



## Commissioners



Sheriff Joel W. Richardson, Presiding Officer



Assistant City Manager Public Safety, Steven M. Griffith, Assistant Presiding Officer



Dr. Johnny E. Lovejoy, II., Secretary



Constable  
Ron E. Hood



Mr. James Oakley



Sr. Police Officer  
Joseph Pennington



Ms. Patt Scheckel  
-Hollingsworth



Chief Ruben  
Villegas



Mr. Randy Watson

\* Commissioners listed in alphabetical order

## Contact Information

Mailing Address:

Texas Commission On Law Enforcement  
Officer Standards and Education  
6330 E Highway 290, Ste. 200  
Austin, TX 78723-1035

Phone: 512-936-7700

Fax: 512-936-7714

Website:  
[www.tcleose.state.tx.us](http://www.tcleose.state.tx.us)

What would you like to see? Close Up feedback, ideas, and suggestions may be made to [nicole.hendrickson@tcleose.state.tx.us](mailto:nicole.hendrickson@tcleose.state.tx.us).

### Notice

In compliance with the Americans With Disabilities Act, the publications of the Commission are available by request in alternative formats. To request an accessible format, please contact our ADA Compliance Officer at the address or phone number listed above, or through RELAY Texas at (800) 735-2989. The Commission is an Equal Opportunity Employer and does not discriminate in providing services or employment.

### Upcoming Events:

- 2012 QUARTERLY MEETINGS:
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## Telecommunicator Law Changes

HB 3823 MADE THE FOLLOWING CHANGES TO THE OCCUPATIONS CODE

### ***EFFECTIVE SEPTEMBER 1, 2011:***

- Defines a Telecommunicator as "a person acknowledged by the Commission and employed by or serving a law enforcement agency that performs law enforcement services on a 24-hour basis who receives, processes, and transmits public safety information and criminal justice data for the agency by using a base radio station on a public safety frequency regulated by the Federal Communications Commission or by another method of communication."
- Allows an agency to have hiring standards that exceed the minimum requirements.
- Grants TCLEOSE the authority to set minimum standards.



- Disqualifies a person from being employed or appointed as a Telecommunicator with a felony conviction.
- Requires Crisis Communication Training within one year of employment as a Telecommunicator.
- Requires a minimum age of 18 and holds a high school diploma or equivalency certificate.
- Repeals previous exempted agencies employing 20 or fewer employees.

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## Telecommunicator Law Changes (cont.)

HB 3823 MADE THE FOLLOWING CHANGES TO THE OCCUPATIONS CODE

### ***EFFECTIVE DECEMBER 1 2011:***

- Temporary Telecommunicators appointed on or after December 1, 2011, will need both the Basic Telecommunications Course #1013 and Crisis Communications #2120 within one year of employment to receive a Telecommunicator certificate.
- Agencies who employ a person to act as a Telecommunicator and the appointment has not been reported to TCLEOSE will be subject to an administrative penalty not to exceed \$1,000 per day per violation.

### ***SUMMARY:***

Agencies that provide 24-hour law enforcement services, either by on-duty or on-call basis must report persons employed by the agency who receive, process, or transmit public safety information and criminal justice data for the agency by using a base station or another method to TCLEOSE for certification as a Telecommunicator.

A person may be appointed as a Temporary Telecommunicator and will have one year to complete the Basic Telecommunications Course #1013 and Crisis Communications Course # 2120.

Telecommunicators appointed before December 1, 2011, will only need Crisis Communications #2120 when pursuing basic or intermediate proficiency certificates.

Questions about Telecommunicators may be directed to your Regional TCLEOSE Field Agent or Commission staff at TCLEOSE Headquarters.

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## College Education and TCLEOSE

College credits may be added to your record and converted into training hours. These converted 'education' hours are included in your overall training hours, but do not apply to your unit/cycle training requirements. TCLEOSE accepts all college hours earned from colleges and universities accredited under the Regional Institutional Accrediting Organizations. These accrediting organizations are:

MSA	Middle States Association of Colleges and Schools
NWCCU	Northwest Commission on Colleges and Universities
NCA	North Central Association of Colleges and Schools
NEASC	New England Association of Schools and Colleges, Inc.
SACS	Southern Association of Colleges and Schools
WASC	Western Association of Schools and Colleges

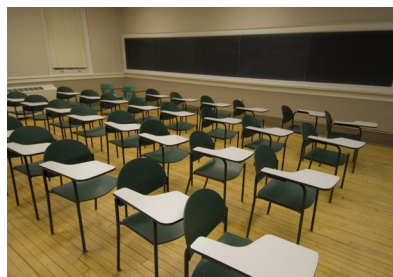
An international college or university evaluated and accepted by a United States college or university accredited by the above organizations is accepted. College hours earned at institutions other than those listed above do not qualify and will not be accepted for TCLEOSE credit. If you have any questions as to the accreditation of your college or university, please contact the registrar of the school or TCLEOSE.

