

## **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 618 hour Basic Peace Officer Course. Our Academy is 640 hours; classes are generally from 6:00 pm. - 10:00 pm. Monday through Friday and all day on various Saturdays. The Academy starts April 5<sup>th</sup> and will end November 3, 2010.

The Academy will be held on the Wichita Falls Campus, 4105 Maplewood Ave. 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 618 hour curriculum.

If you have questions after reviewing the Application Packet, please contact either Joe Foley at 940 696-8752 ex. 3245 or Greg Fowler 940 696-8752 ex. 3244. The Academy packet must be complete and turned into Joe Foley for reviewed prior to registration. Need based scholarships are available for those who qualify.

**If you need assistance in filling out the application, please contact Joe Foley at 940 696-8752 ex. 3245.**

## 618-HOUR BASIC PEACE OFFICER COURSE

In accordance with Commission regulations, the Basic Peace Officer Course shall consist of a minimum of 618 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	14
2.	Professional Policing	10
3.	Professionalism and Ethics	8
4.	U.S. & Texas Constitutions, Bill of Rights, and Criminal Justice System	12
5.	Multiculturalism and Human Relations	12
6.	Code of Criminal Procedure	16
7.	Arrest, Search, and Seizure	24
8.	Penal Code	40
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	8
14.	Family Code – Juvenile Issues	10
15.	Written Communication	16
16.	Spanish	16
17.	Force Options	24
18.	Mechanics of Arrest	40
19.	Firearms	40
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	24
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	
<hr/>		
TOTAL HOURS		618

## 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(s)**, 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 \$1,826. Class starts on the 5<sup>th</sup> of April in room 701 at the Wichita Falls Campus, 4105 Maplewood Ave., 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 time of application and be sponsored by a law enforcement agency, which includes a personal interview and criminal history check. The department administrator or his/her designee must sign the Letter of Sponsorship. You must also sign it.
4. **Send the (215.15) Enrollment Standards form and the PRE-BASIC PEACE OFFICER COURSE ENROLLMENT/LICENSING TCIC/NCIC RECORD REQUEST form (page 8 & 9) with a non-refundable \$40 fee to the address on the form. Must be a cashier's check or money order.**
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 and at least 12 hours at an institution of higher education with at least a 2.0 grade point average on a 4.0 scale, 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 drivers license.
  4. Medical Form
  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)
  6. Letter of Sponsorship
  7. Report of Academy Applicant A-1 (TCLEOSE form).
  8. Signed Statement of Academy Applicant form.
  9. 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.
  10. Copy of your entrance exam results

NOTE: Students are required to furnish

- A Glock (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.
- 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.
- Proof of insurance for the automobile driving portion.







**TEXAS COMMISSION ON LAW ENFORCEMENT  
OFFICER STANDARDS AND EDUCATION**

6330 U.S. Highway 290 East, Suite 200  
Austin, Texas 78723  
Phone: (512) 936-7700

<http://www.tcleose.state.tx.us>



**A-1 REPORT OF STUDENT ENROLLMENT**

Commission Rule §215.15  
**STUDENT INFORMATION (Type or print)**

1. First Name		2. M.I.	3. Last Name		4. Suffix (Jr., etc.)
5. TCLEOSE PID or Social Security Number		6. Driver's License State: Num.:	7. Date of Birth / /	8. 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	
9. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		10. Home Mailing Address		11. City	12. State
13. Zip Code		14. U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No		15. Phone Number(include area code)	
16. Education <input type="checkbox"/> GED <input type="checkbox"/> High School <input type="checkbox"/> 12 Sem. Hrs. College (Submit F-7 form)		17. E-mail			

Have you attended other peace officer or jail academies in Texas?  Yes  No

If yes, name of academy. \_\_\_\_\_

**ACADEMY INFORMATION**

18. Date of Course April 5, 2010		19. TCLEOSE Provider Number. 487005	20. Academy Name Vernon College LE Academy	
21. Mailing Address 4105 Maplewood Ave.		22. City Wichita Falls		
23. County Wichita	24. Zip Code 76308	25. Phone Number 940 696-8752 ext. 3245	26. Fax Number 940 696-3244	
27. Provider Contact Joseph L. Foley		28. E-mail jfoley@vernoncollege.edu		

The Academy must maintain documentation of military service (DD-214, peace officer only-if applicable), proof of education (peace officer only) and certified documents reflecting that the applicant has never been on court-ordered community supervision or probation for any criminal offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years from the date of the court order; not currently under indictment for any criminal offense; not been convicted of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years; never been convicted of any family violence offense; is not prohibited by state or federal law from operating a motor vehicle or possessing firearms or ammunition; and proof of U.S. citizenship.

I certify that I am the Chief Administrator of the above named academy or the person designated by the chief administrator to sign this document.

I hereby certify that this academy has obtained a criminal history check, education and military service check as applicable, on the above named individual and has determined that this individual is qualified to enter this academy based on current Commission Rules.

