

Vernon Campus
4400 College Drive
Vernon, TX 76384
940.552.6291

Century City Center
4105 Maplewood Ave.
Wichita Falls, TX 76308
940.696.8752

Skills Training Center
2813 Central Expressway E
Wichita Falls, TX 76302
940.766.3369

Sheppard Learning Center
426 5th Avenue, Suite 8
Sheppard AFB, TX 76311
940.855.2203

Seymour Learning Center
200 Stadium Drive
Seymour, TX 76380
940.889.3133



Vernon College Law Enforcement Academy Packet 2015 -2016 Class 38th Academy

**Please don't start Packet until you have
Contacted Mike Hopper**

But do have

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

(Page 2)

Filed out and notarized

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I have applied for admission with the Vernon College Law Enforcement Academy. It is my desire that they be informed as to my previous record and character in determining my qualifications and suitability for a position with the Academy. For this specific reason, I authorize the release and full disclosure of any and all information that you may have concerning me, including information of a confidential or privilege nature to a duly authorized agent of the Vernon College Law Enforcement Academy.

The following are examples of the type of information being requested:

- | | |
|----------------------------------|----------------------------------|
| Criminal arrest records | Officer’s notebook notations |
| Traffic citations | Court records/reports |
| Performance evaluations | Polygraph results |
| School transcripts | Detentions, field citations |
| Jail and custody information | Traffic accident reports/records |
| Probation/parole reports/records | Other reports or records |
| Disciplinary reports | Medical information |
| Field interviews | Booking information |
| District Attorney records | Laboratory reports/results |
| Employment records | Credit history |
| Psychological evaluations | |

I authorize the Vernon College Law Enforcement Academy to read, review, or photocopy any documents to allow them to assess my suitability as a Cadet of the Academy.

I also understand that if my background investigation for this position should uncover information that I have, or am suspected of having, or have been engaged in illegal activities, that this information will likely bar me from further consideration for this position and it will be handed over to the appropriate law enforcement agency that has jurisdiction over investigating the illegal activity.

This waiver is valid for a period of twelve (12) months from the date of my signature. A photocopy of this notarized waiver is to be considered as valid as an original waiver even though it does not contain an original signature.

“I hereby release you, your organization, and others from liability or damage which may result from furnishing the information requested.”

Print Name Social Security Number

Signature (MUST be notarized) Date

This instrument was acknowledged before me on _____(date) by _____(Name of person acknowledging).

Notary Public

Printed Name My Commission Expires

Vernon College Law Enforcement Academy Introduction

The purpose of the Vernon College Law Enforcement Academy is to serve the needs of the law enforcement community within our service area and to provide students with the basic knowledge and skills set forth in the 643 hour Basic Peace Officer Course. Our Academy is 704 hours; classes are generally from 6:00 pm. - 10:00 pm. Monday through Friday and all day on various Saturdays. The Academy starts September 8, 2015 and will end May 25, 2016.

The Academy will be held at the Skills Training Center, 2813 Central Expressway East, Wichita Falls, Texas. Emphasis throughout the Academy is placed on the learning objectives set forth in the curriculum by the Texas Commission on Law Enforcement. All Academies licensed by the Texas Commission on Law Enforcement cover the material put forth in the mandated Basic Peace Officer curriculum.

If you have questions after reviewing the Application Packet, please contact Mike Hopper at 940 689-7190. The Academy packet must be complete and turned into Mike Hopper for review prior to registration. Need based scholarships are available for those who qualify.

After you review the packet, if you need assistance in filling out the application, please contact Mike Hopper at 940 689-7190.

Deadline to return Packets is August 21, 2015 no later than 5pm!

Students under 22 years old are required by state law to have a Bacterial meningitis vaccination. Submit shot record (including social security number or student ID number) with Academy Packet.

643-HOUR BASIC PEACE OFFICER COURSE

(Revised January 2013)

In accordance with Commission regulations, the Basic Peace Officer Course shall consist of a minimum of 643 classroom hours and shall include, but not be limited to, the subjects set forth below. This is the recommended sequence for teaching the course. Academies may change the sequence, if necessary.

