

Enrollment Process

- A. In order to be accepted into the basic academy program, applicants must meet the most current minimum attendance and licensing requirements set forth by TCOLE, along with completion of the academy's application and acceptance process.
- B. A background investigation must be completed by the academy coordinator or a designee trained and experienced in the process. All applicants must complete the The Sul Ross State University H. Joaquin Jackson Law Enforcement Academy Interest Document (online form) along with an Application and a Personal History Statement.
- C. All TCOLE required exams must be completed (L2 – Medical and Drug Screen; and L3 - Psychological) along with The Sul Ross State University H. Joaquin Jackson Law Enforcement Academy Forms *L2 Addendum* and *L3 Addendum*. The Training Coordinator shall approve authorized medical providers and psychologists for use in examinations.
- D. The academy Training Coordinator shall make the final determination in allowing a cadet to enter the academy program. This comports with TCOLE rule 215.9 which places the responsibility on the training coordinator: *(C) enforcing all admission, attendance, retention and other standards set by the commission and approved by the advisory board.*
- E. The following are steps for individual applicants applying for admission to The Sul Ross State University H. Joaquin Jackson Law Enforcement Academy:
 - a. Phase 1
 - Initial interest form and screening documents completed and submitted to the Training Coordinator.
 - Training Coordinator or a designee will review this for any automatic disqualifiers.
 - b. Phase 2
 - Preliminary background interview
 - Issuance of application documents
 - Issuance of a Personal History Statement for completion
 - Return of Personal History Statement to Training Coordinator along with related documents including a certified copy of birth certificate, DD214 or related documents, high school diploma or GED
 - c. Phase 3

If the applicant passes the preliminary background interview and investigation, the applicant will be required to complete the following at their own expense:

 - FAST background check
 - DPS driver's license report showing license to be current and valid
 - Psychological evaluation and completion of TCOLE form L3 The Sul Ross State University H. Joaquin Jackson Law Enforcement Academy form *L3 Addendum* (Psychologist must be approved by the The Sul Ross State University H. Joaquin Jackson Law Enforcement Academy Coordinator)
 - Medical evaluation and completion of TCOLE form L2 and The Sul Ross State University H. Joaquin Jackson Law Enforcement Academy form *L2 Addendum* (Medical professional must be approved by the The Sul Ross State University H. Joaquin Jackson Law Enforcement Academy Coordinator)
 - Drug screen and completion of TCOLE form L2 and The Sul Ross State University H. Joaquin Jackson Law Enforcement Academy form *L2 Addendum* (Medical professional must be approved by the The Sul Ross State University H. Joaquin Jackson Law Enforcement Academy Coordinator)
 - d. Phase 4

- Interview of Training Coordinator
- e. Phase 5
- Meningitis vaccination or documentation of completion (if applicable – under 22 years old)
 - Notification of academy date