I further certify that this academy has on file and readily accessible to the Commission the appropriate documents reflecting that the above named individual meets the minimum standards for entering and participating in the training program in which they are enrolled.

Agency Administrator (Type or Print)

Signature

Date

**Commission Rule. §215.15 Enrollment Standards**

- (a) In order for an individual to enroll in any basic licensing course which provides instruction in defensive tactics, arrest procedures, firearms, or use of a motor vehicle for law enforcement purposes, the academy must have on file:
- (1) written documentation that the person is currently licensed by the commission; or
  - (2) if the person is not licensed by the commission, documentation that the individual has been subjected to a search of local, state and national records to disclose any criminal record;
  - (A) is not currently charged with any criminal offense for which conviction would be a bar to licensure;
  - (B) community supervision history:
    - (i) has never been on court-ordered community supervision or probation for any criminal offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years from the date of the court order; but
    - (ii) the commission may approve the application of an individual who received probation or court-ordered community supervision for a Class B misdemeanor at least five (5) years prior to enrollment if an agency administrator sufficiently demonstrates in writing with supporting documentation that mitigating circumstances exist with the case and with the individual applying for licensure, and that the public interest would be served by reducing the waiting period;
  - (C) conviction history:
    - (i) 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; but
    - (ii) the commission may approve the application of an individual who was convicted of a Class B misdemeanor at least five (5) years prior to enrollment if an agency administrator sufficiently demonstrates in writing with supporting documentation that mitigating circumstances exist with the case and with the individual applying for licensure, and that the public interest would be served by reducing the waiting period.
  - (D) For 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:
    - (i) another penal provision of Texas law; or
    - (ii) a penal provision of any other state, federal, military or foreign jurisdiction.
  - (E) 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 law.
  - (F) has never been convicted of any family violence offense;
  - (G) is not prohibited by state or federal law from operating a motor vehicle;
  - (H) is not prohibited by state or federal law from possessing firearms or ammunition; and
  - (I) is a U.S. citizen.
- (b) In order for an individual to enroll in any basic peace officer training program which provides instruction in defensive tactics, arrest procedures, firearms, or use of a motor vehicle for law enforcement purposes, the academy must have on file:
- (1) a high school diploma;
  - (2) a high school equivalency certificate and has completed at least 12 hours at an institution of higher education with at least a 2.0 grade point average on a 4.0 scale; or
  - (3) an honorable discharge from the armed forces of the United States after at least 24 months of active duty service;
- (c) The enrollment standards established in this section do not preclude the academy licensee from establishing additional requirements or standards for enrollment in law enforcement training programs.

**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



**TEXAS COMMISSION ON LAW ENFORCEMENT  
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**PRE- ENROLLMENT BASIC LICENSING COURSE  
TCIC/NCIC RECORD REQUEST**

Commission Rule §215.15

Non-refundable \$40 fee must be included. Money order or cashier's check. (5510)

**TRAINING PROVIDER INFORMATION**

1. Date of Course April 5, 2010		2. TCLEOSE Provider Number. 487005		3. Provider Name Vernon College LE Academy	
4. Mailing Address 4105 Maplewood Ave.			5. City Wichita Falls		
6. County Wichita		7. Zip Code 76308		8. Phone Number 940 696-8752 ext. 3245	
				9. Fax Number 940 696-3244	
10. Provider Contact Joseph L. Foley			11. E-mail jfoley@vernoncollege.edu		

**APPLICANT INFORMATION**

12. First Name		13. M. I.	14. Last Name		15. Suffix (Jr., etc.)
16. TCLEOSE PID or SSN		17. Driver's License State: Num.:	18. Date of Birth / /	19. 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	
20. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		21. Birth City:		22. State	
				23. Country	
24. Home Mailing Address			25. City		26. State
					27. Zip Code
28. Phone Number		29. E-mail Address		30. Education <input type="checkbox"/> High School <input type="checkbox"/> GED <input type="checkbox"/> 12 Sem. Hrs. College	
				31. U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No	

Other Names Used: (Maiden, Alias, Nickname)	
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Have you attended other basic licensing courses in Texas?  Yes  No

If yes, name of academy. \_\_\_\_\_

Based upon the information provided above, the applicant has no record in the TCIC/NCIC database as of:	<input type="checkbox"/> Qualified:	<input type="checkbox"/> Not Qualified
TCLEOSE Operator: _____	Date: _____	

Issues of misidentification or questions regarding accuracy of record content must be resolved by the applicant with: DPS Crime Record Service Error Resolution Unit (512) 424-7256  
The Texas Department of Public Safety will resolve the question with the applicant, and advise the Commission of the outcome.