#	SUBJECT	HOURS
	Introduction and Orientation	2
1.	Fitness and Wellness, and Stress Management	16
2.	Professional Policing	8
3.	Professionalism and Ethics	8
4.	U.S. & Texas Constitutions, Bill of Rights, and Criminal Justice System	8
5	Multiculturalism and Human Relations	10
6.	Code of Criminal Procedure	20
7.	Arrest, Search, and Seizure	28
8.	Penal Code	44
9.	Traffic	68
10.	Intoxicated Driver and SFST	24
11.	Civil Process	8
12.	Alcoholic Beverage Code	4
13.	Health and Safety Code – Controlled Substances Act	12
14.	Family Code – Juvenile Issues	10
15.	Written Communications	16
16.	Spanish	16
17.	Force Options	24
18.	Mechanics of Arrest	40
19.	Firearms	48
20.	Emergency Medical Assistance	16
21.	Emergency Communications	12
22.	Professional Police Driving	32
23.	Communication and Problem Solving	16
24.	Patrol/Consular Notification	42
25.	Victims of Crime	10
26.	Family Violence and Related Assaultive Offenses	20
27.	Crisis Intervention Training (CIT) and Mental Health Code	16
28.	Hazardous Materials Awareness	6
29.	Criminal Investigation	44
	<u>Including:</u> Introduction, General, Protection of and Crime Scene Search, Interviewing Techniques, Booking Procedures, Courtroom Demeanor and Testimony, Case Management	
30.	Racial Profiling	4
31.	Asset Forfeiture	4
32.	Identity Crimes	4
33.	TCLEOSE Rules Overview	3
TOTAL HOURS		643

VERNON COLLEGE AT WICHITA FALLS

DIVISION OF WORKFORCE EDUCATION AND TRAINING VERNON COLLEGE LAW ENFORCEMENT ACADEMY

ADMISSION PACKET

The Academy meets from 6:00 to 10:00 p.m., Monday, Tuesday, Wednesday , Thursday, & Friday, plus selected Saturdays (which are mandatory) from approximately 8:00 a.m. to 5:00 p.m.. Tuition for the Basic Peace Officers Academy is \$2600.00. Class starts September 8, 2015 in room 405 at the Skills Training Center, 2813 Central Expressway East, Wichita Falls, Texas.

1. Read this packet to ensure you meet the minimum standards for admission and licensing as a peace officer in the state of Texas.
2. Take and pass the entrance exam (\$10). To make arrangements for testing, contact the Testing Coordinator, Sharron Shelton at 940 696-8752 ex. 3278 in Wichita Falls or 940 552-6291 ext. 2317 in Vernon.
3. Applicants must be 21 years of age at end of the academy, which includes a personal interview and criminal history check.
4. Get PRE-BASIC PEACE OFFICER COURSE ENROLLMENT/LICENSING TCIC/NCIC RECORD REQUEST done at FAST services <http://www.identogo.com/FP/texas.aspx>, and Finger Print Cards for DPS. FAST has a \$40.45 charge.
5. The following items must be turned in prior to course registration:
 1. Copy of DD-214 (military service) if applicable.
 2. Proof of Education (high school diploma, or a high school equivalency certificate, or an honorable discharge from the armed forces of the United States after at least 24 months of active duty service).
 3. Copy of social security card, birth certificate, and driver's license.
 4. Medical Form L-2 with Drug Screen
 5. Signed documentation that the individual has been examined by a psychologist licensed by the Texas State Board of Examiners of Psychologists.(SEE LAST PAGE FOR INSTRUCTIONS) L-3
 6. P.I.D. Assignment C-1 (TCLEOSE form). Do not send it to TCOLE, Bring it with your other paperwork.
 7. Signed Statement of Academy Applicant form.
 8. Admittance Request form and all other forms in the Application Packet (Copy of current TCLEOSE License if applicable) NOTE: ONLY COMPLETED APPLICATION PACKET WILL BE ACCEPTED.
 9. Copy of your entrance exam results
6. Students under 22 years old are required by state law to have a Bacterial meningitis vaccination. Submit shot record (including social security number or student ID number) with Academy Packet.

