



Weatherford College Law Enforcement Academy



# **WCLEA**

# **Academy Application Packet**

**Public Safety Professions  
Workforce Building**

225 College Park Dr., 3<sup>rd</sup> Floor Room 316  
Weatherford, TX 76086

817-598-6347  
wcpspinfo@wc.edu

**\*AGENCY HIRED CADETS\***  
**READ THROUGH THE PACKET WITH YOUR AGENCY.**  
**THEN REFER TO PAGE 28.**





# Weatherford College Law Enforcement Academy



## INTRODUCTION

Thank you for your interest in the Weatherford College Law Enforcement Academy. This packet should identify the expected minimum materials/equipment/cost requirements needed for an enrolling cadet.

Cadets will supply their own uniforms, handgun, duty gear, handcuffs, footwear, and flashlight. There are many police supply stores in the DFW area.

The Academy is for individuals who desire a career as a Texas Peace Officer. T.C.O.L.E. (Texas Commission on Law Enforcement) is the governing agency over all law enforcement education and training.

Cadets must maintain at 75% overall grade and must have a minimum of 75% to pass.

### *ADA Statement:*

*Any student with a documented disability (e.g., learning, psychiatric, vision, hearing, etc.) may contact the Office of Disabilities located in the upper floor of the Student Services Building on the Weatherford College Weatherford Campus to request reasonable accommodations. Phone: 817-598-6350 Office Location: Office Number 118 in the Student Services Building Weatherford College 225 College Park Drive Weatherford, TX*

CJLE 1006	Basic Peace Officer I
CJLE 1012	Basic Peace Officer II
CJLE 1018	Basic Peace Officer III
CJLE 1024	Basic Peace Officer IV
CJLE 1029	Basic Peace Officer V

The LEA program is Continuing Education (CE) and can be transferred to provide 21 college credit hours towards an Associate of Applied Science Degree (AAS) in Criminal Justice at Weatherford College.





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## **APPLICANT REQUIREMENTS**

### **Minimum Standards for Enrollment and Initial Licensure**

All applicants to the Academy must:

1. Must be either:
  - a. a U.S. citizen, or
  - b. a legal permanent resident of the United States; if
    1. the person is an honorably discharged veteran of the armed forces of the United States
    2. with at least two years of service before discharge, and
    3. presents evidence satisfactory to the commission that the person has applied for United States citizenship.
2. Minimum 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:
  - b. an associate's degree; or 60 semester hours of credit from an accredited college or university; or
  - c. has received an honorable discharge from the armed forces of the United States after at least two years of active service
3. Pass a background investigation by TCOLE which includes a search of local, state and national records and fingerprints files to disclose any criminal record.
4. Have 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.
5. Never have been convicted of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years.
6. Not currently charged with any criminal offense.
7. Never have been convicted of any family violence offense.
8. Never have been convicted of a Class A misdemeanor or felony.
9. Provide a copy of complete driving record and not be prohibited by law from operating a motor vehicle, or possessing firearms or ammunition.
10. Be of good moral character.
11. Meet one of the following minimum educational requirements:
  - A. Be a high school graduate, or
  - B. Have passed a General Equivalency Development (GED) Test indicating high school graduation level.
  - C. for enrollment purposes in a basic peace officer academy only, has an honorable discharge from the armed forces of the United States after at least 24 months of active-duty service;
12. Be declared in writing, upon examination by a licensed physician, chosen by the Academy within 180 days prior to the start of the Academy, to be physically sound and free from any defects which may adversely affect the performance of duty appropriate to the license sought.
13. Show no trace of drug dependency or illegal drug use upon completion of a 10-panel drug screen.
14. Be declared in writing within 180 days prior to the start of class, upon examination by a licensed psychologist chosen by the Academy, to be in satisfactory psychological and emotional health to serve as a peace officer.





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15. Provide a copy of a DD-214 Long Form, if served in the U.S. armed forces, and not have been dishonorably or bad conduct discharged from any military service.
16. Not have had a TCOLE license denied by final order or revoked.
17. Not currently on TCOLE suspension, or not have a surrender of TCOLE license currently in effect.
18. Submit Accuplacer scores—unless proof is shown of prior Accuplacer scores on a transcript.  
This process must be completed and all paperwork submitted to our office before the first day of class in order to register. Prior to submitting your paperwork make copies for your records. It will be helpful to you for future employment.

