



Amarillo College Criminal Justice Programs Panhandle Regional Law Enforcement Academy

P.O. Box 447

Amarillo, TX 79178

Phone: 806-354-6081 | Fax: 806-354-6074

www.actx.edu/cj

Dear Basic Peace Officer Academy Applicant:

Thank you for your interest in the Panhandle Regional Law Enforcement Academy (PRLEA) at Amarillo College. To obtain appointment to the Academy you must first complete and make an adequate score on one of the accepted admittance assessments, after which you may call and set up a time to interview. **Anyone desiring admittance into the Basic Peace Officer Course, must take one of the accepted assessments, or meet one of the exemptions.** Please read the enclosed "Applicant Instructions" for further information on the testing process.

Also, please visit www.tcole.texas.gov/content/career-texas-law-enforcement to learn more about the Texas Commission on Law Enforcement (TCOLE) licensing requirements to be a peace officer in the state of Texas. Please take a few minutes to look over these requirements, as they could affect your acceptance into the Panhandle Regional Law Enforcement Academy and your eligibility to be a Texas Peace Officer. Due to State requirements a background check of your criminal history will have to be completed through TCOLE prior to your admittance into the Academy. This will be discussed further during your interview.

In August, we begin processing applicants for the 113th Academy, which is scheduled to begin in January 2016.

Please make note of the following important dates concerning the 113th Academy:

August-November, 2015:	Interviews conducted for Basic Peace Officer applicants
December 1, 2015:	Applicants must be tested and interviewed by this date
December 15, 2015:	Selections made and letters mailed to the eligible recruits
December 18, 2015:	Uniform Order Deadline
January 2016:	113th Academy begins

Please note: The above dates are subject to change.

Again, I appreciate your interest in our Program. Please contact our office **if you meet one of the test exemptions or after** you have tested and are ready to be interviewed. If I can be of assistance, please contact me at (806) 354-6082.

Sincerely,

Hank Blanchard, Coordinator
Panhandle Regional Law Enforcement Academy
Amarillo College Criminal Justice Programs

Basic Peace Officer Academy Applicant Instructions

Before scheduling an interview with the Academy office, the applicant must take (at his or her expense) the THEA, Quick THEA, or the TSI Assessment. The THEA is given six times during the year; the Quick THEA is given on a more frequent basis and both cost \$29.00. Contact the AC Testing Center for definite times and dates for the THEA and Quick THEA. The TSI Assessment is a computer-based test given on an appointment only basis and costs \$25. Contact the Amarillo College Testing Center at (806) 371-5445 for an appointment to take the TSI Assessment. All tests are given at the Amarillo College Testing Center located in the Student Service Center at 2200 South Washington. The ACcess Learning Center, located in the Lynn Library, is available Monday through Sunday (3rd floor of the Library, Room 310) for students needing remedial training. Call **(806) 371-5434** for more information concerning the testing and developmental training.

After the testing is completed, please contact the Academy office at **(806)354-6082** to make an appointment for an interview. If your test scores are adequate and your background acceptable for licensing as a peace officer in Texas, your application for entrance into the Academy will be considered. **If you have previously attended college and have already taken THEA (or TASP), Accuplacer or TSI Assessment, please call us with your scores.**

The Hazelwood Act will pay tuition to qualified applicants who are Texas Veterans. Payment for the course may be made in cash, check, by money order, or by credit card. Students will not be admitted to classes or laboratories until they have paid their tuition and fees in full. **If you will need financial assistance to attend the Academy, you should start the process now by contacting AC Financial Aid at 371-5310. Adult Student Services at 371-5449 may also be of some assistance to you.**

Following is a breakdown of the tuition and fees for students who are residents of the Amarillo College District (City of Amarillo), those who are non-residents of the District, and those who are out-of-state residents. All classes include a mandatory \$24.00 or \$15.00 Laboratory fee. First semester classes include CJLE 1506: Basic Peace Officer I, CJLE 1512: Basic Peace Officer II, and CJLE 1135: Police Academy Fitness I. Second semester classes include CJLE 1518: Basic Peace Officer III, CJLE 1524: Basic Peace Officer IV, CJLE 1429: Basic Peace Officer V and CJLE 1136: Police Academy Fitness II.