NOTE: Students are required to furnish

- A Glock, or Department issue weapon (acceptable models: Glock 17, 19, 22, 23, 34 or 35), 3 high capacity magazines, magazine holder, handcuffs, flashlight, garrison type belt, and handgun cleaning kit. All Weapons must be checked and approved by Range Master.
- A thumb-break holster designed for wear on the hip that secures the handgun safely.
- Ear and eye protection
- Academy uniform (will address the first day of class).
- Textbooks /manuals must be purchased from the Vernon College Bookstore at the Wichita Falls Campus.
 - The Texas Peace Officer – 14th Edition
 - Texas Criminal and Traffic Law Manual 2013-2014 edition
 - Vernon College Law Enforcement Flash drive – TECLEOSE information on drive
- Proof of insurance for the automobile driving portion.

VERNON COLLEGE PEACE OFFICER ACADEMY

ADMITTANCE REQUEST FORM

FULL LEGAL NAME _____
(no nicknames) First Middle Last

SOCIAL SECURITY # _____ DATE OF BIRTH _____

ADDRESS _____
Street _____
_____ _____ _____
City State Zip

PHONE NUMBER HOME _____
 WORK _____

I certify that I have passed the Academy entrance exam.
I understand that any material omissions or falsifications will result in immediate dismissal from the Basic Peace Officer Certification Academy, with no refund of tuition.

_____ _____
DATE APPLICANT SIGNATURE

Name of Sponsoring Agency _____

Name of Sponsor & Title _____

City/County, State _____

=====

I will be self-Sponsored

A sponsor is not need if you pass a background

VERNON COLLEGE

DIVISION OF WORKFORCE EDUCATION AND TRAINING

VERNON COLLEGE LAW ENFORCEMENT ACADEMY ADMISSION

LETTER OF SPONSORSHIP

I attest that _____
FULL LEGAL NAME SS#

Applicant for admission to the Peace Officer Academy, has been interviewed prior to sponsorship by representatives of the sponsoring agency.

Signature: _____
HEAD OF DEPARTMENT OR AGENCY, TITLE
(or designee)

DATE _____
CITY OR COUNTY

I understand that this is a letter of sponsorship to the Academy only. Guarantee of employment is neither expressed nor implied. Attendance at the Academy is not a condition of continuous employment, nor of advancement if currently employed by the sponsoring agency. The applicant shall furnish all required equipment and materials.

APPLICANT SIGNATURE _____

Chapter 217: Enrollment, Licensing, Appointment, and Separation

§ 217.1. Minimum Standards for Enrollment and Initial Licensure.

(a) In order for an individual to enroll in any basic licensing course the provider must have on file documentation that the individual meets eligibility for licensure and:

- (1) a high school diploma;
- (2) a high school equivalency certificate; or
- (3) for the basic peace officer training course, an honorable discharge from the armed forces of the United States after at least 24 months of active duty service;

(b) The commission shall issue a license to an applicant who meets the following standards:

(1) 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; or

(B) holds a high school diploma;

(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 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;

(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;

(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 or other discharge based on misconduct which bars future military service;

(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;

- (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. 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 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 12 months from the original appointment date. 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 November 1, 2014.

I hereby authorize the above training provider to request that the Texas Commission on Law Enforcement Officer Standards and Education obtain a TCIC/NCIC (Texas Department of Public Safety and/or the Federal Bureau of Investigation) criminal history record check, for the purposes of determining my qualification, as attested to on this form, to enroll in the Basic Peace Officer or Basic Jailer course. I further authorize the commission to inform the training provider of my qualification status based on the record check.

I, the applicant, am fully aware that this application is a government document and under penalties of perjury I declare the foregoing information to be true and correct.

