



**COLLEGE OF THE MAINLAND
LAW ENFORCEMENT TRAINING CENTER BASIC
PEACE OFFICER PROGRAM APPLICATION
PACKET**

PART 1





COLLEGE OF THE MAINLAND BASIC PEACE OFFICER ACADEMY OVERVIEW

The College of the Mainland Basic Peace Officer Academy has scheduled a start date for the Basic Peace Officer training program.

The attached application packet contains information on the minimum standards for admission to the Academy. Please review the enrollment and licensing standards closely to ensure that you qualify.

This is a preliminary application only; class space is limited, and application does not ensure acceptance.

Students must also apply to College of the Mainland. This is a separate application. The College of the Mainland Application can be found at com.edu.

Apply to College of the Mainland to be accepted as a student at www.com.edu.
Select **Apply Now** in the top red banner.

Priority for acceptance will be given to current law enforcement employees.

You will be notified of your acceptance prior to the start of the Academy.

Application requirements such as the pre-enrollment basic licensing course background criminal history check (FAST Fingerprinting), psychological evaluation (L3), drug testing, Meningitis Vaccine, physical evaluation (L2), and copy of Department of Public Safety driving record must be completed at the applicant's expense.

This Personal History Statement (PHS) must be returned to the front office of the Public Service Careers Department prior to continuing in the application process.

For Questions about the Application Process Contact the College of the Mainland Public Service Careers Department at 409-933-8233 or 409-933-8285.



Steps to Successful Admission in Basic Peace Officer Academy

- **Apply to College of the Mainland**
 - <https://www.com.edu/admissions/apply/>
 - Fill out FASFA
 - <https://www.com.edu/financial-aid/what-is-fafsa.html>
 - Contact Veterans Center (If Applicable)
 - <https://www.com.edu/veterans/index.html>
 - Fill Out Scholarships
 - <https://www.com.edu/paying-for-college/scholarships.html>
- **Start Application to Basic Peace Officer Academy (This Packet)**
 - Read this packet in its entirety and initial the bottom of each page.
 - Download and complete your TCOLE Personal History Statement (PHS) using the link found on page 14 and gather the documents listed on page 6 of this packet and at the beginning of the PHS.
 - **The PHS must be printed one-sided**
 - **Do not sign the PHS.**
 - Call 409-933-8233 or 409-933-8285 to schedule an appointment to review and notarize your PHS and original documents listed in the PHS.
 - Bring this packet, the completed PHS and your original documents with you to your appointment.
 - When you arrive, we will verify the originals and make certified copies of them then return the originals. We will also look over your application for completeness. When your application is complete you will be cleared for the next step in the enrollment process. If your application is incomplete, we will work with you to complete it. We cannot accept incomplete applications.
- **Complete the remainder of the application process. Information necessary to complete these steps will be provided to you when your PHS is completed as stated above.**



WELCOME LETTER

Dear Potential Cadet,

Thank you for your interest in the College of the Mainland Basic Peace Officer Academy. We are excited to serve you in your goal of entering a career in Law Enforcement. This choice signals your deep desire to serve others and create communities that are safe, secure, and prosperous.

This application process is intimidating. There are many steps to be completed before you are enrolled in the Academy. However, please know that the Public Service Careers administrative staff and I are here to assist. Once you have completed your application to College of the Mainland, please start completing the steps necessary for acceptance to the academy itself.

As the front line of entry into Law Enforcement our Academy must, under the laws of the Great State of Texas, ensure that certain requirements are met prior to your entry. The Texas Commission on Law Enforcement (TCOLE) is charged with overseeing these regulations and will audit all materials; therefore, we must ensure compliance before you begin the class.

There are many things to do before you can begin but I have full confidence that working together we can ensure that all requirements are met and your journey to your desired outcome can begin.

Yours in Service,

Mike Bell
LETC Director
Public Service Careers Department



WHO CAN HELP?