## The Advanced Instructor Course — Before you sign up!

As many of you are aware, the Advanced Instructor's Certification recently became available. The prerequisites of this certification are:

- Holding a Basic Instructor's Certification for a minimum of three years, and
- Completion of the Advanced Instructor's Course (Course 1017).

In years past, the Commission has allowed individuals to complete a certificate course at any time regardless of qualification at the time of completion. This is not the case with the Advanced Instructor's Course. To enroll in the Advanced Instructor's Course (Course 1017), you **MUST** have a Basic Instructor's Certificate for at least three years prior to taking the course. Eligibility will be confirmed.



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## Proficiency Certificates

In recent years, proficiency level certificates have become an important consideration in the law enforcement hiring process. Many departments throughout Texas now require certain levels of certification to even apply for a position. Furthermore, the Texas Legislature has based continuing education requirements on proficiency levels. The current requirements for each proficiency certificate level are as follows:

### *Basic Peace Officer Certificate*

An active license or appointment

One year of service

Courses:

1999 Personnel Orientation

3722 Peace Officer Field Training

These courses are completed through and reported by your appointing agency.

### *Intermediate Peace Officer Certificate*

An active license or appointment

Basic Peace Officer Certificate

Acceptable hours/service:

Hours	Education	Service
400		8
800		6
1200		4
2400		2
	Associate's	4
	Bachelor's or higher degree	2

Courses (once during career):

2105 Child Abuse Prevention

2106 Crime Scene Investigation\*

2107 Use of Force

2108 Arrest, Search, & Seizure

2109 Spanish For Law Enforcement\*

3277 Identity Crimes

3255 Asset Forfeiture\*

3256 Racial Profiling\*

3270 Human Trafficking\*

3841 Crisis Intervention Training\*

3232 Special Investigative Topics\*

3939 Cultural Diversity\*

\*Has equivalent courses. Please refer to full chart at [www.tcleose.state.tx.us](http://www.tcleose.state.tx.us), under "Training Mandates"

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## Proficiency Certificates (cont.)

The current requirements for each proficiency certificate level are as follows:

### *Advanced Peace Officer Certificate*

- An active license or appointment
- Basic Peace Officer Certificate
- Intermediate Peace Officer Certificate
- Acceptable hours/service:

Hours	Education	Service
800		12
1200		9
2400		6
	Associate's	6
	Bachelor's or higher degree	5

- Courses (once during career):
- 3271 Advanced Human Trafficking\*
  - 3841 Crisis Intervention Training\*

\*Has equivalent courses. Please refer to full chart at [www.tcleose.state.tx.us](http://www.tcleose.state.tx.us), under "Training Mandates"

### *Master Peace Officer Certificate*

- An active license or appointment
- Basic Peace Officer Certificate
- Intermediate Peace Officer Certificate
- Advanced Peace Officer Certificate
- Acceptable hours/service:

Hours	Education	Service
1200		20
2400		15
3300		12
4000		10
	Associate's	12
	Bachelor's	9
	Master's	7
	Doctorate/JD	5

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## Proficiency Certificates (cont.)

The current requirements for each proficiency certificate level are as follows:

### *Basic Jailer Certificate*

An active license or appointment

One year of service

Courses:

1999 Personnel Orientation

3721 County Correction Officer Field Training

These courses are completed through and reported by your appointing agency.

### *Intermediate Jailer Certificate*

An active license or appointment

Basic Jailer Certificate

Acceptable hours/service:

Hours	Education	Service
400		6
800		4
1200		2
2400		1
	Associate's	2
	Bachelor's or higher degree	1

Courses (once during career):

3501 Suicide Detection and Prevention in Jails

3502 Inmate Rights and Privileges

3503 Interpersonal Communications in the Correctional Setting

3504 Use of Force in a Jail Setting

2109 Spanish for Law Enforcement\*

\*Has equivalent courses. Please refer to full chart at [www.tcleose.state.tx.us](http://www.tcleose.state.tx.us), under "Training Mandates"

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## Proficiency Certificates (cont.)

The current requirements for each proficiency certificate level are as follows:

### *Advanced Jailer Certificate*

An active license or appointment  
Basic Jailer Certificate  
Intermediate Jailer Certificate  
Acceptable hours/service:

Hours	Education	Service
800		8
1200		6
2400		4
	Associate's	6
	Bachelor's or higher degree	4

### *Master Jailer Certificate*

An active license or appointment  
Basic Jailer Certificate  
Intermediate Jailer Certificate  
Advanced Jailer Certificate  
Acceptable hours/service:

Hours	Education	Service
1200		20
2400		15
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	Associate's	12
	Bachelor's	9
	Master's	7
	Doctorate/JD	5

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## TCLEOSE Fee Schedule

There were many changes to the Commission in September, including new fee schedule requirements. Agencies that have not purchased a subscription to TCLEDDS are now required to electronically submit F5R (Pre-Employment Separation Request) and training rosters through the Commission website under "Departmental Reporting System." There is a \$35 per document fee. Electronic submission through DRS for an L1 (Appointment of Licensee), F5 (Separation of Licensee) and T1 (Telecommunicator Appointment or Separation) will be available soon. In the meantime, these forms should be mailed to the Commission with an accompanying \$35 fee per document. **There are no submission fees for documents submitted through TCLEDDS.**



