



Law Enforcement Academy – L.E.A.

Weatherford College

Public Safety Professions

WC campus location: Workforce Building

Third Floor, Rm. 316

225 College Park Dr.

Weatherford, Tx 76086

817-598-6347

wcpinfo@wc.edu



2024 CLASSES

Day Class #69 January 2025
Monday through Friday 7am — 4pm

Night Class #70 March 2025
Monday through Friday 6pm—11pm & some Saturdays

Day Class #68 July 2024
Monday through Friday 7am—4pm

Tuition for each course is \$2,300 non-credit or \$3,250 credit + equipment, books & supplies
= estimated cost could be up to \$3,315 (NC) or \$3,550(C)

Note: All required paperwork is due 10 business days before orientation.



LAW ENFORCEMENT ACADEMY

*225 College Park Drive
Weatherford, Texas 76086*



A MESSAGE FROM THE COORDINATOR

Dear applicant,

Hello from us here at the Weatherford College Law Enforcement Academy. So, you have chosen to explore a career in law enforcement? Perhaps you have always known that you wanted to be a police officer or are just now becoming curious. Either way, please allow me the opportunity to assure you that a career in law enforcement is a fun, rewarding, and fulfilling profession.

I am Warren Egerton, the Chief Coordinator for the law enforcement academy and I thank you for your interest in our program. Our police academy focuses heavily on student success, both as a student and a police officer. We push our cadets academically, physically and emotionally to be the best version of themselves when they leave. We host two-day academies and one-night academy per year. Our day academy runs for approximately 5 months and our night academy runs for approximately 7 months. Our night academy is longer, because you would only attend at night for five hours.

Every portion of this application packet you're about to read has a purpose and is important. The Texas Commission on Law Enforcement (TCOLE) sets strict guidelines on how cadet's personnel files are to be built and maintained. Like TCOLE, I too will be strict but this is to prevent unnecessary delays with your application or licensing. Every step in this packet is crucial and would need to be completed before we will continue our consideration of you joining the academy. The steps are spelled out in pages following this letter. These steps are non-negotiable, and should be completed to the letter. Please read the instructions carefully! Once again, incomplete packets will not be considered for admission. Please feel free to contact me with any questions you might have.

A handwritten signature in black ink, appearing to read 'Warren Egerton'.

Warren Egerton

Law Enforcement Academy Coordinator
Public Safety Professions
P. 817-598-6313
E. wegerton@wc.edu



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.



LAW ENFORCEMENT ACADEMY

225 College Park Drive
Weatherford, Texas 76086
Fax 817-599-6507

Below you will see an example of the minimum standards for a Police Academy approved by TCOLE.

#1000696 BASIC PEACE OFFICER COURSE

In accordance with Commission regulations, the Basic Peace Officer Course shall consist of a minimum of 696 classroom hours and shall include, but not limited to, the subjects set forth below. This is the recommended sequence for teaching the course.

Module A Introduction/Orientation

1. Administrative/Departmental Overview

Module B Professional Police Practices

2. Professionalism and Ethics 12
3. Professional Policing 12
4. Fitness, Wellness, and Stress Management 16
5. TCOLE Rules 4
6. Multiculturalism and Human Relations 8
7. Racial profiling (TCOLE 3256) 4

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

8. US, Texas Constitution, and Rights 10
9. Penal Code 50
10. Code of Criminal Procedure 8
11. Arrest, Search, and Seizure 40
12. Asset Forfeiture (TCOLE 3255) 4
13. Identity Crimes (TCOLE 3277) 4
14. Consular Notification 1
15. Civil Process 4

Module D Illegal Substances and Special Regulations

16. Health and Safety Code and Controlled Substance Act 8
17. Alcoholic Beverage Code 4

Module E Family, Children, and Victims of Crime

18. Family Violence, Child Victims, and Related Assaultive Offenses 4
19. Missing and Exploited Children (TCOLE 3275) 4
20. Child Alert Check List 1
21. Victims of Crime 10
22. Human Trafficking (TCOLE 3270) 4

Module F **Traffic Regulation**

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

Module G **Communication/Language**

25. Written Communication	16
26. Verbal Communication/Public Interaction	16
27. Spanish	16

Module H **Use of Force**

28. De-escalation Strategies (TCOLE 1849)	8
29. Force Options Theory	24

Module I **Special Populations**

30. CIT (1850) (Crisis Intervention Training)	40
31. Traumatic Brain Injury (TCOLE 4066)	2

Module J **Arrest Procedures**

32. Arrest and Control (Defensive Tactics)	40
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Module K **Investigations**