## **State of Texas Minimum Standards for Enrollment and Initial Licensure Guidelines:**

Title 37

PUBLIC SAFETY AND CORRECTIONS

Part 7

TEXAS COMMISSION ON LAW ENFORCEMENT

Chapter 217

ENROLLMENT, LICENSING, APPOINTMENT, AND SEPARATION

Rule §217.1

Minimum Standards for Enrollment and Initial Licensure

Previous Rule

[View Rule](#)

Next Rule

[View Rule](#)

Chapter Review Date

05/03/2023

[https://texas-sos.appianportalsgov.com/rules-and-meetings?\\$locale=en\\_US&interface=VIEW\\_TAC\\_SUMMARY&queryAsDate=04%2F03%2F2025&recordId=217194](https://texas-sos.appianportalsgov.com/rules-and-meetings?$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=04%2F03%2F2025&recordId=217194)





## **REFUND POLICY**

If a cadet withdraws from the program **prior** to the first day of class or if the class is cancelled, a refund will be mailed from the college Business Office. Refunds generally take four weeks to be processed. Cancellations or withdrawals must be received at least one business day prior to the **first day of class** in order to receive a 100% course refund.

**\*\*No refunds will be made on or after the first class day\*\***





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## #1000736 BASIC PEACE OFFICER COURSE

In accordance with commission regulations, the Basic Peace Officer Course shall consist of 736 hours and shall include the subjects set forth below. This is the recommended sequence for teaching the course and corresponding hours. Training agency academies, please report Personnel Orientation by Dept. Basic Proficiency (course #1999) for each student.

### **Module A Introduction/Personnel Orientation**

- |   |   |
|---|---|
| 0. Administrative/Departmental Overview | 0 |
|---|---|

### **Module B Professional Police Practices**

- |   |    |
|---|----|
| 1. Professionalism and Ethics               | 12 |
| 2. Professional Policing                    | 12 |
| 3. Fitness, Wellness, and Stress Management | 16 |
| 4. TCOLE Rules                              | 4  |
| 5. Multiculturalism and Human Relations     | 8  |
| 6. Racial profiling                         | 4  |

### **Module C Constitutional Law, Criminal Law, and the Criminal Justice System**

- |                                      |    |
|--------------------------------------|----|
| 7. US, Texas Constitution and Rights | 10 |
| 8. Penal Code                        | 50 |
| 9. Code of Criminal Procedure        | 12 |
| 10. Arrest, Search, and Seizure      | 40 |
| 11. Asset Forfeiture                 | 4  |
| 12. Identity Crimes                  | 4  |
| 13. Consular Notification            | 1  |
| 14. Civil Process                    | 4  |

### **Module D Illegal Substances and Special Regulations**

- |   |    |
|---|----|
| 15. Health and Safety Code and Controlled Substance Act | 12 |
| 16. Alcoholic Beverage Code                             | 4  |

### **Module E Family, Children, and Victims of Crime**

- |  |    |
|--|----|
| 17. Sexual Assault and Family Violence | 12 |
| 18. Missing and Exploited Children     | 8  |
| 19. Child Safety Check Alert List      | 1  |
| 20. Victims of Crime                   | 10 |
| 21. Human Trafficking                  | 4  |

### **Module F Traffic Regulation**

- |   |    |
|---|----|
| 22. Traffic Code/Crash Investigation/ TIM | 74 |
| 23. Intoxicated Driver (SFST)             | 24 |

### **Module G Communication/Language**

- |                           |    |
|---------------------------|----|
| 24. Written Communication | 16 |
|---------------------------|----|





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	25. Verbal Communication/Public Interaction	16
	26. Spanish	16
<b><u>Module H</u></b>	<b><u>Use of Force</u></b>	
	27. De-escalation Strategies	8
	28. Force Options Theory	28
<b><u>Module I</u></b>	<b><u>Special Populations</u></b>	
	29. Crisis Intervention Training	40
	30. Traumatic Brain Injury	2
<b><u>Module J</u></b>	<b><u>Arrest Procedures</u></b>	
	31. Arrest and Control	40
<b><u>Module K</u></b>	<b><u>Investigations</u></b>	
	32. Criminal Investigations	40
	33. Juvenile Offenders	10
<b><u>Module L</u></b>	<b><u>Vehicle Operation</u></b>	
	34. Professional Police Driving	32
<b><u>Module M</u></b>	<b><u>Patrol Operation</u></b>	
	35. Patrol Skills/Traffic Stops	46
	36. Radio Communications/Amber-Silver Alert/TCIC-TLETS	16
	37. Civilian Interaction Training	2
	38. Interacting with Deaf and Hard of Hearing	4
	39. Canine Encounters	4
<b><u>Module N</u></b>	<b><u>Medical</u></b>	
	40. Emergency Medical Assistance	16
<b><u>Module O</u></b>	<b><u>Weapons</u></b>	
	41. Firearms	48
<b><u>Module P</u></b>	<b><u>All Hazards Training</u></b>	
	42. HazMat Awareness/ICS	4
<b><u>Module Q</u></b>	<b><u>Active Shooter Response</u></b>	
	43: ALERRT Level 1	16
<b><u>Module R</u></b>	<b><u>End of Course Review</u></b>	2
<b>Total Hours:</b>		<b>736</b>





