



Law Enforcement Academy Application Packet

Public Safety Professions Workforce Building

225 College Park Dr., 3rd Floor Room 316

Weatherford, Tx 76086

817-598-6347

wcspinfo@wc.edu

2025 CLASSES

Day Class #69 - January 2025

Monday through Friday 7am - 4pm, and some weekends

Night Class #70 - March 2025

Monday through Friday 6pm—11pm, and some weekends

Day Class #71 - July 22, 2025 to December 15, 2025

Monday through Friday 7:30am - 4pm, and some weekends

Tuition for each course is \$2,300 non-credit or \$3,250 credit + equipment, books & supplies
= estimated cost could be up to \$3,520 (NC) or \$4,000(C)

****Additional fees will apply for Sims Ammunition and Taser Cartridges****



Weatherford College Law Enforcement Academy



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 very rewarding and fulfilling profession.

I am Joseph Garcia, the LEA Chief and Program Coordinator for the Weatherford College Law Enforcement Academy (WCLEA) 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 upon completion of the program. 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 9 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.

Joseph Garcia, M.S.

LEA Chief | Program Coordinator

Public Safety Professions

O. 817-598-6313

E. jgarcia@wc.edu



Weatherford College Law Enforcement Academy



INTRODUCTION

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

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

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

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

ADA Statement:

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

CJLE 1006	Basic Peace Officer I
CJLE 1012	Basic Peace Officer II
CJLE 1035	Police Academy Fitness I
CJLE 1018	Basic Peace Officer III
CJLE 1024	Basic Peace Officer IV

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



Weatherford College Law Enforcement Academy



APPLICANT REQUIREMENTS

Minimum Standards for Enrollment and Initial Licensure

All applicants to the Academy must:

1. Must be either:
 - a. a U.S. citizen, or
 - b. a legal permanent resident of the United States; if
 1. the person is an honorably discharged veteran of the armed forces of the United States
 2. with at least two years of service before discharge, and
 3. presents evidence satisfactory to the commission that the person has applied for United States citizenship.
2. Minimum Age Requirement:
 - a. for peace officers and public security officers, is 21 years of age; or 18 years of age if the applicant has received:
 - b. an associate's degree; or 60 semester hours of credit from an accredited college or university; or
 - c. has received an honorable discharge from the armed forces of the United States after at least two years of active service
3. Pass a background investigation by TCOLE which includes a search of local, state and national records and fingerprints files to disclose any criminal record.
4. Have never been on court-ordered community supervision or probation for any criminal offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years from the date of the court order.
5. Never have been convicted of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years.
6. Not currently charged with any criminal offense.
7. Never have been convicted of any family violence offense.
8. Never have been convicted of a Class A misdemeanor or felony.
9. Provide a copy of complete driving record and not be prohibited by law from operating a motor vehicle, or possessing firearms or ammunition.
10. Be of good moral character.
11. Meet one of the following minimum educational requirements:
 - A. Be a high school graduate, or
 - B. Have passed a General Equivalency Development (GED) Test indicating high school graduation level.
 - C. for enrollment purposes in a basic peace officer academy only, has an honorable discharge from the armed forces of the United States after at least 24 months of active-duty service;
12. Be declared in writing, upon examination by a licensed physician, chosen by the Academy within 180 days prior to the start of the Academy, to be physically sound and free from any defects which may adversely affect the performance of duty appropriate to the license sought.
13. Show no trace of drug dependency or illegal drug use upon completion of a 10-panel drug screen.
14. Be declared in writing within 180 days prior to the start of class, upon examination by a licensed psychologist chosen by the Academy, to be in satisfactory psychological and emotional health to serve as a peace officer.



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

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

Title 37

PUBLIC SAFETY AND CORRECTIONS

Part 7

TEXAS COMMISSION ON LAW ENFORCEMENT

Chapter 217

ENROLLMENT, LICENSING, APPOINTMENT, AND SEPARATION

Rule §217.1

Minimum Standards for Enrollment and Initial Licensure

Previous Rule

[View Rule](#)

Next Rule

[View Rule](#)

Chapter Review Date

05/03/2023

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



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REFUND POLICY

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

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



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#1000736 BASIC PEACE OFFICER COURSE