The application process can be daunting and must be completed before enrollment in the Academy. If you need assistance with the Application or have any questions or concerns, please contact:

Public Service Careers Administrative
Assistant Nichole Montrose
Phone: 409-933-8233
nmontrose@com.edu

Public Service Careers Administrative
Assistant Michele Brown
Phone: 409-933-8285
mlbrown@com.edu

Director, Basic Peace Officer
Academy
Mike Bell
Phone: 409-933-8683
Mbell15@com.edu

Chair, Public Services Careers
Department Gary Staudt
Phone: 409-933-8934
gstaudt@com.edu

For Questions about Enrolling in College of the
Mainland Contact:
Gregory Benefield
Academic Advisor for Public Service
Careers Phone: 409-933-8641
gbenefield1@com.edu



REQUIRED INFORMATION

The applicant must provide the following materials in the original to the academy prior to being accepted and eligible to participate in the Basic Peace Officer Program at College of the Mainland. Bring in the original with your application to be received, verified, and copied by the Department of Public Service Careers. Scanned or photocopied copies cannot be accepted.

1. **Proof of educational attainment** – Official copies of all high school, GED, and/or college transcript(s) or original degrees/degree cards.
2. **Birth Certificate**– Certified copy of a birth certificate-including international birth certificates
3. **Social Security Card**
4. **Driver’s License**
5. **Proof of U.S. citizenship** – Certified copy of a birth certificate, Certificate of Naturalization, Passport (if available)
6. **Copy of Proof of Insurance**
7. **Personal History Statement**
 - a. **this form is available from the link in this packet**
8. **Military veterans must provide a copy of the DD 214, member 4 form from all branches served**
9. **TLETS User ID (If available)**

For questions about the application process Contact the College of the Mainland Public Service Careers Department at 409-933-8233 or 409-933-8285.



VETERANS

Many Veterans enter Law Enforcement and other Public Service Careers. The College of the Mainland Basic Peace Officer Academy recognizes and supports the unique skills that Veterans bring to the Basic Police Officer Academy as well as unique challenges they may face.

Upon acceptance into College of the Mainland if you are an honorably discharged military veteran, please contact the College of the Mainland Veterans Center.

Veteran Center Front Desk

409-933-8455

fax: 409-933-8223

comvets@com.edu

Veterans must also bring an original DD-214 Member copy 4 to the PSC front office to be copied with their other application material.

Notice:

Texas Administrative Code; TITLE 37. PUBLIC SAFETY AND CORRECTIONS, PART 7. TEXAS COMMISSION ON LAW ENFORCEMENT, CHAPTER 217. ENROLLMENT, LICENSING, APPOINTMENT, AND SEPARATION, SECTION 217.1. Minimum Standards for Enrollment and Initial Licensure Apply Specifically to Veterans.

An Applicant must:

(ii) have received an honorable discharge from the armed forces of the United States after at least two years of active service;

(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.

(13) has never received a dishonorable discharge.



COST OF ACADEMY

The following is a breakdown of Academy costs.

This is only an estimate. Prices may vary and are subject to change without notice.

In-District Tuition & Fees	\$2,023.00 (estimated)
Out-of- District Tuition & Fees	\$2,859.00 (estimated)

Additional Fees

Fingerprint (FAST)	\$ 45.00 (approx.)
Physical Exam (L2)	\$ 100.00 (approx.)
Psychological Exam (L3)	\$ 200.00 (approx.)
Uniforms	\$ 300.00 (approx.)
Total	\$ 645.00 (approx.)
TCOLE Exam	\$ 30.00 (included in tuition)
Ammunition/Target	\$ 200.00 (included in tuition)
Vehicle Use	\$ 100.00 (included in tuition)
TCOLE Re-Test (each attempt)	\$ 30.00



TEXAS COMISSION ON LAW ENFORCEMNT (TCOLE) REQUIREMENTS

The Basic Peace Officer Course (BPOC) in the College of the Mainland Law Enforcement Training Center is governed by the laws and regulations of the State of Texas, the Texas Commission on Law Enforcement, College of the Mainland and internal LEA standards and practices approved by the Law Enforcement Academy Advisory Board.