## Weatherford College Law Enforcement Academy



### WCLEA ADDITIONAL TCOLE CREDIT HOURS/CERTIFICATIONS

<u>Course and Course Reporting Numbers</u>	<u>Hours</u>
Baton (All) - #2053	4
Body Worn Camera - #8158	2
FEMA An Introduction to the Incident Command System, IC0100.c (Online) - #66100	2
FEMA Basic Incident Command System for Initial Response IS0200.c (Online) - #66201	3
FEMA An Introduction to the National Incident Management System IS0700.b (Online) - #66699	4
Narcan - #52000	1
Less Lethal Electronic Control Device Training (Taser) - #3344	6
Less Lethal Chemical Weapons Training (OC) - #3343	4
Patrol Rifle - #3322	20
Reality Based Training/Shoot House - #3295	16
Defensive Tactics (DT/Police Jiu Jitsu) #2040	40

**Total Continuing Education Hours: 100**





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## REQUIRED PAPERWORK FOR SELF-SPONSORED CADET

1. Complete the Online Weatherford College Application - [elluciancrmrecruit.com](http://elluciancrmrecruit.com) [Click Here](#)
2. C1 form– PID Assignment number (*submit form to PSP office*). If you have a PID number that is the number you will use on your paperwork. If you do not have a PID, submit this form to our office to be issued a number. This number will be required for your paperwork. You may not email the form to our office.
3. P.H.S. (Personal History Statement) – must be typed “not handwritten”
4. P.H.S. waiver – must be notarized
5. L3 form – Licensee Psychological and Emotional Health Declaration – once application is approved by the coordinator, cadet will receive email containing L3 form. All cadets **must** see assigned doctor on L3 form.
6. L2 – Licensee Medical Condition Declaration. Once application is approved by the coordinator, cadet will receive email with L2 form. All cadets **must** see assigned doctor on L2 form.
7. F.A.S.T. background check – see instruction sheet in this packet (must be within 90 days of academy start date)
8. TSI Test – not required if you are a veteran or have a degree but if you do not, it is suggested you take the TSI test. Contact the WC testing center to set up an appointment at 817-598-6383
9. Cadet file waiver – must be notarized
10. Proof of auto liability insurance (must be current at time of the academy start date)
11. Original Certificate of Nationalization papers (if applicable) (**NO COPIES**)
12. Birth Certificate (**NO COPIES**) copies will be made in our office.
13. High School Transcript (or GED scores) - SEALED
14. Copy of High Diploma – if applicable
15. Official College Transcript(s) – if applicable - SEALED, AND ONLY THE LAST ONE ATTENDED
16. Photo copy of college diploma – if applicable
17. Driving history statement – instructions in packet (must be within 90 days of academy start date)
18. Claims release – must be signed by a witness
19. Proof of current Flu shot (Highly recommended, but not required)
20. Meningitis shot – Not required if you are over 21 years of age.





## Weatherford College Law Enforcement Academy



21. Social security card – copy can be made in our office
22. DD214 (if applicable) Must possess an honorable discharge
23. Texas Driver's license (Color copy, front & back) – copy can be made in our office





# Weatherford College Law Enforcement Academy



## WC/CE FINANCIAL AID

\*\*LEA Only qualifies for WIOA (Workforce Innovation and Opportunity Act) funding\*\*

Limited scholarship funds are available through the Workforce Education Grant (WEG), formerly TPEG for Continuing Education students. Eligibility is based on individual financial need and student enrollment in occupational courses. Funds awarded to eligible students will be applied directly to the course tuition. WEG funds will be awarded until the funds for Continuing Education are depleted. Applicants must complete the WEG application and allow 2 weeks minimum for processing time before class start date. The WEG form is due to the Continuing Education main campus office 10 business days before class begins to allow sufficient processing of information.

### **Workforce Education Grant (WEG)**

This funding is available based on an applicant's eligibility and documentation of financial need. Occupationally related courses are eligible for WEG funding until funds are depleted. Call 817-598-8870 for more information or go to: [WEG application with selective service.pdf \(wc.edu\)](#) to obtain the application.

### **Weatherford College Foundation Scholarship for Workforce & Continuing Education**

Through the generosity of community leaders and others this scholarship funding is based on career plans, impact on life, and financial need. Occupationally related courses are eligible for this scholarship until funds are depleted. Call 817-598-8870 for more information or go to: [WEG application with selective service.pdf \(wc.edu\)](#) to obtain the application.

### **Texas Workforce Commission (TWC) Workforce Innovation & Opportunity Act (WIOA) Program**

Some programs are certified through the Workforce Innovation and Opportunity Act (WIOA) and are eligible for funding. Occupationally related courses are eligible for this scholarship until funds are depleted. Call 817-598-8870 for more information or visit the WC website to learn more about it,

[Financial Assistance \(wc.edu\)](#)

**Contact:** 817-598-8870





# Weatherford College Law Enforcement Academy



- Weatherford College Scholarships - <https://www.wc.edu/paying-for-weatherford/scholarship-opportunities/index.php>
- Utilizing military benefits contact the Veterans affairs office - [veterans@wc.edu](mailto:veterans@wc.edu)

## **OPTIONAL - INSURANCE SUGGESTIONS:**

Cadets are advised to have Health insurance **but it is not required**. Academies may have activities that are physically demanding and injuries can happen.