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

Module A Introduction/Personnel Orientation

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

Module B Professional Police Practices

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

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

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

Module D Illegal Substances and Special Regulations

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

Module E Family, Children, and Victims of Crime

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

Module F Traffic Regulation

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

Module G Communication/Language

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



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



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WCLEA ADDITIONAL TCOLE CREDIT HOURS/CERTIFICATIONS

<u>Course and Course Reporting Numbers</u>	<u>Hours</u>
Baton (All) - #2053	4
Body Worn Camera - #8158	2
FEMA Intro ICS (Online) - #66100	2
FEMA ICS Single Res/Initial Incident IS-200b (Online) - #66201	3
FEMA Intro National Incident MGMT IS-700.b (Online) - #66699	4
NARCAN - #52000	1
Less Lethal Electronic Control Device Training (Taser) - #3344	6
Less Lethal Personal Defense Spray (OC) - #3343	4
Patrol Rifle - #3322	16
Reality Based Training/Shoot House - #3295	16

Total Continuing Education Hours: 58



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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 (must be within 90 days of academy start date)
8. TSI Test – not required if you are a veteran or have a degree but if you do not 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 at time of the academy start date)
11. Original Certificate of Nationalization papers (if applicable) **NO COPIES**
12. Birth Certificate (**NO COPIES**) copies will be made in our office.
13. High School Transcript (or GED scores)
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 (must be within 90 days of academy start date)
18. Claims release – must be signed by a witness
19. Proof of current Flu shot (Highly recommended, but not required)
20. Meningitis shot – Not required if you are over 21 years of age.



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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
24. Writing sample



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DIRECTIONS FOR THE WRITING SAMPLE

Please type a well written response to the below bolded question. Write clearly and concisely. Ensure your response is well-organized and free of grammatical errors. Maintain a professional tone throughout your response. This is an opportunity to demonstrate your commitment to integrity and ethical behavior.

Describe a time when you observed unethical behavior. How did you respond to the situation, what was the outcome, and were there any negative consequences? How will your approach to ethics and integrity benefit you as a police officer?

After writing your initial response, review it to ensure it answers all parts of the question. Make any necessary revisions for clarity, completeness, and professionalism. A well-thought-out and polished response reflects your readiness for the responsibilities of a police officer.

*****Please turn in your writing sample with your packet. *****



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WC/CE FINANCIAL AID

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

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

Workforce Education Grant (WEG)

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

Weatherford College Foundation Scholarship for Workforce & Continuing Education

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

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

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

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

Contact: 817-598-8870



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- 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.ejsmith.com

www.smarterschooling.com

www.insuranceforcollegestudents.com



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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



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FIREARMS AND ADDITIONAL EQUIPMENT

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

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

- Handgun – (9mm, .40 S&W, or .45 ACP)
- Handgun magazines – 3 minimum
- Handgun ammunition – 1000 rounds of Full Metal Jacket Practice Ammo
- Recommended Holster – Safariland 6360 triple-retention holster
- *****BLACKHAWK SERPA OR SIMILAR FINGER RELEASE HOLSTERS, AS WELL AS UNCLE MIKES SNAP STYLE HOLSTERS, ARE PROHIBITED AND WILL NOT BE ALLOWED ON THE RANGE*****
- Rifle Ammunition – .223/5.56 cal. – 500 rounds
- Shotgun Ammunition - 100 ct. - Birdshot, 20 ct. - 00 Buck, 20 ct. - Slugs
- SIMS non-lethal training ammunition - \$50 – **This fee will be paid through the Weatherford College Business Office. It can be paid for via credit card or check. You will be informed as to when this payment can be submitted.**
- TASER X26P Cartridges (2) - \$135 – **This fee will be paid through the Weatherford College Business Office. It can be paid for via credit card or check. You will be informed as to when this payment can be submitted.**



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UNIFORM AND EQUIPMENT REQUIREMENTS

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

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

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

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

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

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

Safety Vest: Orange traffic safety vest.

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

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

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

Flashlight: Black in color with at least 200 lumens with a momentary on/off activation switch.