The amount of material in this application may appear daunting but it is necessary to ensure that cadets meet the criteria for licensure by the State.

College of the Mainland is an accredited College and Academic Provider of Law Enforcement Training.

Academic provider--A school, accredited by the Southern Association of Colleges and Schools or its successors and the Texas Higher Education Coordinating Board, which has been approved by the commission to provide basic licensing courses.

(3) Accredited college or university--An institution of higher education that is accredited or authorized by the Southern Association of Colleges and Schools, the Middle States Association of Colleges and Schools, the New England Association of Schools and Colleges, the North Central Association of Colleges and Schools, the Northwest Commission on Colleges and Universities, the Western Association of Schools and Colleges or its successors, or an international college or university evaluated and accepted by a United States accredited college or university.

College of the Mainland cannot accept any student to the LEA that does not meet TCOLE Licensing standards.

TCOLE States:

Sections 1701.251 and 1701.253 of the Texas Occupations Code (TOC) requires that TCOLE draft, implement, update, and regulate preparatory and continuing education courses for every type of law enforcement license it regulates. The Commission administers said training mandates through authorized law enforcement academies (LEA's) and approved contractual training providers. A list of all training mandates is readily accessible on the TCOLE website.

Section 1701.255 of the TOC requires that TCOLE establish minimum qualifications for enrollment in any basic licensing course. This section specifically prohibits the enrollment of an individual who does not meet the minimum requirements stipulated under Rule 217.1.

Section 1701.304 of the TOC requires successful completion of a licensing exam for any license issued by TCOLE. Eligibility requirements to take licensing examinations may be found in Section 219.1 of the Administrative Rules.



Basic Training Requirements

Peace officer applicants are required to successfully complete the current Basic Peace Officer Certification courses (#1000736) and pass the licensing exam prior to being licensed.

DISQUALIFICATIONS FROM ACADEMY

Disqualification for Licensure – Criminal Conviction

Section 1701.312 specifically disqualifies a person from being licensed as an officer, county jailer or telecommunicator if the person has been convicted of a felony offense. A felony conviction exists if the person has been adjudged guilty of a felony offense under the laws of Texas, another state, or the United States Code. Further, Chapter 217.1 disqualifies a person who has been convicted of a Class B Misdemeanor offense for a period of 10 years and a person convicted of a Class A misdemeanor for life. Waivers are obtainable 5 years after conviction, under certain circumstances, for misdemeanor offenses, and are addressed in Rule 211.30.

A person adjudged guilty of a disqualifying offense but placed on probation is for all licensing purposes considered to be convicted. Key phrases like “adjudged guilty” or “found guilty” are a clear indication of a permanent conviction. This type of adjudications will be treated as convictions regardless of whether: (1) the sentence is subsequently probated, and the person is discharged from community supervision (aka “*deferred adjudication*”); (2) the accusation, complaint, information, or indictment against the person is dismissed and the person is released from all penalties and disabilities resulting from the offense; or (3) the person is pardoned for the offense, unless the pardon is granted expressly for subsequent proof of innocence.

Under current Federal Statutes (U.S. Code, Title 18, Crimes and Criminal Procedure, Part 1, Crimes, Chapter 44, Firearms, Sections 921(a)(33)(A)&(B), and 922(d)(g)&(h)) a person convicted of any crime involving domestic violence or subject to any type of restraining order issued by a court of competent jurisdiction is prohibited from owning or possessing firearms or ammunition – which automatically disqualifies the individual from being licensed as a peace officer. Furthermore, administrative rules prohibit the issuance of any TCOLE license to a person convicted of an offense which involved family violence.

