy of Court Disposition ***<br><br><input type="checkbox"/> Military Discharge (if applicable)<br><br><input type="checkbox"/> Personal History Statement (Effective 1.1.12)<br><br><input type="checkbox"/> For peace officers only- current record of firearms qualification (once per calendar year). | <input type="checkbox"/> L-1 / L1-T (sign & notarize page 1 & 2)<br><br><input type="checkbox"/> L-2 (drug screen )<br><br><input type="checkbox"/> L-3 (psychological evaluation)<br><br><input type="checkbox"/> F-5R (required only for appointments after 9.01.05)<br><br><input type="checkbox"/> CCH (TCIC-NCIC)<br><br><input type="checkbox"/> DPS/FBI Fingerprint Return**<br><br><input type="checkbox"/> Military Discharge (if applicable)<br><br><input type="checkbox"/> Personal History Statement (Effective 1.01.12)<br><br><input type="checkbox"/> Certified Copy of Court Disposition ***<br><br><input type="checkbox"/> For peace officers only- current record of firearms qualification (once per calendar year). |

**All documentation must be in place prior to submitting the L1 appointment form. Failure to complete and document the pre-licensing requirements above is a violation of state law and may result in penalties ranging from fines (up to \$1,000 per day, per incident) to criminal charges (State Jail felony for appointment of a person with a criminal record). Texas Occupations Code 1701.507 and 1701.553.**

**\*\*Fingerprint returns can be obtained by: a) mailing a 10-print applicant card to DPS, b) using the F.A.S.T. electronic fingerprint service, c) using an agency’s Live Scan provided it has been validated/approved by DPS for applicant processing. To set up a F.A.S.T. account, please 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).**

**\*\*\*For all charges class B and above or class C involving family violence or official duties.**

**IMPORTANT: TCOLE REQUIRED DOCUMENTS SHOULD BE KEPT TOGETHER IN A SECURE BUT EASILY-ACCESSIBLE FOLDER SEPARATE FROM PERSONNEL FILES AND OTHER DOCUMENTS.**

**---CONTACT YOUR TCOLE FIELD AGENT IF YOU NEED MORE INFORMATION---**