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

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

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

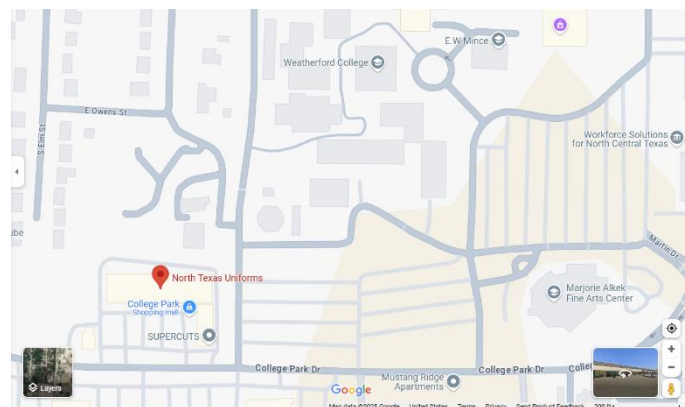
PRIMARY/PREFERRED UNIFORM VENDOR

North Texas Uniforms

151 College Park Dr.

Weatherford, TX 76086

817-599-7160



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



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OTHER OPTIONAL VENDORS FOR LE GEAR

Officer Store Law Enforcement Supplies: 1-800-852-6088 www.officerstore.com

GALLS: 1-800-477-7766 www.galls.com



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ACADEMY DRESS CODE AND APPEARANCE

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



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How to obtain a copy of your driving record:

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

1. Go to the 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.



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

TCOLE/Non-Law Enforcement Academies

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

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

The general process for electronic fingerprinting is:

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

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

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

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

- b. Academy Number: LE-511247.

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

- If you prefer to schedule over the telephone, you must:

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

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

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

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

www.11enrollment.com/stateZforms/tx/55fc619a7f7aa.doc

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



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

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



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PERSONAL HISTORY STATEMENT (PHS)

Instructions:

- MUST BE **TYPED** and not hand written.
- Request a digital copy of the PHS, by emailing wcpinfo@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



Weatherford College Law Enforcement Academy



PHS WAIVER

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

Signature Date

Sworn to and subscribed before me, this the _____ day of _____, _____

Notary public in and for, State of _____

My commission expires ____ / ____ / _____

Printed Name of Notary



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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!



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Law Enforcement Academy * Fire Academy * Paramedic * EMT

CADET FILE WAIVER

I _____ represent and warrant the answers I have made to each and

Print Name

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

_____/_____/_____

Signature of applicant

Date

Sworn to and subscribed before me, this the _____ day of _____, _____

Notary public in and for, State of _____

My commission expires _____/_____/_____

Printed Name of Notary

Notary seal or stamp



Weatherford College Law Enforcement Academy



CLAIMS RELEASE, INDEMNIFICATION AND ASSUMPTION OF RISK

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

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

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

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

Print Full Name: _____

Signature: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Witness - Print Name: _____

Witness - Signature: _____



Weatherford College Law Enforcement Academy



PAPERWORK CHECK LIST

WC SID: _____ Day Class _____ Night Class Year: _____

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

Email: _____ Phone: _____/_____/_____

DOB: ____/____/____ Gender: _____ Race: (circle one) Hispanic African American

Caucasian Asian Other: _____ Ethnicity: _____

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

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

1. WC online application - Welcome (elluciancrmrecruit.com)	13. Official High School Transcripts (or GED Scores)
2. PID C1 form – (if you do not have a PID # submit form to our office or use your current number):	14. Copy of High School Diploma (if applicable)
3. PHS (Personal History Statement)	15. Official College Transcripts
4. PHS waiver	16. Photo copy of College Diploma (if applicable)
5. L3 – Psychological (must see doctor on L3 form) Must submit PHS to office before making appointment.	17. Driving History Statement (Order within 90 days of the academy dead line)
6. 7. L2 (Physician's Statement/Drug Screen, must see doctor on L2 form)	18. Claims Release
7. F.A.S.T. - background check (Complete within 90 days of the academy deadline)	19. Proof of current Flu shot
8. TSI scores	20. Meningitis (not required for persons 21+)
9. Cadet file waiver	21. Social Security Card (COPIES MADE IN OUR OFFICE)
10. Proof of Auto Liability insurance (must be current)	22. DD214 (if applicable)
11. Proof of Nationalization application	23. TX Driver's License (COPIES MADE IN OUR OFFICE)
12. Proof of citizenship (Birth Certificate, Passport, Nationalization paper etc... Certified must be brought to office)	24. Writing Sample

COMMENTS:

TEXAS COMMISSION ON LAW ENFORCEMENT
6330 E Highway 290, STE 200, Austin, Texas 78723-1035
Phone: (512) 936-7700
<http://www.tcole.texas.gov>

PID ASSIGNMENT (C-1)
Completion of all fields required.