Section 1701.553 of the Occupations Code makes it a state jail felony to appoint or retain a convicted felon (see also sections 1701.312 and 1701.313). **It is also a criminal offense to knowingly make a false statement on any TCOLE license application.**

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BASIC PEACE OFFICER ACADEMY ENROLLMENT STANDARDS

Enrollment Standards: Individuals interested in attending the Basic Peace Officer Academy must meet all the below listed enrollment standards.

The Texas Commission on Law Enforcement Standards and Education establishes these standards and does not provide for any exceptions. The complete TCOLE Rules and Regulations for entrance into a Basic Peace Officer Academy are listed in the PHS and TCOLE Rules. The below listed requirements is a general synopsis and subject for modification by TCOLE:

Applicant: Must be 21 years of age, or 18 years of age if the applicant has received an associate degree or 60 semester hours of credit from an accredited college or university, or has received an honorable discharge from the armed forces of the United States after at least two years of active service;

Must have a high school diploma, or high school equivalency certificate or received an honorable discharge from the armed forces of the United States after at least 24 months of active-duty service.

Subjected to a search of local, state, and national records to disclose any criminal record.

Must not ever have 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.

May not currently be under indictment for any criminal offense.

May not ever have been convicted of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years.

Must never have been convicted of any family violence offense.

May not be prohibited by state or federal law from operating a motor vehicle.

May not be prohibited by state or federal law from possessing firearms or ammunition.

Must be a US citizen.

May not have been discharged from any military service under less than honorable conditions including, specifically; (A) under other than honorable conditions; (B) bad conduct; (C) dishonorable; or any other characterization of service indicating bad character.

May not have had a commission license denied by final order, revoked, currently on suspension for a criminal violation, or have a voluntary surrender of license currently in effect.



You can read the State regulations here:

<https://www.tcole.texas.gov/content/civilian-non-licensed-person>

College of the Mainland must follow these regulations and cannot make any exceptions.

If you believe that you qualify for an exception you must contact TCOLE directly and provide the College a written letter from TCOLE detailing the issue.

Texas Commission on Law Enforcement Credentialing
512-936-7700

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SPONSORED AND INDEPENDENT CADETS

Sponsored Paid Student:

Sponsored paid students are cadets hired by a law enforcement agency then sent to the police academy to earn their Basic Peace Officer Certification.

If you are working for a Law Enforcement agency and they are not paying you to attend the academy, then you do not qualify as a sponsored cadet and must complete the entire application.

Sponsored Cadets must have their agency fill out a DECLARATION OF LICENSING COURSE ENROLLMENT ELIGIBILITY form. This form declares that that Agency has done their due diligence and has on record the material necessary to show that a cadet is eligible for licensure under Section 217.

That form can be found here:

https://www.tcole.texas.gov/document/declaration-licensing-course-enrollment-eligibility_12.3.2019.pdf

In addition, the sponsoring agency must fill out, certify, and return the TCOLE Law Enforcement Agency Audit

Checklist which can be found here:

<https://www.tcole.texas.gov/document/law-enforcement-agency-audit-checklist.pdf>

Independent Student:

Independent students are cadets who have met all prerequisites but are not hired as full-time employees of a law enforcement agency. This includes cadets that may work for a Law Enforcement Agency but are not being paid to attend the BPOC/Law Enforcement Academy. If you work for an agency but are not being paid to attend, you must fill out the entire packet.

For questions about the application process contact the College of the Mainland Public Service Careers Department at 409-933-8233 or 409-933-8285.

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PERSONAL HISTORY STATEMENT

All applicants are required to turn in a Personal History Statement (PHS) with their application. The PHS is a TCOLE requirement required for entrance into the Academy.