If an injury occurs during the academy this could hinder you from completing the course.  
The academy is not responsible for injuries or costs associated with injuries during the academy.

Below are a few suggestions.

[www.ifcs.us](http://www.ifcs.us)

[www.ejsmith.com](http://www.ejsmith.com)

[www.smarterschooling.com](http://www.smarterschooling.com)

[www.insuranceforcollegestudents.com](http://www.insuranceforcollegestudents.com)





# Weatherford College Law Enforcement Academy



## TEXT BOOK REQUIREMENTS

Text books may be purchased from the Weatherford College bookstore or online. When in doubt, always purchase the latest version of the textbook. These text books may be useful to students, but are **optional and not required** to complete the course.

- Texas Criminal & Traffic Law Annual (latest edition) Blue360 Media
- Texas Criminal and Traffic Law Field Guide (latest edition) Blue360 Media





## Weatherford College Law Enforcement Academy



### **FIREARMS AND ADDITIONAL EQUIPMENT**

**Not needed until after you start. You will be advised when to purchase the items.**

**\*\*All weapons must be approved by LEA Chief/Program Coordinator\*\***

- Handgun – (9mm, .40 S&W, or .45 ACP)
- Handgun magazines – 3 minimum
- Handgun ammunition:
  - 1000 rounds of Full Metal Jacket Practice Ammo
- Recommended Holster – Safariland 6360 triple-retention holster

**\*\*\*BLACKHAWK SERPA OR SIMILAR FINGER RELEASE HOLSTERS, AS WELL AS UNCLE MIKES SNAP STYLE HOLSTERS, ARE PROHIBITED AND WILL NOT BE ALLOWED ON THE RANGE\*\*\***

- Rifle Ammunition:
  - 500 rounds of .223/5.56 cal.
- Shotgun Ammunition:
  - 100 ct. of Birdshot
  - 20 ct. - 00 Buckshot
  - 20 ct. - Slugs
- SIMS/RBT/Shoothouse supplies/instruction - \$50 - **This fee will be paid through the Weatherford College Business Office. It can be paid for via credit card or check. You will be informed as to when this payment can be submitted during the BPOC.**
- TASER X26P Cartridges (2)/instruction - \$100 - **This fee will be paid through the Weatherford College Business Office. It can be paid for via credit card or check. You will be informed as to when this payment can be submitted during the BPOC.**





# Weatherford College Law Enforcement Academy



## UNIFORM AND EQUIPMENT REQUIREMENTS

**Boots:** Black military or tactical boots and black socks. Must be able to polish the tip of each boot.

**Uniform Shirt:** Long-sleeved shirt w/LEA patches on sleeves (Brand: Liberty - Style: 732 - Color: MPB).

**Uniform Pant:** Straight leg, ironable (Brand: Liberty - Style: 650MNV - Color: Navy).

**Uniform Pant for Firearms (GALLS):** BDU's, (Brand: Tru-Spec or similar - Style: BDU - Color: Navy)

**Baseball Cap:** Dark Blue Baseball cap with no logo (Brand: Sanmar - Style: CP80 - Color: Navy).

**PT/DT Uniform:** Academy PT clothes (T-Shirt, PT shorts, running shoes) with PSP logo on them. **Safety**

**Vest:** Orange traffic safety vest.

**Handcuffs and Key:** One pair of handcuffs (No keyholes on both sides of cuffs or hinged cuffs).

**Duty Gear (ALL NYLON UNLESS YOU ARE HIRED AND YOUR AGENCY IS SUPPLYING THE GEAR):** Inner Belt, Duty Belt, Dual Magazine Pouch (vertical opened top), Cuff Case (single closed top), flashlight holder, four keepers and a holster with retention for a Glock 17 (unless hired by an agency).

**Additional optional clothing:** Sweatshirt and/or Sweatpants – Must have Weatherford College Public Safety Professions (PSP) logo on them.