33. Criminal Investigations	40
34. Juvenile Offenders	10

Module L **Vehicle Operation**

35. NAPD-Professional Police Driving	32
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Module M **Patrol Operation**

36. Patrol Skills/Traffic Stops	46
37. Radio Communications/Amber-Silver Alert/TCIC-TLETS	16
38. Civilian Interaction Training (TCOLE 30418)	2
39. Interacting with Deaf and hard of Hearing (TCOLE 7887)	4
40. Canine Encounters (TCOLE 4065)	4

Module N **Medical**

41. Emergency Medical Assistance	16
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Module O **Weapons**

42. Firearms	48
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Module P **All Hazards Training**

43. HazMat Awareness/ICS 4

Module O **Less Lethal Training**

44. Less Lethal, O.C. 8

45. Less Lethal, Electronic Control Device 8

Module R **ALERRT**

46. A.L.E.R.R.T training. 16

Total Hours: 785

L. E. A. EXPECTED MINIMUM

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 80% overall grade and must have a minimum of 80% 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 1035	Police Academy Fitness I
CJLE 1018	Basic Peace Officer III
CJLE 1024	Basic Peace Officer IV

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

Should you have any questions or need any further assistance preparing for the Academy, please contact the Public Safety Professions office, at 817-598-6347 or email wcpinfo@wc.edu

WEATHERFORD COLLEGE

Law Enforcement Academy

REQUIREMENTS

All applicants to the Academy must:

1. Be a citizen of the United States, and able to provide a certified copy of birth certificate, copies of driver's license, and Social Security card.
 2. Must be 21 years of age by the Academy graduation.
 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 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.
 - 1) Meet one of the following minimum educational requirements:
 - 2) A. Be a high school graduate, or
 - 3) B. Have passed a General Equivalency Development (GED) Test indicating high school graduation level.
 11. 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.
 12. Show no trace of drug dependency or illegal drug use upon completion of a 10-panel drug screen.
 13. 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.
 14. 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.
 15. Not have had a TCOLE license denied by final order or revoked.
 16. Not currently on TCOLE suspension, or not have a surrender of TCOLE license currently in effect.
 17. 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.

All of the above are subject to verification and must be on file with the Academy prior to enrollment, unless otherwise authorized by the Academy Program Coordinator.

Texas Administrative Code

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

- (a) In order for an individual to enroll in any basic licensing course the provider must have on file documentation, acceptable to the Commission, that the individual meets eligibility for licensure.
- (b) The commission shall issue a license to an applicant who meets the following standards:
- (1) 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:
 - (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;
 - (B) holds a high school diploma; or
 - (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.
 - (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 or placed on community supervision 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 completed by the enrolling or appointing entity into the applicant's personal history. A background investigation shall include, at a minimum, the following:
 - (A) An enrolling entity shall:
 - (i) require completion of the Commission-approved personal history statement;
 - (ii) verify that the applicant meets each individual requirement for licensure under this rule based on the personal history statement and any other information known to the enrolling entity; and
 - (iii) contact all previous enrolling entities.
 - (B) In addition to subparagraph (A) of this paragraph, a law enforcement agency or law enforcement agency academy shall:
 - (i) require completion of a personal history statement that meets or exceeds the Commission-approved personal history statement;
 - (ii) contact at least three personal references;
 - (iii) contact all employers for at least the last ten years, if applicable;
 - (iv) contact the chief administrator or the chief administrator's designee at each of the applicant's previous law enforcement employers; and
 - (v) complete criminal history and driving records checks.
 - (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 discharge;
 - (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. A jailer appointed on a temporary basis shall be enrolled in a basic jailer licensing course on or before the 90th day after their temporary appointment. 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 may not be renewed and 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:
- (1) 12 months from the original appointment date; or
 - (2) on completion of training and passing of the telecommunicator licensing examination. On expiration of a temporary license, a person is not eligible for a new temporary telecommunicator license for one year.
- (i) 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 February 1, 2020.

If 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.