Signature of Applicant

Date

VERNON COLLEGE LAW ENFORCEMENT ACADEMY

RULES AND POLICIES

1.00 GENERAL

The following Rules and Policies govern the admissions, academic standards, requirements and conduct of personnel enrolled in the Basic Peace Officer Academy.

The intent of these Rules and Policies is to provide an effective learning environment and to promote the general welfare, discipline and efficiency of those attending the Academy. Academy students are subjected to all legitimate orders and are expected to conform to all Academy Rules and Policies. Violation of any of the Rules and Policies or procedures may result in disciplinary action or termination from the Academy.

All matters concerning this training shall also be governed by the policies and procedures of Vernon College and the Texas Commission on Law Enforcement.

2.00 RULES OF VERNON COLLEGE LE ACADEMY

.1 ACADEMIC REQUIREMENTS

The standard for successful completion of test(s) given in the Academy is a score of 75% on all testing measurements except demonstration or performance activities. Demonstration or performance activities will be measured on student proficiency and graded as a pass or fail. Test scores below passing will not be rounded up.

- .11 Test(s) can be given at any time (with or without prior notice) and students are responsible for any and all material covered. Test(s) may be comprehensive throughout the Academy.
- .12 The student must take examinations using his/her own initiative and knowledge. **Cheating in any form is cause for dismissal.**
- .13 Failure of any one examination or performance activity is cause for counseling and the student will be encouraged to meet with a representative of the PASS Center for further assistance with study skills, time management skills, and/or test taking strategies.
- .14 Upon failure of a second examination or performance activity, an appointment for personalized instruction will be available if requested by the student. Request for personalized instruction must be submitted to the Academy Coordinator.
- .15 Failure of a third examination or performance activity within the first 90 calendar days of the Academy will result in failure of the course and students will not be permitted to attend Academy functions. Failure of a fifth examination or performance activity prior to the completion of the course will result in failure of the course and the student will be dismissed.
- .16 Failure of driving, Intoxicated Driver and SFST, or weapons performance activity (75% for qualifications) will result in failure of the course and the student will not be permitted to attend Academy functions.
- .17 The student is responsible for satisfactorily completing assignments and presenting them at the prescribed time. Assignments will be graded as performance activities.
- .18 Failure to achieve and maintain a 75% average on all tests and performance activities after the fifth week of class will result in the student failing to meet the Academy standards and the student will be dismissed.
- .19 To take the State License Examination to be a peace officer in the state of Texas, the student must pass an Exit Exam with a minimum score of 85%. Students will be given three (3) opportunities to take the Exit Exam which is a timed exam with only one correct answer. The Texas Commission on Law Enforcement does not permit examinees to review the State License Exam; the exit exam for the Basic Peace Officer Academy will be administered in the same manner. The exit examination can be retaken when the student satisfactorily demonstrates his/her knowledge of the learning objectives put forth in the

curriculum. Students must pass the exit exam within three (3) weeks of the ending date of the course to be eligible to take the state exam.

.20 If a student chooses to no longer attend the Academy or becomes ineligible to continue the Academy, the student will not receive a refund for any cost associated with the Academy.

.2 CONDUCT A student attending the Academy:

.21 Refrains from loitering in the classroom, hallways, offices or business areas of the department

.22 Refrains from boisterous or disruptive conduct on Academy property during any training activity, or anywhere training is conducted which would result in an unfavorable reflection on the Academy.

.23 Refrains from indecent, abusive, obscene, or profane language toward any member of the Academy or towards anyone when such language would result in an unfavorable reflection on the Academy, except when such language is necessary to accomplish a training purpose.

.24 Remains attentive during classroom or other training activities, does not sleep during class, demonstrates a professional attitude and bearing, and maintains control of himself or herself to maintain a positive learning environment. Any student dismissed from an activity or class by the instructor must meet with the Academy Coordinator before being remitted to class. The student will be counted absent for any Academy activity or class missed.