**Flashlight:** Black in color with at least 200 lumen's with a momentary on/off activation switch.

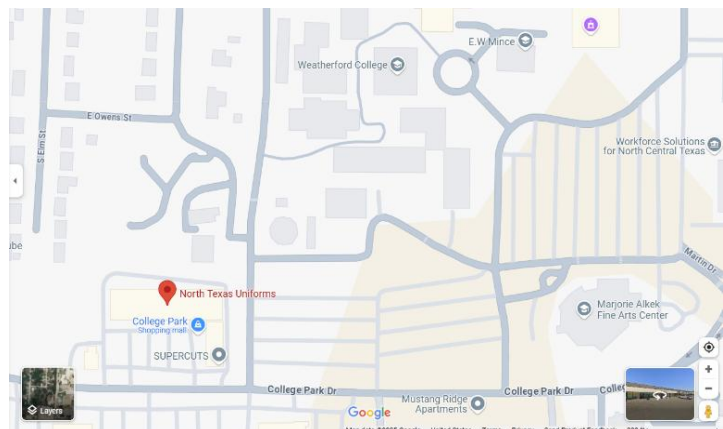
**Amazon (name tag):** YOUR NAME TAG SHOULD BE IN ALL CAPS (FIRST NAME INITIAL WITH LAST NAME  
EXAMPLE - J. DOE - WITH PINS – Metal engraved personalized name tag (Stainless Steel).

**Laptop:** Be sure to check for system updates before your first day.

**Note: Check with our office for donated items that could be available for free.**

### PRIMARY/PREFERRED UNIFORM VENDOR

**North Texas Uniforms**  
**151 College Park Dr.**  
**Weatherford, TX 76086**  
**Business: 817-599-7160**



Inform the staff at North Texas Uniforms that you will be attending the WC Law Enforcement Academy; they can assist you with uniforms specs and required equipment.





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## OTHER OPTIONAL VENDORS FOR LE GEAR

**Officer Store Law Enforcement Supplies:** 1-800-852-6088 [www.officerstore.com](http://www.officerstore.com)

**GALLS:** 1-800-477-7766 [www.galls.com](http://www.galls.com)





# Weatherford College Law Enforcement Academy



## **ACADEMY DRESS CODE AND APPEARANCE**

- Full uniform every day of class
- The cap will may be worn when outside and in uniform. The cap will be removed when entering ANY building.
- No Substitutions for uniform items will be allowed, unless approved in advance by the LEA Chief/Program Coordinator.
- Male cadet hair shall be short and neatly-trimmed, and cannot touch the collar or the ear. Female cadet hair longer than collar-length will be worn secured above and off the collar any time while in Academy uniform. If cadets use dyes, tints or bleaches, they must choose those that results in natural hair colors. Colors that detract from a professional appearance are prohibited. Therefore, cadets should avoid using colors that result in an extreme appearance. The determination of “extreme” is at the discretion of the LEA Chief/Program Coordinator.
- Cadets shall be clean-shaven, except for only mustaches, which are allowed provided they are trimmed as follows:
  - Shall not extend beyond or below the corners of the mouth
  - Shall not extend below the top of the upper lip
- All visible tattoos must be covered up
- Uniforms shall have appropriate patches and should be clean, pressed and in serviceable condition throughout the academy.





# Weatherford College Law Enforcement Academy



## How to obtain a copy of your driving record

**Note: The driving record is valid for 90 days. Please order your driving record within 90 days of the academy Orientation date.**

1. Go to the DPS Driver's License Division website and follow the prompts to obtain:  
[DPS Driver's License Division Website - Click Here](#)
2. Under "Online Services," select *Order Driver Records*.
3. Log into the system using your driver's license number, social security number, date of birth, and the 11-16-digit DPS audit number, located next to your driver's license photo.
4. You will need to obtain a **Type 3 driving record**, which includes all accidents on your driving record. It does not need be certified, as with Type 3A.
5. Input your name, address, and hit "Review requested records and purchase order." Enter your payment information and billing address, and hit "Pay this amount."
6. Follow any other on-screen directions until you have completed the request.
7. Print the report to submit to the academy (keep a copy for your own records).





## HOW TO SCHEDULE THE F.A.S.T. BACKGROUND CHECK

### TCOLE/Non-Law Enforcement Academies

**Note: The background is valid for 90 days. Please order your background within 90 days of the academy Orientation date.**

The general process for electronic fingerprinting is:

1. Schedule an appointment to be electronically fingerprinted by MorphoTrust USA at one of their Identogo enrollment centers.

- Internet based scheduling is the quickest and most convenient way to obtain a fingerprint appointment.

- a. You may begin the process now by simply clicking on this link:

<https://uenroll.identogo.com/>.

- b. **Service Code 11G4J8 | ORI TCOLE Academy Number: LE-511247**

- c. Provide all required pre-enrollment data and select a convenient date and time for your appointment.

- If you prefer to schedule over the telephone, you must:
  - a. Have your Service Code ready, then call 888.467.2080;
  - b. MorphoTrust will prompt you for the Service Code;
  - c. Provide all required pre-enrollment data and select a convenient date and time for your appointment.

