

TEXARKANA, TEXAS POLICE DEPARTMENT  
GENERAL ORDERS MANUAL

<i>Effective Date</i> <b>February 1, 2009</b>		<i>Amended Date</i> <b>September 1, 2015</b>		<i>Directive</i> <b>2.23.1</b>	
<i>Subject</i> <b>TCOLE Personnel Files</b>					
<i>Reference</i>					
<i>Distribution</i> <b>All Personnel City Manager City Attorney</b>		<i>TPCA Best Practices Recognition Program Reference</i>  <b>2.23.1 TCOLE Personnel Files</b>		<i>Review Date</i>  <b>July 12, 2023</b>	
				<i>Pages</i>  <b>2</b>	

**This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.**

**SECTION 1 PURPOSE**

The purpose of this policy is to require the maintenance of a personnel file for each sworn officer containing all documents required by the Texas Commission on Law Enforcement (TCOLE).

**SECTION 2 POLICY**

It is the policy of the Department to maintain a file for each sworn officer containing all documents required by the Texas Commission on Law Enforcement. These documents are listed below.

**SECTION 3 PROCEDURES**

- A. The Support Services Division will maintain a file on each sworn officer which contains all of the documents which TCOLE requires to be maintained by the Department.
- B. The Personnel and Training Office will maintain these files in secure location and on an ongoing basis.
- C. The personnel files will include a self-audit sheet which lists the documents.
- D. All sworn officer personnel files will contain the following documents:
  - 1. TCOLE L-1 (Peace Officer License Application).
  - 2. TCOLE L-2 (Medical Condition Declaration).
  - 3. TCOLE L-3 (Emotional and Psychological Health Declaration).
  - 4. Criminal History Report (CCH) from TCIC and NCIC.
  - 5. Proof of Education.
  - 6. Proof of Military Service (DD-214) if applicable.
  - 7. Texas DPS and FBI Fingerprint Return.

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8. Proof of Citizenship.
9. Copy of certified record of the disposition of any case if a criminal record exists.
10. Copy of the F-5 (Separation of Licensee) if applicable.

E. All telecommunicators, hired after January 1, 2014, personnel files will contain the following documents:

1. TCOLE L-1-T (Telecommunicator License Application).
2. TCOLE L-2 (Medical Condition Declaration).
3. TCOLE L-3 (Emotional and Psychological Health Declaration).
4. Criminal History Report (CCH) from TCIC and NCIC.
5. Texas DPS and FBI Fingerprint Return.
6. Copy of the F-5 (Separation of Licensee) if applicable.

All telecommunicators hired prior to January 1, 2014, personnel files will contain the following documents:

1. TCOLE L-1-T (Telecommunicator License Application).
2. Criminal History Report (CCH) from TCIC and NCIC.
3. Texas DPS and FBI Fingerprint Return.
4. Copy of the F-5 (Separation of Licensee) if applicable.

All personnel files for telecommunicators will be maintained in Central Records and Communications.

F. The Personnel and Training supervisor will prepare a report indicating that these files are in compliance with the provisions of this policy. This report shall be submitted to the Office of the Chief of Police no later than January 31<sup>st</sup> of each year.

G. RESPONSIBILITY

1. All members of the Department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.