.25 Students will follow the chain of command in all matters pertaining to the Academy or Academy related activities. This means any questions or concerns related to the Academy must be addressed to the instructor if applicable, then the Academy Coordinator. If the issue is not satisfactorily resolved the student will be referred to the appropriate Division Chair.

.26 Addresses instructor personnel by title and name, or in a manner showing respect. Addresses all persons in a manner showing respect.

.27 Reports to class or training session prepared for the days' activities and in proper uniform or attire. Does not read or bring outside reading materials or cell phones to the classroom unless authorized by the instructor or Academy Coordinator.

.28 Does not attempt to handle police situations except in cases requiring intervention to prevent serious injury to a person or serious damage to property when authorized by proper authority. Reports any violation of the law or incident observed or that the student is made aware of that may present a danger that takes place on college property or during Academy Activities,

.29 Does not carry a firearm or handcuffs into the classroom except when authorized by the Academy Coordinator. At no time will live ammunition be authorized in the classroom.

.210 Does not smoke or use tobacco in any form during any training activity.

.211 Exercises proper care in the use of facilities and equipment.

.212 Does not use alcoholic beverages within twelve hours of any Academy function. Only wears the Academy uniform while attending Academy functions (this includes travel to and from Academy functions).

.213 **No Cell phones** in Class, Driving and Gun Range.

.214 Any arrest for a class B or above is automatic dismissal from class.

.215 Any Assault Family Violence, including Class C, is an automatic dismissal from class.

.216 Students must notify Academy Coordinator of any contact with Law Enforcement Officials, Including but not limited to: a suspect, a victim, a Witness, Traffic citation etc

- .3 ATTENDANCE** A student attending the Academy:
- .31 Attends all training activities, and is punctual in reporting for class/training except when excused by the Academy Coordinator. Students arriving late or leaving early will be counted as absent.
 - .32 Attends all weapon, first aid, SFST training and driving related activities (makeup is not permitted) in order to successfully complete the course.
 - .33 Excused/Unexcused absences of (5%) five percent or more of the total number of training hours will result in dismissal.
 - .34 Make up test(s) will be determined by the Academy Coordinator. Make up test(s) will be scheduled on Mondays at 3:30 p.m. in the library unless notified otherwise.

.4 DRESS AND APPEARANCE A student attending the Academy:

- .41 Wears a clean, pressed uniform designed for the Academy with the shirt tucked in trousers. Students will not be admitted to class without proper attire.
- .42 Does not wear headgear of any type in the Academy room.
- .43 Practices good personal hygiene and grooming.

.5 HANDGUN, AMMUNITION, AND HOLSTER Each student must provide his/her own handgun, three (3) magazines, magazine holder, handcuffs, flashlight, holster, holster belt, and weapon cleaning kit.

- .51 Weapon must be a Glock, or department issued weapon (Model 17,19, 21, 22, 23, 34, or 35) with appropriate magazines and magazine holder. All weapons must be approved by Range Master.
- .52 Handgun holster must be duty-style, snap holster. Cross-draw or competition holsters are not allowed. Garrison or Sam Brown type duty belt is required.
- .53 In addition, all students are required to provide a flashlight with a monetary switch and a cleaning kit appropriate for the handgun selected.

.6 LIABILITY INSURANCE

Each student must provide his/her own motor vehicle liability insurance, and must have medical insurance. Students must furnish proof of insurance (auto).

3.00 VERNON COLLEGE LE ACADEMY POLICY

It is the policy of the Academy that the student:

- .1 Is responsible for preparing himself/herself for each course of study and takes such notes as may be necessary to assist in successfully completing each course of study or examination. Notebooks are subject to review by instructional staff.
- .2 Maintains an uncluttered desk and removes all materials from the desk during examinations, unless otherwise directed.
- .3 Practices effective written and oral communications, and follows orders and directives when given.
- .4 Maintains the cleanliness of his/her immediate area in the classroom and cooperates with the other students to maintain the cleanliness and orderliness of the classroom.
- .5 Will utilize office equipment, training equipment, and media equipment only when specifically authorized by Academy staff.