INDIVIDUAL INFORMATION

1. Social Security Number	2. First Name	3. M.I.	4. Last Name	5. Suffix (Jr., etc.)		
6. Race / Ethnicity <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Multicultural <input type="checkbox"/> White			7. Date of Birth / /	8. Gender <input type="checkbox"/> Male	9. Driver's License State:	
				<input type="checkbox"/> Female	Num.:	
10. Home Mailing Address		11. City		12. State	13. Zip Code	
14. Height		15. Weight		16. Hair Color		17. Eye Color
18. U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No	19. Phone Number (include area code)		20. Email			
21. Select One Completed: <input type="checkbox"/> High School <input type="checkbox"/> GED						

This form is to be submitted only for the express purpose of having a personal identification number (PID) assigned by TCOLE to the above named individual therein creating a TCOLE record and allowing training to be reported for that individual.

Agency administrator or training coordinator check appropriate box for their student or employee.

- ☐ Applying for entry into a basic licensing course.
- ☐ Applicant has read and received a copy of §217.1 Minimum Standards for Initial Licensure.

Signature of Applicant

Date

- ☐ Future appointment as a Telecommunicator, Temporary or Licensed
- ☐ Future appointment as a County or Contract Jailer, Temporary or Licensed
- ☐ Future Appointment as a Probation Officer, Juvenile or Adult
- ☐ Ability to track training hours
- ☐ Ability to utilize a TCOLE system as an authorized user for this agency

TCOLE agency / training provider number _____ and Name _____

Agency Administrator or Training Coordinator (Type or Print)

Signature

Date

Individuals not associated with a training provider or agency check below.

- ☐ Applying for instructors certificate
- ☐ Applying for Retired Federal Firearms ID
- ☐ Applying for consideration of prior out-of-state, federal, military, special forces or TDCJ training.

Signature of Applicant

Date



Weatherford College Law Enforcement Academy



**IF YOU ARE AN AGENCY HIRED CADET,
THE PROCEEDING FORMS WILL NEED TO
BE COMPLETED BY YOUR AGENCY.**



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.



The LEA program is continuing education and can be transferred to provide 21 college credit hours towards the Criminal Justice Associate of Applied Science Degree (AAS) at Weatherford College. The student must initiate the articulation process.



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 or transfers will be made on or after the first class day.

REQUIRED PAPERWORK - AGENCY HIRED CADET

Departments may submit their copies of the paperwork below via email. Must come from hiring agency email.

- Complete WC student online application - [Welcome \(elluciancrmrecruit.com\)](http://elluciancrmrecruit.com)
- Declaration of Licensing Course Enrollment Eligibility (D.O.L.C.E.E.) form
- Sponsorship form for tuition
- C1 form – if you have a PID number, please use it and submit form.
- Cadet file waiver
- Claims release
- Proof of Flu shot – (Highly recommended, but not required)
- Proof of Meningitis shot. Only required if the cadet is under 21 years of age.
- PHS (Personal History Statement) waiver.
- PHS – **must be typed**. Department may submit their copies of the PHS to our office.
- Social security card (Color copy, front and back)
- Birth Certificate (NO COPIES)
- Texas Driver's license (Color copy, front and back)
- Official High School Transcript or GED scores
- Copy of High School Diploma
- Official College Transcript(s) – if applicable
- Photo copy of College diploma – if applicable
- Proof of auto liability insurance
- DD214 (if applicable) Must possess an honorable discharge
- Original Certificate of Nationalization papers (if applicable) NO COPIES
- L3
- L2



Law Enforcement Academy

Weatherford College - Public Safety Professions

AGENCY PAPERWORK CHECK LIST

AGENCY HIRED CADET



WC SID: _____ Day Class _____ Night Class Year: _____

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

Email: _____ Phone: _____ / _____ / _____

DOB: ____/____/____ Gender: _____ Race: (circle one) Hispanic African American

Caucasian Asian Other _____ Ethnicity _____

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

Only COMPLETE PAPERWORK will be considered for program.