REQUIRED PAPERWORK

1. Complete the Online Weatherford College Application ([Welcome \(elluciancrmrecruit.com\)](http://elluciancrmrecruit.com))
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 and notarized
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; do this before turning in paperwork
8. TSI Test – not required if you have a degree but if you do not you will have to 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)
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)
14. Copy of High Diploma – if applicable
15. Official College Transcript(s) – if applicable
16. Photo copy of College diploma – if applicable
17. Driving history statement – instructions in packet
18. Claims release – must be signed by a witness
19. Proof of current Flu shot
20. Meningitis shot – Not required if you are over 22 years of age.
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

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: [2023-2024 Workforce Education Scholarship Application FINAL.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 Scholarships - <https://www.wc.edu/paying-for-weatherford/scholarship-opportunities/index.php>
- Utilizing military benefits contact the Veterans affairs office - 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

www.smarterschooling.com

www.ejsmith.com

www.insuranceforcollegestudents.com

Handgun and Ammunition (not needed until range training). All weapons must be approved by director/coordinator.

- Handgun (9mm, .40 S&W, or .45 ACP)
- Handgun magazines – 3 minimum
- Handgun ammunition – 1000 rounds of Full Metal Jacket Practice Ammo
- .223/5.56 cal.rifle ammunition – 300 rds
- Shot gun ammunition - 100 birdshot, 20 - 00buck, 20 slugs

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

Uniform & Equipment Requirements



- ◆ Black military or tactical boots and black socks. Boots must be polishable
- ◆ White metal (silver) Name tag; First initial, last name (example: J. Smith) —contact Award Center at 817-594-3173
- ◆ Uniform Long-sleeved shirt and LEA patches on each sleeve
- ◆ Uniform pants—must be the same as the uniform store
- ◆ PT academy clothes (T-shirt, PT shorts, ball cap, running shoes)
- ◆ Orange safety vest
- ◆ Handcuffs and key—Handcuffs with keyholes on both sides not recommended.
- ◆ Nylon duty gear (outer belt, inner belt, magazine pouch (vertical carry, open top), cuff case, flashlight holder). Kydex accessories are acceptable. If you are being sent by an agency you can use their issued duty gear.
- ◆ Additional optional clothing: sweatshirts, sweatpants
- ◆ Nylon or kydex holster with retention suitable to fit a glock red/blue training pistol and handgun (training

pistol will be provided)

- ◆ Flashlight that is 200 to 500 lumens with a momentary on/off tail cap activation switch.
- ◆ Laptop or Tablet
- ◆ Check with our office for donated items that could be available for free.

Dress Code and Appearance

- ◆ Full uniform every day of class
- ◆ No Substitutions for uniform items will be allowed, unless approved in advance by the 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 program coordinator.
- ◆ Cadets shall be clean-shaven, except for only moustaches, 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.

Uniform Vendor Options

- ◆ North Texas uniforms – 151 College Park Dr.; 817-599-7160 Let them know you will be attending the WC academy. They will know what uniforms you will need.
- ◆ Officer Store Law Enforcement Supplies – 1-800-852-6088; www.officerstore.com
- ◆ Award Center– 105 Eureka St. 817-594-3173 (name tag)
- ◆ Galls – 1-800-477-7766
- ◆ Lone Star Guns, Gallery & Gear – 321 W. IH20, Weatherford 817-599-9275
- ◆ GST Public Safety supply, LLC – www.gstpublicsafety.com



HOW TO OBTAIN A COPY OF YOUR DRIVING RECORD:

1. Go to the website www.texasonline.com
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. You will probably want to print and keep a copy of the receipt for your own records.

How to schedule F.A.S.T. Background Check

TCOLE/Non-Law Enforcement Academies (ORI TCOLE/Non-Law Enforcement Academies/Service Code 11G4J8)

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. 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 Driver License, please refer to the Department of Public Safety's acceptable document types here:

<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.
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.



P. H. S.

PERSONAL HISTORY STATEMENT

Instructions:

- MUST BE **TYPED** and not hand written.
- Request a digital copy of the PHS, by emailing wcpspinfo@wc.edu
- Paperwork listed in the PHS must be submitted with your PHS to our office.
- If text does not fit in one of the boxes, press the spacebar 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



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 _____

Signature: _____

Revised 02/201



LAW ENFORCEMENT ACADEMY

***225 College Park Drive
Weatherford, Texas 76086
Fax 817-599-6507***

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

Signature of Notary



LAW ENFORCEMENT ACADEMY

*225 College Park Drive
Weatherford, Texas 76086
Fax 817-599-6507*

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. If you have any questions, please contact our office. Good luck with the application process and I look forward to seeing you in class!

Warren Egerton

Law Enforcement Academy Coordinator

Public Safety Professions