- .6 Checks bulletin board daily for current Academy information.
- .7 Advises Academy staff of any physical, mental or emotional condition(s) that develop or exist that may adversely affect participation in or completion of training activities



www.vernoncollege.edu

Vernon Campus 4400 College Drive Vernon, TX 76384 940.552.6291	Century City Center 4105 Maplewood Ave. Wichita Falls, TX 76308 940.696.8752	Skills Training Center 2813 Central Expressway E Wichita Falls, TX 76302 940.766.3369	Sheppard Learning Center 426 5th Avenue, Suite 8 Sheppard AFB, TX 76311 940.855.2203	Seymour Learning Center 200 Stadium Drive Seymour, TX 76380 940.889.3133
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I have read the rules and understand the rules as listed.

Signature of Applicant

Date

LICENSEE PSYCHOLOGICAL AND EMOTIONAL HEALTH DECLARATION (L-3)

INSTRUCTION SHEET

1. Enclose a check for \$125 with the LICENSEE PSYCHOLOGICAL AND EMOTIONAL HELATH DECLARATION (L-3) form and make it payable to: Helen Farabee Centers. **Check is none-refundable.**
2. Enclose a stamped self address envelope (results will be sent to the student and will be submitted with the application packet).
3. Mail to:
Helen Farabee Centers
P.O. Box 8266
Wichita Falls, Texas 76307-8266
Attention: Claudia Urista
MMPI Applicant

Please call Claudia Urista four (4) business days after mailing the Licensee Psychological and Emotional Health Declaration (L-3) form at 940 397-3300 to set up an appointment. All applicants must leave a cell number at time of appointment. The L-3 form is required by the Texas Commission on Law Enforcement.

TEXAS COMMISSION ON LAW ENFORCEMENT

6330 E Highway 290, STE 200

Austin, Texas 78723-1035

Phone: (512) 936-7700

<http://www.tcole.texas.gov>

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.

- Applying for entry into a basic licensing course.
 - Applicant has read and received a copy of §217.23 Basic Licensing Enrollment Standards

Signature of Applicant	Date
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- 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 _____ and Name _____

Agency Administrator or Training Coordinator (Type or Print)	Signature	Date
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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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Check List

1. Make appointment to meet with Mr. Hopper (940 689-7190)
(Do not complete anything until you have met with Mr. Hopper)

2. Schedule FAST appointment <http://www.identogo.com/FP/texas.aspx>
3. Schedule or Take Test at Vernon College - 940 696-8752 ex. 3278
4. Get medical Exam (see L-2) at your own Doctor or a Clinic with drug test
5. Get Psychological done (see L-3) get appointment at 940 397-3300
6. Once completed the steps above – take completed forms to Mr. Hopper with the following items:
 - a. Copy of DD-214 (military service) if applicable.
 - b. Proof of Education (high school diploma, or a high school equivalency certificate, or an honorable discharge from the armed forces of the United States after at least 24 months of active duty service).
 - c. Copy of social security card, birth certificate, and driver's license.
 - d. Medical Form L-2 with Drug Screen
 - e. Signed documentation that the individual has been examined by a psychologist licensed by the Texas State Board of Examiners of Psychologists.(SEE LAST PAGE FOR INSTRUCTIONS) L-3
 - f. P.I.D. Assignment C-1 (TCLEOSE form).
 - g. Signed Statement of Academy Applicant form.
 - h. Admittance Request form and all other forms in the Application Packet (Copy of current TCLEOSE License if applicable) NOTE: ONLY COMPLETED APPLICATION PACKET WILL BE ACCEPTED.
 - i. Copy of your entrance exam results
7. Students under 22 years old are required by state law to have Bacterial Meningitis Vaccination. Submit shot record with academy Packet. Must be done at least 10 days prior to Class.

