Dear Candidate:

Thank you for your interest in the Basic Peace Officer Course of Collin County Law Enforcement Academy (CCLEA). The CCLEA was established in 1990 and has been successfully training peace officers for more than twenty years. As a potential future peace officer for the State of Texas, your choice of an Academy for your basic training is an important decision not to be taken lightly. The law enforcement profession is not for everyone so we consider it an important part of our job to help you understand what is involved in this career choice.

Enclosed is the information packet and preliminary application form you requested for the Basic Peace Officer Course (BPOC). The Collin County Law Enforcement Academy is responsible for screening non-sponsored (employed) applicants to determine qualification and eligibility for entrance into the Basic Peace Officer Course.

Please read this information carefully and go over your application packet carefully and thoroughly. Most of the questions frequently asked by applicants are answered in this packet. Be sure to read the list of basic qualifications very carefully. No one will be accepted into the Academy if he/she does not meet the minimum licensing requirements for a Texas Peace Officer as established by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).

Please print or type all information in your application, making sure that all answers are legible. Your application cannot be completely processed if the information is not legible. Please ensure that all questions on your application are completely and accurately answered. Ensure that all required documents are provided.

All applications received after the final deadline will be held over until the next scheduled academy. We accept approximately 30 law enforcement candidates into each BPOC.
Application Process Steps

Step 1:

Obtain an enrollment application from the Collin County Law Enforcement Academy or online at: http://ftp.collin.edu/lawenforcement/. Compile all required documents, make necessary copies and be prepared to bring all original documents with you to the interview.

Return the completed application, documents and photograph to the Academy.

Step 2:

Schedule your interview with an Academy Training Officer and be recommended to attend the BPOC. At this point you will receive additional official documents for completing the application process. These will include: physiological test, physical assessment, drug screen and criminal history.

Step 3:

Successful completion of:

- Drug screening, psychological, physical assessment and criminal history background investigation.
- Additional testing if required.

Step 4:

Upon successful completion of steps 1, 2 and 3, recommended to Director for acceptance.

Step 5:

If accepted, receive letter of confirmation.

Contact:

Jackie Carter at: (972) 548-6813 or jcarter@collin.edu if you have additional questions or contact any academy staff member for assistance.
QUALIFICATIONS

As established by Texas Commission on Law Enforcement Officer Standards and Education.

Minimum Enrollment Requirements for training as a Texas Peace Officer

*(Commission Rule 215.15)*

The list below are the minimum requirements, academies may establish additional requirements or standards for enrollment in law enforcement training programs.

**General Requirements:**

(1) never been convicted of any family violence offense;

(2) not prohibited by state or federal law from operating a motor vehicle;

(3) not prohibited by state or federal law from possessing firearms or ammunition; and

(4) a U.S. citizen.

**Criminal Background:**

(a) The applicant must:

(1) not be currently charged with any criminal offense for which conviction would be a bar to licensure;

(a) community supervision history:

(i) has 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;

(b) conviction history:

(i) 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;

(2) For 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:

(i) another penal provision of Texas law; or
(ii) 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 law.

Peace Officer Educational Requirements:

(1) a high school diploma;

(2) a high school equivalency certificate; or

(3) an honorable discharge from the armed forces of the United States after at least 24 months of active duty service.

Peace Officer Medical and Psychological Requirements:

An applicant must be declared in writing by that medical professional 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; and

(B) show no trace of drug dependency or illegal drug use after a physical examination, blood test, or other medical test; and declared in writing by that professional 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:

A chief administrator may petition the commission for a waiver of an individual who was convicted or received probation or court-ordered community supervision for a Class B misdemeanor at least five years prior to enrollment upon proof of mitigating circumstances. (Commission Rule 211.30)
Minimum Requirements for Licensure as a Texas Peace Officer

(Commission Rule 217.1)

**General Requirements:**

1. never been convicted of any family violence offense;
2. not prohibited by state or federal law from operating a motor vehicle;
3. not prohibited by state or federal law from possessing firearms or ammunition;
4. a U.S. citizen; and
5. been subjected to a background investigation and has been interviewed prior to appointment by representatives of the appointing authority.