2. Arrive at your scheduled appointment with your photo identification and fee.

If you plan on bringing a form of identification other than a valid (unexpired) TX Drivers

refer to the Department of Public Safety's acceptable document types here: [http://](http://www.11enrollment.com/stateZforms/tx/55fc619a7f7aa.doc)

[www.11enrollment.com/stateZforms/tx/55fc619a7f7aa.doc](http://www.11enrollment.com/stateZforms/tx/55fc619a7f7aa.doc)

- MorphoTrust accepts Visa/MasterCard/Discover/American Express, business checks, money orders and coupon codes (employer accounts) at the time of service.
- Please note that personal checks and cash are not accepted.





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3. Your fingerprints will be submitted electronically to DPS and the FBI. You will not receive a printed fingerprint card.
4. At the conclusion of your appointment, the MorphoTrust enrollment agent will provide you with an Identogo receipt stating that you were fingerprinted.
  - Do not throw away the receipt;
  - You may check status on your submission by clicking on this link:  
<https://uenroll.identogo.com/>. Then;
  - Click "Check Status"

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation, in accordance with applicable statutes.





# Weatherford College Law Enforcement Academy



## **PERSONAL HISTORY STATEMENT (PHS)**

### **Instructions:**

- MUST BE **TYPED** and not hand written.
- Download a copy of the PHS by clicking [here](#), or by visiting the Weatherford College Basic Peace Officer Academy web page by clicking [here](#)
- Paperwork listed in the PHS must be submitted with your PHS to our office **IN-PERSON!**
- If text does not fit in one of the boxes, press the space bar a few times after text to make it fit.

### **Official College Transcripts:**

Official certified college transcript(s), are required as part of the documents for the Personal History Statement. They MUST be submitted directly to the Public Safety Professions office. DO NOT submit them to any other office on the Weatherford College campus. Opened transcripts will not be accepted as official.

### **All transcripts must be sent to:**

Weatherford College  
Attention: Law Enforcement Academy  
225 College Park Drive  
Weatherford, Texas 76086





# Weatherford College Law Enforcement Academy



## PHS WAIVER

I, \_\_\_\_\_ represent and warrant the answers I have made to each and  
*Print Name*  
all of the foregoing questions are full and true to the best of my knowledge and belief. In order that the officials of the Weatherford College Law Enforcement Academy may be fully informed as to my personal character and qualifications for enrollment in the academy, I refer them to each of my former employers and to any other person who may have information concerning me. As this information is furnished at my express request and for my benefit, I do hereby release them from any and all liability for damage of whatsoever nature an account of furnishing such information. I acknowledge that any false statements, omissions or misrepresentations knowingly made in answering the above questions is good cause for removal from consideration for the Academy or discharge during it.

\_\_\_\_\_  
Signature Date

Sworn to and subscribed before me, this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Notary public in and for, State of \_\_\_\_\_

My commission expires \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_





## PHS INSTRUCTIONS

In order to assist you with properly completing the Personal History Statement (PHS) I am providing additional directions that I hope you find helpful.

1. Read all directions prior to beginning the PHS.
2. For any item in the PHS that you provide information, make sure you put something for every box in that item.
3. If you do not know the information or cannot obtain the information, enter "unknown" (see Example page item 3).
4. If it is something that you/they do not have, put "NA" (see Example page item 2). For example, if you have a sibling who you are no longer in contact with and do not know their address, put "unknown" in that blank.
5. If you have a parent who is retired, put "retired" in the work address box, and then "NA" in the corresponding city, state, and zip code boxes.
6. If there is an "NA" check box in the upper left-hand corner of an item, and you check that box, you do not need to complete any other boxes for that item (see Example page items 1 and 4).

Keep in mind this is a TCOLE document and can be used as an instrument for comparison at any agency you apply to in the future. After you complete the PHS remember to make a copy for your records. **DO NOT SIGN OR HAVE THE PHS NOTARIZED BEFORE SUBMITTING IT TO THE ACADEMY! WE WILL NOTARIZE IT HERE ON-SITE AFTER REVIEW.** If you have any questions, please contact our office.





# Weatherford College Law Enforcement Academy



## Law Enforcement Academy \* Fire Academy \* Paramedic \* EMT

### CADET FILE WAIVER

I \_\_\_\_\_ represent and warrant the answers I have made to each and

*Print Name*

all of the foregoing questions are full and true to the best of my knowledge and belief. In order that the officials of the Weatherford College Public Safety Professions programs (LEA, EMT, Paramedic & Fire Academy) may be fully informed as to my personal character and qualifications for enrollment in the academy, I refer them to each of my former employers and to any other person who may have information concerning me. As this information is furnished at my express request and for my benefit, I do hereby release them from any and all liability for damage of whatsoever nature an account of furnishing such information. I acknowledge that any false statements, omissions or misrepresentations knowingly made in answering the above questions is good cause for removal from consideration for the Academy or discharge during it.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Signature of applicant

Date

Sworn to and subscribed before me, this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Notary public in and for, State of \_\_\_\_\_

My commission expires \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Printed Name of Notary

