



Permian Basin Regional Planning Commission

P.O. BOX 60660 • 2910 LAFORCE BOULEVARD • MIDLAND, TEXAS 79711-0660 • (432) 563-1061 • FAX (432) 563-1728

Virginia Belew
Interim Executive Director

Memo

To: Applicants to the 2021 Jailer Basic County Corrections Course (TCOLE #1120)

From: Dana Hill, Criminal Justice Training Director

Subject: Application Paperwork - (January 2021 Course)

Date: November 2, 2020

Thank you for your interest in the **2021 Jailer Basic County Corrections Course**. This course is scheduled to begin on **January 19, 2021**. Attached you will find the necessary paperwork to begin the application process. If you would like an application packet mailed to you, please contact our office at the number below. **Please note that there are specific deadlines for turning in all paperwork. For the January 2021 class, the deadline is: Monday, January 4, 2021.**

Each section of the application has an instruction sheet that will tell you how to proceed with the necessary paperwork. Please feel free to contact our office at (432) 685-7995 if you have questions regarding the application process.

We are looking forward to meeting you soon.

DH

Enclosures

Permian Basin Law Enforcement Academy (PBLEA)

PAPERWORK CHECKLIST FOR APPLICANTS

_____ *Applicant Name*

_____ Age

Civilian

Jailer - PID# _____

***Circle only if Commissioned**

_____ **TCOLE Certificate of Eligibility – Rule 217.1**

_____ **TSI Assessment Computer Test** _____ **Score**

_____ **Certified High School Transcript or GED**

_____ **Certified Birth Certificate**

_____ **Liability Waiver**

***The Agency doing the background investigation should send the above paperwork directly to the Academy.**

**APPLICANT
PAPERWORK**

DIRECTIONS TO THE APPLICANT:

Listed below is the information applicants are required to have prior to attending the Basic Jail School.

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1. **HIGH SCHOOL TRANSCRIPT**: Each applicant **MUST** submit a **certified transcript** from the school stating that you did graduate and the date of graduation. This will be considered incomplete without these documents.
2. **GED**: All applicants who have passed a general education development (GED) test must submit a copy of this certificate or proof of an honorable discharge from the armed forces of the United States after at least 24 months of active duty service.
3. **TSI ASSESSMENT TEST**- All applicants must take and pass an approved reading comprehension test in order to be eligible for entry into the Academy. Applicants who are currently employed by a law enforcement agency and who were required to pass a reading comprehension test as a condition of employment, are exempt from this requirement, *but must provide documentation reflecting a passing score*. All other applicants must take and pass the TSI Assessment Test. Students must take the **reading comprehension component** of the test only. **This test is available at the Permian Basin Adult Literacy Center – Alba Austin - aaustin@pbalc.org – located at 1709 W. Wall St – Office # (432) 682-9693, Ext. 201. Identify yourself as an applicant to the Jailer - Basic County Corrections Course at the Permian Basin Law Enforcement Academy.** The applicant **must** complete a Pre-assessment activity prior to taking the test. The applicant is responsible for the cost of the test. Upon completion, you will be given a *Test Referral Form*, which will reflect your score. Passing score is 351 or higher. A copy of this form showing your score must be included with your *Personal History Statement*. If you have already completed the TSI or other acceptable reading comprehension test, please contact our office for clarification.
4. Cost of class (BJS) of \$250.00 is due **no later than the first day of class** and is NON-REFUNDABLE.
5. The Basic Jail School is held from 8 am to 5 pm, Monday - Friday, and may vary with specific courses. Attendance to classes daily is required in order to complete the course.
6. **ALL ENTRY PAPERWORK IS DUE TO THE ACADEMY NO LATER THAN: Monday, January 4, 2021.** If you have questions regarding the application process, you may contact any of the following:

Dusty Land, Training Coordinator	(432) 685-7992
Tonna Rice, Admin Assistant	(432) 685-7995
Law Enforcement Academy Fax	(432) 684-0924

Texas Commission on Law Enforcement (TCOLE) Certificate of Eligibility Rule §217.1 Basic Licensing Enrollment Standards.

(a) In order for an individual to enroll in any basic licensing course the provider must have on file documentation that the individual meets eligibility for licensure and:

- (1) a high school diploma;
- (2) a high school equivalency certificate; or
- (3) for the basic peace officer training course, an honorable discharge from the armed forces of the United States after at least 24 months of active duty service;

(b) The commission shall issue a license to an applicant who meets the following standards:

(1) 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 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; or

(B) holds a high school diploma;

(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;

(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 or other discharge based on misconduct which bars future military service;
- (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.
 - (3) 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.

- (d) 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 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.
- (e) 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.
- (f) The commission may issue a temporary jailer license, consistent with Texas Occupations Code §1701.310. 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 expires:
- (1) 12 months from the original appointment date; or
 - (2) on completion of training and passing of the jailer licensing examination.
- (g) 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 12 months from the original appointment date.
- (h) 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.

(i) The effective date of this section is February 1, 2016.

I hereby authorize the Permian Basin Law Enforcement Academy to request that the Texas Commission of Law Enforcement obtain a TCIC/NCIC (Texas Department of Public Safety and/or the Federal Bureau of investigation) criminal history check, the purpose of determining my qualification, as attested to on this form, to enroll in the Basic Peace Officer Course. I further authorize the commission to inform the Permian Basin Law Enforcement Academy of my qualification status on the record check.

I, the applicant, am fully aware that this application is a government document and under penalties of perjury, I declare the foregoing information to be true and correct.

Signature of Applicant

Date

PERMIAN BASIN LAW ENFORCEMENT ACADEMY
APPLICANT'S PERSONAL HISTORY STATEMENT

Name: _____

Date Issued: _____

Complete and Return by: January 4, 2021

I am applying for: (Check all that apply)

_____ Basic Correctional Officer Academy



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AUTHORIZATION TO RELEASE INFORMATION

I, _____, do hereby authorize
(Applicants Name)

_____ to release confidential information
(Name of agency doing background investigation)

concerning me to the Permian Basin Law Enforcement Academy Advisory Committee Oral Interview Board for the purpose of determining whether I meet the standards for admission as set forth by the Permian Basin Academy Training Advisory Committee, to the Permian Basin Law Enforcement Academy, and the following information is to be released:

1. Any and all information included in the background investigation done by the sponsoring agency, including, but not limited to, statements regarding any personal knowledge of my criminal history and/or traffic record.
2. Any records of criminal arrests, detentions, and/or litigations contained in any official files.
3. Any confession(s) executed by me to any felony offense, such confession being admissible as evidence against me in any criminal proceeding in any state or federal court.
4. Any and all information pertaining to and including my DD-214, or other applicable military discharge papers.
5. Any and all other information that the sponsoring agency deems necessary to be released for the purpose of determining if I meet the minimum requirements for admission into the PBLEA.

I, _____, do hereby release both the Permian
(Applicants Name)

Basin Law Enforcement Academy from any liability whatsoever.

Signature of Applicant

Date

Signature of Witness