TEXAS COMMISSION ON LAW ENFORCEMENT

6330 E. Highway 290, STE 200, Austin, Texas 78723-1035

Phone: (512) 936-7700

<http://www.tcole.texas.gov>

LICENSEE PSYCHOLOGICAL AND EMOTIONAL HEALTH DECLARATION (L-3)

Commission Rule 217.01, 217.1, 217.7, 221.35

INDIVIDUAL INFORMATION

1. TCOLE PID	2. Last Name	3. First Name	4. M.I.	5. Suffix (Jr., etc.)
6. Home Mailing Address		7. City	8. State	9. Zip Code

Is this exam for a student enrolling in an academy? Yes No.

If yes, check one Peace Officer County Corrections Telecommunicators School Marshal

Attention Requesting Agency: State Law and Commission Rule require that this psychological examination be performed by a **licensed psychologist** or a **psychiatrist** except in an exceptional circumstance when, upon prior approval by the Commission, it may be performed by a qualified licensed physician. The Chief Administrator of the requesting agency must request prior approval in writing and must receive specific written approval before an examination under exceptional circumstances is acceptable.

APPOINTMENT (Do not check if student)

10. <input type="checkbox"/> Peace Officer	<input type="checkbox"/> Reserve Officer	<input type="checkbox"/> County Jailer	<input type="checkbox"/> Telecommunicator	<input type="checkbox"/> School Marshal
<input type="checkbox"/> Juvenile Probation Officer <input type="checkbox"/> Public Security Off.				

ACADEMY / DEPARTMENT INFORMATION

11. TCOLE Number 487005	12. Agency/Academy Name Vernon College LEA	13. Mailing Address 2813 Central Freeway E		
14. City Wichita Falls	15. County Wichita	16. Zip Code 76302	17. Phone Number 940-689-7190	

Attention Examining Professional: State Law and Commission Rule require that this psychological examination be performed by a **licensed psychologist** or a **psychiatrist** except in an exceptional circumstance when, upon prior approval by the Commission, it may be performed by a qualified licensed physician. The agency must request prior approval in writing and must receive specific written approval before an examination under exceptional circumstances is acceptable.

STATEMENT OF EXAMINER: (Please check the appropriate box and provide the requested information)

I am a **Licensed Psychologist**, **Psychiatrist**, and I certify that I have completed a psychological examination of the above named individual pursuant to professionally recognized standards and methods. I have concluded that, on this date, the individual IS in satisfactory psychological and emotional health to perform the duties, accept the responsibilities and meet the qualifications established by the appointing agency.

Examiner: _____
Name (type or print) State License Number

Mailing Address: _____
Street City State Zip

Phone Number: _____ Date of Examination(s) _____

Signature _____ Date _____

THIS DECLARATION IS NOT PUBLIC INFORMATION AND IS VALID UNLESS WITHDRAWN OR INVALIDATED, AND IS VALID ONLY IF SIGNED BY A LICENSED PSYCHOLOGIST OR PHYSICIAN.



NON-LAW ENFORCEMENT ACADEMY

Texas Commission on Law Enforcement

This document is your *FAST Fingerprint Pass* for a state and national criminal history record check. Please schedule a fingerprint appointment by visiting <http://www.identogo.com> or by calling 1-888-467-2080. **When scheduling an appointment you will be prompted by Identogo for the following additional personal data: Date of Birth, Sex, Race, Ethnicity, Skin Tone, Height, Weight, Eye Color, Hair Color, Place of Birth and Home Address. During your Fingerprint appointment you will also be prompted for Social Security Number and Driver License Number. Requested data is required by the Texas Department of Public Safety to process your background check.** These data elements have been omitted from this document in order to better protect the security of your

personal information. You may pay for *FAST* services online with a credit card or onsite with a check or money order only. Your fingerprints will be submitted to the Texas Department of Public Safety and the Federal Bureau of Investigation.