Notary seal or stamp

\_\_\_\_\_





# Weatherford College Law Enforcement Academy



## **CLAIMS RELEASE, INDEMNIFICATION AND ASSUMPTION OF RISK**

I, \_\_\_\_\_, am enrolled in the Weatherford College Law Enforcement Academy ("LEA"), and desire to participate in LEA fire arms training. In consideration of permission to participate in LEA fire arms training, the sufficiency of which is acknowledged, I unconditionally release, indemnify and hold harmless Weatherford College, LEA, their agents, representatives, contractors, employees, administrators, faculty and staff, (hereinafter "Indemnitees") from all claims, causes of action, costs (including reasonable attorney's fees) that I or my personal representatives may have against Indemnitees as a result of any injury, including death, or damages resulting, directly or indirectly, from any act or omissions or negligence of Indemnitees, or my participation in my LEA training, which specifically includes but is not limited to fire arms training using any type of fire arms.

I hereby acknowledge the inherent danger of the use of fire arms and knowingly assume the attendant risk ("Assumption of Risk").

I hereby agree that the acceptance of this Release, Indemnification and Assumption of Risk by Weatherford College and LEA is not a waiver of Sovereign Immunity or any other defense afforded Weatherford College, LEA, or their agents, representatives, contractors, employees, administrators, faculty or staff by Statute or Common Law of the State of Texas.

I acknowledge and agree I have read the foregoing in its entirety, have had an opportunity to ask questions concerning the content and meaning thereof and that I understand its terms and conditions. I further acknowledge and agree that the opportunity to participate in LEA and in fire arms training is based on my signing this agreement.

Print Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Witness - Print Name: \_\_\_\_\_

Witness - Signature: \_\_\_\_\_





# Weatherford College Law Enforcement Academy



## SELF-SPONSORED CADET CHECKLIST

WC SID: \_\_\_\_\_ Day Class \_\_\_\_\_ Night Class Year: \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First Middle Other (e.g., Maiden)

Email: \_\_\_\_\_ Phone: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: \_\_\_\_ Race/Ethnicity: (circle one) White - Black or African American - Hispanic  
American Indian or Alaskan Native - Pacific Islander - Asian - Multicultural

All paperwork must be submitted to our office in person or originals may be sent by mail. No other offices on campus will process academy paperwork.

*All applicants will be added on a wait list. Applicants will only be considered when their application is COMPLETE.*

1. WC online application	13. Official High School Transcripts (or GED Scores)
2. PID C1 form – (if you do not have a PID # submit form to our office or use your current number):	14. Copy of High School Diploma (if applicable)
3. PHS (Personal History Statement)	15. Official College Transcripts
4. PHS waiver	16. Photo copy of College Diploma (if applicable)
5. L3 – Psychological (must see doctor on L3 form) Must submit PHS to office before making appointment.	17. Driving History Statement (Order within 90 days of the academy dead line)
6. 7. L2 (Physician's Statement/Drug Screen, must see doctor on L2 form)	18. Claims Release
7. F.A.S.T. - background check (Complete within 90 days of the academy deadline)	19. Proof of current Flu shot (Recommended)
8. TSI scores (NOT REQUIRED)	20. Meningitis (not required for persons 21+)
9. Cadet file waiver	21. Social Security Card (COPIES MADE IN OUR OFFICE)
10. Proof of Auto Liability insurance (must be current)	22. DD214 (if applicable)
11. Proof of Nationalization application	23. TX Driver's License (COPIES MADE IN OUR OFFICE)
12. Proof of citizenship (Birth Certificate, Passport, Nationalization paper etc... Certified must be brought to office)	

COMMENTS:

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**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.**

**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	
21. Select One Completed:				
<input type="checkbox"/> High School <input type="checkbox"/> GED				

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 §217.1 Minimum Standards for Initial Licensure.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

- ☐ 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
- ☐ Ability to utilize a TCOLE system as an authorized user for this agency

TCOLE agency / training provider number \_\_\_\_\_ and Name \_\_\_\_\_

\_\_\_\_\_  
 Agency Administrator or Training Coordinator (Type or Print)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**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, special forces or TDCJ training.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date





## Weatherford College Law Enforcement Academy



**\*AGENCY HIRED CADETS\***  
**PLEASE REFER TO PAGES 29-32 OF THE APPLICATION PACKET**





Kim Vickers  
Executive Director

# TEXAS COMMISSION ON LAW ENFORCEMENT

## Technical Assistance Bulletin

To: All Texas Law Enforcement Agencies/Contract Training Providers/Licensees  
From: Kenny Merchant/Director, Credentialing and Field Services  
Regarding: **License Expansion (or adding an additional License to an existing Licensee)**  
Date: June 5, 2019