1. D.O.L.C.E.E. (Declaration of Licensing Course Enrollment Eligibility -if applicable for sponsored cadets) Agency Name:	
2. WC online application- Welcome (elluciancrmrecruit.com)	13. Birth Certificate (Certified must be brought to office)
3. PID C1 form – (if you do not have a PID # submit form to our office or use your current number):	14. High School Transcript/Diploma (or G.E.D. scores)
4. PHS (Personal History Statement)	15. Official College Transcripts
5. PHS waiver	16. Photo copy of College Diploma (if applicable)
6. L3 – Psychological (must see doctor on L3 form) Must submit PHS to office before making appointment.	17. Driving History Statement (or D.O.L.C.E.E. form)
7. L2 (Physician's Statement/Drug Screen, must see doctor on L2 form)	18. Claims Release
8. F.A.S.T. - background check (or D.O.L.C.E.E. form)	19. Proof of current Flu shot (highly recommended)
9. TSI scores	20. Meningitis (not required for persons 21+)
10. Cadet file waiver	21. Social Security Card (COPIES MADE IN OUR OFFICE)
11. Proof of Auto Liability insurance (must be current)	22. DD214 (if applicable)
12. Nationalization papers (original, if applicable)	23. TX Driver's License (COPIES MADE IN OUR OFFICE)
	24. Writing Sample

COMMENTS: _____

DECLARATION OF LICENSING COURSE ENROLLMENT ELIGIBILITY (D.O.L.C.E.E.)

Texas Commission on Law Enforcement (TCOLE) Rule 217.1 requires a training provider to have on file (on or before the first day of the licensing course) documented proof that the student meets all eligibility requirements for licensure. Training providers conducting licensing courses for either their own personnel or independent students (not hired by an agency) must have all required documents on file and readily available for review. Training providers conducting licensing courses for personnel from other Law Enforcement agencies may, with the advice and consent of their Advisory Board, either maintain copies of the required documents from the employing agency or use this declaration document as proof of compliance with Rule 217.1.

TRAINING ACADEMY: Weatherford College Law Enforcement Academy ACADEMY #: 511247

EMPLOYING/APPOINTING AGENCY: _____

TRAINEE's NAME: _____ PID #: _____

The above-named person (check one): ☐ is currently hired as a police cadet; ☐ is currently hired as a jailer cadet; ☐ is currently hired as a telecommunicator or jailer, and 1) has a temporary license, or 2) does not have a temporary license solely due to Occupations Code 1701.310(b) ☐ is currently licensed and hired by this agency as a peace officer, telecommunicator or jailer and seeking an additional licensed position within this agency. Furthermore, our agency already has on file documented proof that the above-mentioned individual meets all the minimum eligibility requirements for the license being sought (must attach completed TCOLE Law Enforcement Agency Checklist).

HIRING AGENCY ADMINISTRATOR SIGNATURE SECTION (Must be completed and signed by the agency head or designee.)

As head of the agency, or his/her designated representative, I am endorsing this official government record which certifies, subject to civil and criminal penalties, it has been completely filled out with true and correct information. I also attest that the applicant has met all the requirements for enrollment and licensure as required by Commission Rule 217.1 without exception. Our agency shall provide copies of all required eligibility documents to the enrolling academy or TCOLE representatives upon request.

Printed Chief Administrator's (or designee) Name & Title Signature of Administrator (or designee) Date

State of Texas
County of _____ Sworn and subscribed before me, this the ____ day of _____, 20____

Notary public in and for the State of Texas.
My commission expires ____/____/____

Notary Public's Signature Notary stamp/seal

APPLICANT SIGNATURE SECTION (This section must be completed and signed by the trainee.)

As the trainee, I am endorsing this official government record to certify, subject to civil and criminal penalties, that all its contents are true and correct. I also confirm that I currently meet all the requirements for enrollment as required by Commission Rule 217.1 without exception.

Printed Applicant's Name Signature of Applicant Date

State of Texas
County of _____ Sworn and subscribed before me, this the ____ day of _____, 20____

Notary public in and for State of Texas.
My commission expires ____/____/____

Notary Public's Signature Notary stamp/seal



**WEATHERFORD
COLLEGE**

SPONSORSHIP FORM

WORKFORCE QUARTERS

COMPANY/ORGANIZATION/EMPLOYER

ORGANIZATION NAME	
BILLING ADDRESS	
CITY/STATE/ZIP	

BILLING CONTACT

CONTACT NAME	
PHONE NUMBER	
EMAIL ADDRESS	

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

TERM:

☐ Quarter 1☐ Quarter 2☐ Quarter 3☐ Quarter 4

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

Student ID	Student Name	Courses/Program	TOTAL Tuition/Fees

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

Authorized Name

Email

Phone Number

Authorized Signature

Title

Date