**Military Requirements:**

Not been discharged from any military service under less than honorable conditions including, specifically;

(A) under other than honorable conditions;
(B) bad conduct;
(C) dishonorable;
(D) any other characterization of service indicating bad character;

**Texas Licensing Requirements:**

Not had a commission license denied by final order or revoked;

Not currently on suspension, or does not have a voluntary surrender of license currently in effect;

Meets the minimum training standards and passes the commission licensing examination for each license sought; and Not violated any commission rule or provision of Occupations Code, Chapter 1701;

**Educational Requirements:**

(A) a general educational development (GED) test indicating high school graduation level;
(B) a high school graduate; or
(C) 12 semester hours credit from an accredited college or university.
Age Requirements:

Peace officers:

21 years of age, or 18 years of age if the applicant has received an associate’s 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;

Criminal Background:

(a) The applicant must:

(1) not be currently charged with any criminal offense for which conviction would be a bar to licensure;

(a) community supervision history:

(i) has 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;

(b) conviction history:

(i) 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;

(2) For 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:

(i) another penal provision of Texas law; or

(ii) 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 law.
Medical and Psychological Requirements:

An applicant must be declared in writing by that medical professional 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; and

(B) show no trace of drug dependency or illegal drug use after a physical examination, blood test, or other medical test; and

declared in writing by that professional 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:

Training Requirements:

Peace Officer training:

(A) the current Texas basic peace officer course, or as an alternative to the current basic peace officer course taken at a licensed academy, the commission may approve an academic alternative program that is part of a degree plan program and consists of the commission-approved transfer curriculum, the commission-approved peace officer sequence courses, and after September 1, 2003, at least an associate’s degree; or

(B) successful completion of 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.
Common Questions and Answers

1. What are the basic requirements to enter the Basic Peace Officer Course?

- You **must** meet all listed requirements before applying.
- Must be a minimum 21 years of age and a United States citizen at the time of application.
- Must have a High School Diploma or GED.
- Must not have been convicted of a Class B Misdemeanor in past ten years or ever been convicted of a Class A Misdemeanor or any Felony.
- Must meet and maintain all TCLEOSE regulatory requirements for Texas Peace Officer License.
- Must pass a drug screening, psychological, physical assessment and criminal history background investigation.
- Must possess a valid governmental issued drivers license at application, a State of Texas Drivers License is required at the time TCLEOSE testing.

2. What things may keep me from being eligible?

- Not meeting state required educational standards.
- Not meeting state required enrollment standards.
- A dishonorable discharge or a bad conduct discharge from military service.
- Having ever been convicted of any family offense.
- Unacceptable drug use or selling of any illegal substance.

3. How long does a basic academy take to complete?

The CCLEA Basic Peace Office Course is 775 hours. If you are enrolled in the full-time course which is 8 hours per day, you will complete the program in approximately 5 months. If you are enrolled in the part-time course which is 4 hours per evening, Monday – Thursday and one 8 hour Saturday each month, you will complete the program in approximately 12 months.

5. How much does all this cost?

Tuition for the BPOC is $1,000. Additionally, each individual is responsible for providing all pre-screening costs, supplies and equipment, including uniforms, firearm, ammunition and other equipment. The approximate total cost for the course is $3,500.

6. Does the Academy offer any financial assistance?

The Academy is approved for V.A. Benefits with the Department of Veterans Affairs program. Additionally, you may qualify for financial assistance from the Texas Workforce Commission or other financial assistance programs.

7. Is there any physical training involved?

Prior to being accepted into the program you will be required to pass a physical examination. Additionally, each student is expected to demonstrate and maintain an acceptable level of physical fitness throughout the course. The basic peace officer course is very physical and participation is required along with the participation of the final physical fitness exam at the end of the course. Individuals who are not currently in reasonable good health are not encouraged to apply.
8. What are the attendance requirements?

The Texas Commission on Law Enforcement Standards and Education (TCLEOSE) mandates attendance requirements. For this reason, CCLEA requires, without exception, 100% attendance and completion of the course. Allowances may be made for emergency situations, thus requiring you to make up any and all class time.

9. What do I have to do to get started?

Contact the CCLEA and ask to speak with a training coordinator, complete the academy application packet and provide all required documentation. The enrollment process starts with the completion of the application.

10. How will I know that I've been accepted to the Academy?

Applicants will be notified by mail that they have been accepted into the CCLEA BPOC.

For additional assistance please feel free to contact any member of the CCLEA.

Thank you,

Ron Spears, Director
Collin County Law Enforcement Academy