For a number of years the Commission Executive Director has allowed a process called "License Expansion." In short, this refers to adding an additional Commission License to a continuously appointed and current licensee. For example- appointing a currently licensed and appointed Jailer as a new Telecommunicator, within the same agency. This policy allows the appointing agency to forego repeating all of the steps of appointment that have already occurred and would be redundant. This should prove to be a substantial cost and time savings to the appointing agency. In the above scenario, the appointing agency would not be required to again complete:

1. L2/L3
2. CCH and/or Fingerprint Submission/Return
3. F5R
4. Background Investigation/Personal History Statement

Only the new L1 or L1T Appointment Document would need to be completed. This holds true even if the original appointment at the agency did not require a new L2/3 or fingerprints. For example: a licensee who was previously appointed at another agency is appointed as a Peace Officer, with less than 180 days break in service, at your agency. Your agency completes all of the documentation necessary for a "Less Than 180 Day Separation" (according to the Law Enforcement Agency Checklist from our website). Your agency then decides to add a Jailer License. None of the 4 above documents must be completed again, for the Jailer License. This is true even if the L2/L3 that weren't completed for the current Peace Officer appointment.

There are a couple of things to pay close attention to. First, this is only allowed to add a license within the same agency- a Peace Officer at one agency may not go to another agency and be licensed as a Jailer/Telecommunicator and this policy applied. Second, employment has to be continuous- a former jailer at an agency cannot separate, then come back as a Telecommunicator and apply this policy. **And, third, an academy is free to set a higher standard than is required by the Commission. This means that an academy may still require you to complete an L2/L3, even if the Commission does not.**

As always, the Commission encourages agencies to do more than is required, such as getting copies of old L2/L3's if new ones are not completed, running new fingerprint checks, etc., as a way to protect the agency from liability. Do not rely on a previous agency to have done things correctly in the original appointment process- verify it yourself.





## Weatherford College Law Enforcement Academy



### **REQUIRED PAPERWORK FOR AGENCY HIRED CADET**

**\*Departments may submit their copies of the paperwork to the academy.\***

- Complete WC student online application - [elluciancrmrecruit.com](http://elluciancrmrecruit.com) [Click Here](#)
- Declaration of Licensing Course Enrollment Eligibility (DOLCEE) form - [TCOLE Forms Click Here](#)
- Sponsorship Form for tuition
- C1 form - Page 27 – If the applicant has a PID number, please provide it
- Cadet File Waiver - Page 24
- Claims Release - Page 25
- Texas Driver's license (Color copy, front and back)
- Official High School Transcript or GED scores
- Proof of auto liability insurance
- DD214 (if applicable) Must possess an honorable discharge
- L2
- L3





# Weatherford College Law Enforcement Academy



## AGENCY HIRED CADET CHECKLIST

WC SID: \_\_\_\_\_ Day Class \_\_\_\_\_ Night Class Year: \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First Middle Other (e.g. Maiden)

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: \_\_\_\_ Race/Ethnicity: (circle one) White - Black or African American - Hispanic  
American Indian or Alaskan Native - Pacific Islander - Asian - Multicultural

All paperwork must be submitted to our office in person or originals may be sent by mail. No other offices on campus will process academy paperwork.

*Only COMPLETE PAPERWORK will be considered for program.*

	1. D.O.L.C.E.E. (Declaration of Licensing Course Enrollment Eligibility -if applicable for Hired Cadets) - <b><u>Agency Name:</u></b>		
	2. WC online application SID #		
	3. C-1 - PID Assignment		
	4. L2 - Medical Condition Declaration		
	5. L3 - Psychological and Emotional Health Declaration		
	6. F.A.S.T. - background check (or D.O.L.C.E.E. form)		
	7. Cadet file waiver		
	8. Proof of Auto Liability insurance (must be current)		
	9. High School Transcript/Diploma/or G.E.D. scores		
	10. Claims Release		
	11. DD214 (if applicable)		
	12. TX Driver's License		

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



### COMPANY/ORGANIZATION/EMPLOYER

ORGANIZATION NAME	
BILLING ADDRESS	
CITY/STATE/ZIP	

### BILLING CONTACT

CONTACT NAME	
PHONE NUMBER	
EMAIL ADDRESS	

- This letter of authorization serves as an agreement with Weatherford College to pay for the following students' charges listed below. This is a promise to pay even if the student drops or fails the courses.
- Any schedule change will require an updated voucher.
- The invoice will be submitted to the billing contact email provided. Please do not remit payment prior to receiving an invoice.

**TERM:**    ☐ Quarter 1    ☐ Quarter 2    ☐ Quarter 3    ☐ Quarter 4

*Only select one. A new sponsorship form will need submitted each quarter.*

Student ID	Student Name	Courses/Program	TOTAL Tuition/Fees

ALL INVOICES WILL BE PROCESSED AT THE END OF THE TERM.

_____	_____	_____
Authorized Name	Email	Phone Number
_____	_____	_____
Authorized Signature	Title	Date