1. Logon to <http://www.identogo.com>
2. Select: **Texas**
3. Select: **Online Scheduling**
4. Select: **English or Espanol**
5. Enter: **First and Last Name**
6. Select: **TCOLE**
7. Select: **Option A – Electronic Submission**
8. Select: **Yes, I have a FAST Fingerprint Pass**
9. Enter: **TX923466Z**
10. Enter: **Academy Provider Number, LE - 487005**
11. Follow the prompts to enter requested information.
12. Bring this completed form with you to your appointment.

Section One: Qualified Entity Information

ORI#: TX923466Z Academy Provider Number: LE- 487005 Original TCN: _____
(If resubmission for rejected fingerprints)

Jailer Peace Officer

Academy Name: Vernon College Law Enforcement Academy

Contact: Mike Hopper

Academy Address: 2813 Central Freeway E Wichita Falls, TX 76302
Street Address City State Zip

Section Two: Applicant Name (To be completed by applicant)

Last: _____ First: _____ Middle: _____ (Please print)
(Please print) (Please print)

Section Three: Waiver Information (To be completed and signed by applicant)

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy. I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Federal Privacy Act (5USC 552a(b)). I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.

Signature: _____ Date: _____

Section Four: Service Center Information (To be completed by FAST Enrollment Agent)

Date Prints Taken _____ Amount Charged For Service: _____

Paid by: Check Money Order Visa MasterCard Billing Acct _____

TCN: _____

I HAVE COMPARED THE GOVERNMENT-ISSUED IDENTIFICATION PRESENTED BY THE APPLICANT AND ATTEST THAT TO MY BEST DETERMINATION; I HAVE FINGERPRINTED THE SAME PERSON.

E.A. Name: _____ E.A. Signature: _____
(Please print)

TEXAS COMMISSION ON LAW ENFORCEMENT

6330 E. Highway 290, STE. 200, Austin, Texas 78723-1035

Phone: (512) 936-7700

<http://www.tcole.texas.gov>

LICENSEE MEDICAL CONDITION DECLARATION (L-2)

Commission Rule §217.23, 217.1, 217.7

INDIVIDUAL INFORMATION

1. TCOLE PID	2. Last Name.	3. First Name	4. M.I.	5. Suffix (Jr., etc.)
6. Home Mailing Address		7. City	8. State	9. Zip Code

Is this exam for a student enrolling in an academy? Yes No

If yes, check one Peace Officer County Corrections Telecommunicator (drug screen only)

APPOINTMENT(Do not check if student)

10. Peace Officer Reserve Officer County Jailer Telecommunicator

DEPARTMENT / ACADEMY INFORMATION

11. TCOLE Number 487005	12. Appointing Agency or Academy Vernon College LEA	13. Mailing Address 2813 Central Freeway E		
14. City Wichita Falls	15. County Wichita	16. Zip Code 76302	17 Phone Number 940-689-7190	

Attention Examining Professional: The above information must be completed by the requesting agency prior to the examining professional completing and signing this form.

New peace officer and county corrections need both exams. Telecommunicators only need drug screen.

LICENSEES WITH MORE THAN A 180 DAY BREAK IN SERVICE NEED DRUG SCREEN ONLY

Check the appropriate box(s)

I certify that I have completed my examination of the examinee, on this date and determine the examinee is found:

PHYSICAL EXAM - To be physically sound and free from any defect which may adversely affect the performance of duty appropriate to the type of license sought.

DRUG SCREEN - To show no trace of drug dependency or illegal drug use after a physical examination, blood test or other medical test.

Physician

Physician's Assistant

Nurse Practitioner

Name (type or print) _____ Physicians State License No. (not required for nurse practitioner)

Mailing Address _____ Street _____ City _____ State _____ Zip _____

Phone Number _____ Date of Examination(s) _____

Signature _____ Date _____

THIS DECLARATION IS NOT PUBLIC INFORMATION AND IS VALID UNLESS WITHDRAWN OR INVALIDATED. MUST BE SIGNED BY A **LICENSED PHYSICIAN, NURSE PRACTITIONER, or PHYSICIANS ASSISTANT WITH A VALID PHYSICIANS ID.**