**Commission Rule. §215.15 Enrollment Standards**

(a) In order for an individual to enroll in any basic licensing course which provides instruction in defensive tactics, arrest procedures, firearms, or use of a motor vehicle for law enforcement purposes, the academy must have on file:

- (1) written documentation that the person is currently licensed by the commission; or
- (2) if the person is not licensed by the commission, documentation that the individual has been subjected to a search of local, state and national records to disclose any criminal record;
- (A) is not currently charged with any criminal offense for which conviction would be a bar to licensure;
- (B) community supervision history:
  - (i) has never been on court-ordered community supervision or probation for any criminal offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years from the date of the court order; but
  - (ii) the commission may approve the application of an individual who received probation or court-ordered community supervision for a Class B misdemeanor at least five (5) years prior to enrollment if an agency administrator sufficiently demonstrates in writing with supporting documentation that mitigating circumstances exist with the case and with the individual applying for licensure, and that the public interest would be served by reducing the waiting period;
- (C) conviction history:
  - (i) 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; but
  - (ii) the commission may approve the application of an individual who was convicted of a Class B misdemeanor at least five (5) years prior to enrollment if an agency administrator sufficiently demonstrates in writing with supporting documentation that mitigating circumstances exist with the case and with the individual applying for licensure, and that the public interest would be served by reducing the waiting period.
- (D) For 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:
  - (i) another penal provision of Texas law; or
  - (ii) a penal provision of any other state, federal, military or foreign jurisdiction.
- (E) 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 law.
- (F) has never been convicted of any family violence offense;
- (G) is not prohibited by state or federal law from operating a motor vehicle;
- (H) is not prohibited by state or federal law from possessing firearms or ammunition; and
- (I) is a U.S. citizen.

(b) In order for an individual to enroll in any basic peace officer training program which provides instruction in defensive tactics, arrest procedures, firearms, or use of a motor vehicle for law enforcement purposes, the academy must have on file:

- (1) a high school diploma;
- (2) a high school equivalency certificate and has completed at least 12 hours at an institution of higher education with at least a 2.0 grade point average on a 4.0 scale; or
- (3) an honorable discharge from the armed forces of the United States after at least 24 months of active duty service;

(c) The enrollment standards established in this section do not preclude the academy licensee from establishing additional requirements or standards for enrollment in law enforcement training programs.

**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.

- .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 receive a Letter of Eligibility 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 Licensee 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 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.
- .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).

**.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. 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 (Model 17,19, 21, 22, 23, 34, or 35) with appropriate magazines and magazine holder.
- .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 effect participation in or completion of training activities.

**TEXAS COMMISSION ON LAW ENFORCEMENT OFFICER STANDARDS AND EDUCATION**  
**6330 E. Highway 290, STE. 200**  
**Austin, Texas 78723-1035**  
**Phone: (512) 936-7700**  
<http://www.tcleose.state.tx.us>

**LICENSEE MEDICAL CONDITION DECLARATION (L-2)**  
**Commission Rule §215.15 (c), 217.1(a)(11), 217.7(e)**

**INDIVIDUAL INFORMATION**

1. TCLEOSE PID or SSN	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

**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"/> Public Security Officer
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**DEPARTMENT / ACADEMY INFORMATION**

11. TCLEOSE Number 487005	12. Appointing Agency or Academy Vernon College LE Academy	13. Mailing Address 4105 Maplewood Ave		
14. City Wichita Falls	15. County Wichita	16. Zip Code 76308	17. Phone Number 940 696-8752 ex.3245	

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

**NEW APPLICANTS MUST COMPLETE BOTH EXAMS**  
**LICENSEE(S) OFFICER(S) WITH MORE THAN A 180 DAY BREAK IN SERVICE NEED(S) DRUG SCREEN ONLY**

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

**Check the appropriate box(s)**

- 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's Name (type or print) State License Number

\_\_\_\_\_  
Mailing Address      Street      City      State      Zip

\_\_\_\_\_  
Phone Number      Date of Examination(s)

\_\_\_\_\_  
Physician'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 PHYSICIAN.

TEXAS COMMISSION ON LAW ENFORCEMENT OFFICER STANDARDS AND EDUCATION

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LICENSEE PSYCHOLOGICAL AND EMOTIONAL HEALTH DECLARATION (L-3)

Commission Rule §215.15 (c), 217.1 (a)(12)

INDIVIDUAL INFORMATION

1. TCLEOSE PID or SSN	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

**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 law enforcement 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"/> Public Security Officer
--	--	--	--

ACADEMY / DEPARTMENT INFORMATION

11. TCLEOSE Number 487005	12. Agency/Academy Name Vernon College LE Academy	13. Mailing Address 4105 Maplewood Ave		
14. City Wichita Falls	15. County Wichita	16. Zip Code 76308	17. Phone Number 940 696-8752 ex.3245	

**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 law enforcement 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

## LICENSEE PSYCHOLOGICAL AND EMOTIONAL HEALTH DECLARATION (L-3)

# INSTRUCTION SHEET

1. Enclose a check for \$100 with the LICENSEE PSYCHOLOGICAL AND EMOTIONAL HELATH DECLARATION (L-3) form and make it payable to: Helen Farabee Regional MHMR. **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 MHMR  
P.O. Box 8266  
Wichita Falls, Texas 76307-8266  
Attention: Vickie Merasco  
MMPI Applicant

**Please call Vickie Merasco 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. The L-3 form is required by the Texas Commission on Law Enforcement.**