TCLEDDS will continue to automatically award basic, intermediate, advanced, and master proficiency certificates as requirements are met. These achievements will be displayed on each licensee's personal status report (PSR); but individuals who want to receive a physical copy of one of their certificates by mail will need to submit an electronic application through 'MyTCLEOSEAccount' or by certificate application located under 'Forms and Applications' on [www.tcleose.state.tx.us](http://www.tcleose.state.tx.us). There is a \$35 per certificate fee.

The TCLEOSE fee schedule changes also affect licensees requesting certified copies of their records (official transcripts) for college applications, or out-of-state reviews. Certified copies of records and business record affidavits are \$35.

Electronic payments with a credit card will be available soon. All money orders and bank cashier's checks should be made to the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE), 6330 E. Highway 290, Ste. 200, Austin, Texas 78723.

## TCLEOSE Trivia

**In what year was the LAST Reserve Officer license issued?**

- A) 1999
- B) 2004
- C) 2006

The last Reserve Officer license was issued in June of 2004. A Reserve License becomes inactive when a licensee has a break in service for more than two years and is non-compliant in training for any unit after being licensed. This license cannot be reactivated.

Answer:

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## My TCLEOSE Record

Do I have all my training on my record? Was this course reported? How many hours do I have? What courses do I need to take this unit? These are some of the most frequently asked questions by callers to the Commission.

Over the past couple of years, TCLEOSE has taken great stride in making this information readily available and at your fingertips.

One easy way to see your training record is through your ‘MyTCLEOSEAccount.’ Creating your account takes less than a minute and gives you access to your service dates, education, training record, and awards. Go to our main webpage at [www.tcleose.state.tx.us](http://www.tcleose.state.tx.us).

Another way to find out about your training record is to call our main number at (512) 936-7700 and follow the prompts on our phone system by entering your PID number. This feature gives the number of training hours you have completed from the beginning of the current training unit.

Ask your Training Coordinator! Agencies with TCLEDDS have direct access to your record.

Training providers have up to 30 days to report your course to TCLEOSE. If you are currently appointed, all training must be electronically submitted by the provider or appointing agency. For individuals not currently appointed, course certificates may be submitted to TCLEOSE for credit. Please include a written request with your PID number. Training prior to 9/1/2009 will not be accepted.

## Another L2/ L3 or Not?

Several questions have recently been asked regarding when a Licensee Medical Condition Declaration (L2) and a Licensee Physiological and Emotional Health Declaration (L3) for a new hire is required.

A licensee will need to complete a new L2 and L3 if he or she has a break in service of 180 days or more. If a licensee has less than a 180 day break in service, a new L2 or L3 is not required; however, TCLEOSE recommends new declarations be obtained for liability purposes.

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## In Memoriam of the Fallen

*In the Line of Duty — None to report at this time*

### End of Watch

- James E. Marconi, San Antonio Police Department, October 8, 2011*
- Ofelia Villarreal Lowe, Midland County Sheriff's Office, October 10, 2011*
- Thomas E. Cheek, Comal County Sheriff's Office, October 24, 2011*
- James H. Smallwood, Killeen Police Department, October 29, 2011*
- Edward Nahquaddy, Wichita County Sheriff's Office, November 1, 2011*
- Robert M. Galaway, Houston Police Department, November 1, 2011*
- Charlie M. McInvale, San Antonio Police Department, November 3, 2011*
- Luis A. Baez, Houston Police Department, November 6, 2011*
- Tony Ingargiola, Dallas Police Department, November 8, 2011*
- Joseph L. Vowels, Houston Police Department, November 12, 2011*
- Richard C. Wong, Euless Police Department, November 21, 2011*
- Manuel Moctezuma, Houston ISD Police Department, November 24, 2011*
- Paul Depositario, Harris County Sheriff's Office, November 24, 2011*
- Billy F. Hohensee, San Antonio Police Department, November 24, 2011*
- Gerald C. Morris, Pasadena Fire Marshal's Office, November 30, 2011*
- Robert A. Cooley, Harris County Sheriff's Office, December 3, 2011*
- Patrick Kilough, San Antonio Police Department, December 4, 2011*
- Herb Steele, Dallas Police Department, December 5, 2011*
- Billy Joe Selfridge, Donley County Sheriff's Office, December 10, 2011*
- Michael P. Young, San Antonio Police Department, December 13, 2011*
- Rex E. Post, Dallas Police Department, December 20, 2011*
- Clyde Powell, Bowie County Constables Office, Precinct 1, December 21, 2011*
- Winaford M. Richardson, Dallas Police Department, December 22, 2011*
- Walter A. Dennis, San Antonio Police Department, December 23, 2011*

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