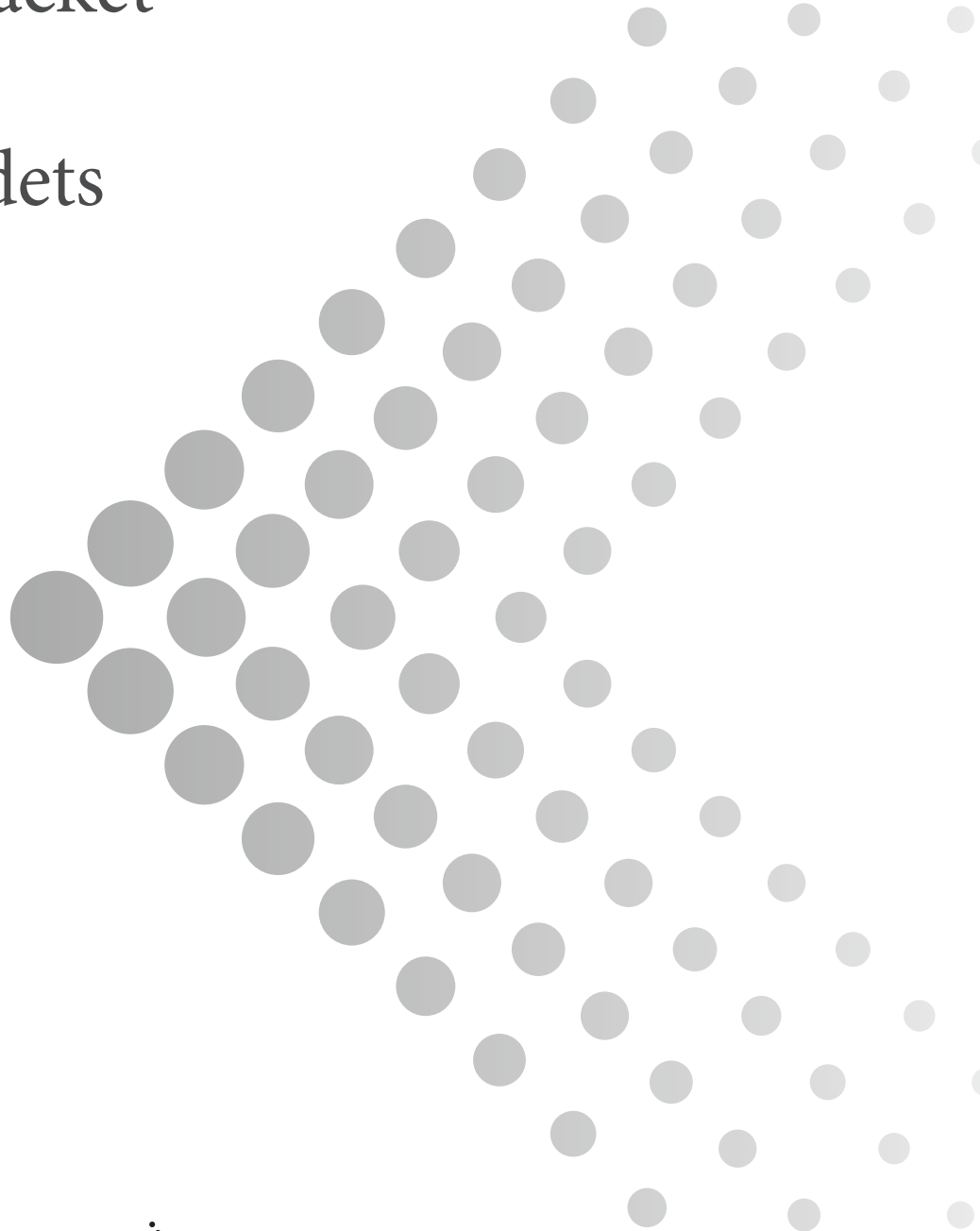


Law Enforcement Academy



Information Packet *for* Sponsored Cadets



Law Enforcement Academy

Certification in Basic Law Enforcement



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** to complete the college application.

Agency

Send the following for each sponsored cadet to **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**
- ☐ Read Academy Rules and Regulations
- ☐ Attend Orientation on **December 11, 2024** at 9:00am in the N building

Important Dates

- Sponsored Cadets Application Deadline: **December 11, 2024**
- Orientation: **December 11, 2024**
- Classes begin: **January 13, 2025**

Questions? If you have questions or need assistance with the application process, call 281.756.3594 or email 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.

(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,

www.tcole.texas.gov

All Licenses - Peace Officer, Jailer, Telecommunicator

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.**

*****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---

DECLARATION OF LICENSING COURSE ENROLLMENT ELIGIBILITY

Texas Commission on Law Enforcement (TCOLE) Rule 217.1 requires a training provider to have on file (on or before the first day of the licensing course) documented proof that the student meets all eligibility requirements for licensure. Training providers conducting licensing courses for either their own personnel or independent students (not hired by an agency) must have all required documents on file and readily available for review. Training providers conducting licensing courses for personnel from other Law Enforcement agencies may, with the advice and consent of their Advisory Board, either maintain copies of the required documents from the employing agency or use this declaration document as proof of compliance with Rule 217.1.

TRAINING ACADEMY: _____ ACADEMY #: _____

EMPLOYING/APPOINTING AGENCY: _____

TRAINEE's NAME: _____ PID #: _____

The above-named person (check one): ☐ is currently hired as a police cadet; ☐ is currently hired as a jailer cadet; ☐ is currently hired as a telecommunicator or jailer, and 1) has a temporary license, or 2) does not have a temporary license solely due to Occupations Code 1701.310(b) ☐ is currently licensed and hired by this agency as a peace officer, telecommunicator or jailer and seeking an additional licensed position within this agency. Furthermore, our agency already has on file documented proof that the above-mentioned individual meets all the minimum eligibility requirements for the license being sought (must attach completed TCOLE Law Enforcement Agency Checklist).

HIRING AGENCY ADMINISTRATOR SIGNATURE SECTION (Must be completed and signed by the agency head or designee.)

As head of the agency, or his/her designated representative, I am endorsing this official government record which certifies, subject to civil and criminal penalties, it has been completely filled out with true and correct information. I also attest that the applicant has met all the requirements for enrollment and licensure as required by Commission Rule 217.1 without exception. Our agency shall provide copies of all required eligibility documents to the enrolling academy or TCOLE representatives upon request.

Printed Chief Administrator's (or designee) Name & Title Signature of Administrator (or designee) Date

State of Texas
County of _____ Sworn and subscribed before me, this the ____ day of _____, 20____

Notary public in and for the State of Texas.
My commission expires ____/____/____

Notary Public's Signature

Notary stamp/seal

APPLICANT SIGNATURE SECTION (This section must be completed and signed by the trainee.)

As the trainee, I am endorsing this official government record to certify, subject to civil and criminal penalties, that all its contents are true and correct. I also confirm that I currently meet all the requirements for enrollment as required by Commission Rule 217.1 without exception.

Printed Applicant's Name Signature of Applicant Date

State of Texas
County of _____ Sworn and subscribed before me, this the ____ day of _____, 20____

Notary public in and for State of Texas.
My commission expires ____/____/____

Notary Public's Signature

Notary stamp/seal