

**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 §217.1	180 Days or Less Break in Service §217.7	More Than 180 Day Break in Service §217.7
<input type="checkbox"/> L-1 / L1-T (sign & notarize page 1 & 2)  <input type="checkbox"/> F5R (required only for appointments after 9.01.05, if the applicant had another license type – peace officer, jailer, TCO)  <input type="checkbox"/> L-2 (drug screen/ medical exam) (Telecommunicators- drug screen only)  <input type="checkbox"/> L-3 (psychological evaluation)  <input type="checkbox"/> CCH (TCIC-NCIC)  <input type="checkbox"/> DPS/FBI Fingerprint Return**  <input type="checkbox"/> Proof of Citizenship (Effective 3.01.03)  <input type="checkbox"/> Proof of Education - HS Diploma (accredited) or GED  <input type="checkbox"/> Military Discharge (if applicable)  <input type="checkbox"/> Personal History Statement (Effective 1.01.12)  <input type="checkbox"/> Certified Copy of Court Disposition ***  <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 (sign & notarize page one only)  <input type="checkbox"/> F-5R (required only for appointments after 9.01.05)  <input type="checkbox"/> CCH (TCIC-NCIC)  <input type="checkbox"/> Certified Copy of Court Disposition ***  <input type="checkbox"/> Military Discharge (if applicable)  <input type="checkbox"/> Personal History Statement (Effective 1.1.12)  <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)  <input type="checkbox"/> L-2 (drug screen )  <input type="checkbox"/> L-3 (psychological evaluation)  <input type="checkbox"/> F-5R (required only for appointments after 9.01.05)  <input type="checkbox"/> CCH (TCIC-NCIC)  <input type="checkbox"/> DPS/FBI Fingerprint Return**  <input type="checkbox"/> Military Discharge (if applicable)  <input type="checkbox"/> Personal History Statement (Effective 1.01.12)  <input type="checkbox"/> Certified Copy of Court Disposition ***  <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 512-424-2409.**

**\*\*\*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---**