1. The PHS is an exceptionally large document; start it as soon as you are able. This can take up to two weeks to fill out.
2. Integrity is of the utmost importance - be as honest and precise as possible.
3. If there is information you cannot remember, do not leave blank- write that you cannot remember or other explanation for not having the information.
4. If there is a field that does not apply to you, write NA in the blank. Do not use this if there is information that applies that you that you do not have access to.
5. For information you do not have access to, please write UTO in the blank for unable to obtain.
6. Do not leave any fields empty.
7. Print your PHS single sided. Do not print double sided.
8. The PHS can be filled out electronically or by hand. If you fill it out by hand, use a black pen only. Print legibly. Typing your answers is preferred.
9. You can [download a copy of the PHS here](#):
10. The PHS must be initialed on the bottom of every page.
11. **Do not sign**. The PHS will be notarized by the Public Service Careers Staff.
12. If you have any questions on the PHS or how to fill it out contact the College of the Mainland Public Service Careers Department at 409-933-8233 or 409-933-8285.



AUTHORITY TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

I hereby authorize the College of the Mainland Basic Peace Officer Training Program and its authorized representatives bearing this release, or a copy thereof, within one year of its date, to obtain any information in your files pertaining to my employment, military, credit, education or medical records, including not limited to academic, achievement, attendance, athletic, personal history, and disciplinary records, medical records, and credit records.

I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for official use. Consent is granted to all parties to furnish such information, as described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as custodian of such records, and any school, college, university, or other educational institution, hospital, or other repository of medical records, credit bureau, lending institution, consumer reporting agency, or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or attempt to comply with it.

I am furnishing my Social Security Account Number on a voluntary basis with the understanding that such is not required by any law or regulation. I have been advised that all parties will utilize this number only to facilitate the location of employment, military, credit, and educational records concerning me in connection with this application. Should there be any question as to the validity of this release, you may contact me as indicated below:

Applicant's Printed Full Name: _____

Address: _____

Telephone Number: _____

Applicant's Notarized Signature: _____

Sworn to and signed before me, on this the _____ day of _____, _____,

in and for _____ county, in the state of _____.

Signature of Notary Public: _____

NOTARY SEAL

Printed Name of Notary Public: _____

My Commission Expires: _____



Authorization for Release of Criminal History Information and Waiver of Liability

The City of Texas City
County of Galveston
The State of Texas

KNOW ALL MEN BY THESE PRESENTS:

I, _____, do hereby authorize the Texas Department of Public Safety, any and all of its employees, and/or any Federal, State, and Local Governmental agency and their employees to obtain and review any and all Criminal Histories concerning myself, whether such records are public, private, or confidential in nature.

I further authorize the Texas Department of Public Safety, any and all of its employees, and/or any Federal, State, and Local Governmental agency and their employees to release to the College of the Mainland Law Enforcement Training Center and its Director and/or other employees any and all Criminal Histories concerning myself, whether such records are public, private, or confidential in nature.

It is my intent that this Release is to give my consent for a full and complete disclosure of any and all records, which contain or may contain information relating to any and all Criminal Histories concerning myself, if any do in fact exist. I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly from any source utilized by the above name agencies and the College of the Mainland Law Enforcement Training Center will be considered in determining my eligibility and suitability for attending Basic Peace Officer Training at the College of the Mainland Law Enforcement Training Center.

I further waive any and all rights I may have to the confidential nature of any and all information contained in any Criminal History reports generated concerning myself; provided that such information is used solely for the purposes for which this Release and Waiver is being given. I further hold harmless the Texas Department of Public Safety, any and all of its employees, and/or any Federal, State, And Local Governmental agency, the College of the Mainland and the College of the Mainland Law Enforcement Training Center and their employees from any and all liability, if any, which might arise or could arise from obtaining, copying, reviewing, and utilizing such information for the purposes state herein.

The Criminal History information to be obtained pursuant to this Release and Waiver is to be used for the purpose of determining my eligibility and suitability for attending Basic Peace Officer Training at the College of the Mainland Law Enforcement Training Center and the Texas Commission on Law Enforcement [T.C.O.L.E.]. A photocopy of this release form will be valid as an original, even though the photocopy contains only a photocopy of my signature.

Signature (Including Maiden Name)

Date of Birth

Address

Social Security Number

City/State/Zip Code

Phone Number



END OF APPLICATION PACKET

PART 1