RESIDENT OF DISTRICT			
<i>First Semester (11 credit hours)</i>	\$ 921.25	<i>Second Semester (15 credit hours)</i>	\$ 1,256.25
Laboratory fees (3 classes)	78.00	Laboratory fees (4 classes)	102.00
LMS Fee	90.00	LMS Fee	120.00
<i>First Semester Total</i>	\$ 1,089.25	<i>Second Semester Total</i>	\$ 1,478.25
*TOTAL: 26 Hour Basic Peace Officer Academy			
Resident of District (2 Semesters)			\$ 2,567.50*
NON-RESIDENT OF DISTRICT			
<i>First Semester (11 credit hours)</i>	\$ 1,394.25	<i>Second Semester (15 credit hours)</i>	\$ 1,901.25
Laboratory fees (3 classes)	78.00	Laboratory fees (4 classes)	102.00
LMS Fee	90.00	LMS Fee	120.00
<i>First Semester Total</i>	\$ 1,562.25	<i>Second Semester Total</i>	\$ 2,123.25
*TOTAL: 26 Hour Basic Peace Officer Academy			
Non-Resident of District (2 Semesters)			\$ 3,685.50*
OUT-OF-STATE			
<i>First Semester (11 credit hours)</i>	\$ 2,098.25	<i>Second Semester (15 credit hours)</i>	\$ 2,861.25
Laboratory fees (3 classes)	78.00	Laboratory fees (4 classes)	102.00
LMS Fee	90.00	LMS Fee	120.00
<i>First Semester Total</i>	\$ 2,266.25	<i>Second Semester Total</i>	\$ 3,083.25
*TOTAL: 26 Hour Basic Peace Officer Academy			
Out-of-State (2 Semesters)			\$ 5,349.50*

PLEASE NOTE THAT THE ABOVE TUITION AND FEES ARE SUBJECT TO CHANGE
Please contact the Criminal Justice Programs at (806)354-6082 if you have any questions.
Amarillo College is an equal opportunity community college.



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Steps for Application

1. Initial Packet of information mailed to interested individuals. Initial Packet includes:

- Steps for Application
- Basic Peace Officer Academy Applicant letter with deadline dates
- Amarillo College PRLEA Testing Requirements
- Cost of Tuition & Fees
- Degree Insert Card for CJLE.CERT.LE/CJLE.AAS.LENF
- Amarillo College Criminal Justice Law Enforcement Brochure

2. Applicant must meet the Amarillo College PRLEA Test Requirement:

All applicants must take the Texas Higher Education Assessment (THEA) test or the state-approved test (TSI Assessment), unless exempt.

EXEMPTIONS

- Earned within the last five years a composite score of 23 or higher on the ACT. A student can be exempt in Math OR English as long as he/she scores a 19 on either part AND has the composite score of 23.
- Earned within the last five years a composite score of 1070 or higher on the SAT. A student can be exempt in Math OR English as long as he/she scores a 500 on either part AND has the composite score of 1070.
- Earned within the last five years the following minimum scores on the TAKS (exit-level): 2200 in Math and 2200 in English/Language (ELA) with Writing sub score of at least 3.
- Possess an Associate or Bachelor's degree from a regionally accredited institution of higher education.

Required THEA Scores

Reading: 230+
Writing: 220+
Math: 180+

Required TSI Assessment Scores

Reading: 351+
Writing: 363+ with TSIE 4 or TSIE 5+
Math: 336+

If you do not meet the criteria for an exemption, please follow the steps below to prepare, schedule and complete the TSI Assessment.

a. To schedule the TSI Assessment, first complete the TSI Assessment Activity.

- From the Testing Homepage
- Go to www.actx.edu/testing
- Click on Pre-Assessment Activity located on the menu bar.

- b. After the TSI Assessment Activity is complete, call the Amarillo College Testing Center at 806-371-5445 to schedule test. *TSI Assessment information and study materials are located at www.actx.edu/testing - scroll down to Exams and Click on TSI Assessment.*
- c. Complete the TSI Assessment at the Amarillo College Washington Street Campus, in the Student Service Center, Room 101.
- d. After TSI Assessment is complete, call the academy at 806-354-6082 with your test scores and bring a hard copy of the results to the PRLEA interview.

YOU MUST PRESENT A VALID ID FOR TEST

3. Applicant must also meet the Texas Commission on Law Enforcement (TCOLE) State Licensing Requirements:

Age – Must be 21 at the time of licensing (or 18 if the applicant has received an Associate Degree or 60 hours of credit from an accredited university or college).

Education - Students must have passed a general educational development (GED) test indicating high school graduation level or possess a high school diploma.

Citizenship – Students in the Basic Peace Officer Academy must be United States Citizens.

Criminal History – Applicants for a Basic Peace Officer Academy will be subject to a search of local, state, and national records and fingerprint files to disclose any criminal record.

Military Service – Academy Students cannot have been discharged from any military service under less than honorable conditions which include: Under other than honorable conditions; Bad Conduct; Dishonorable; or any characterization of service including bad character.

4. After the Applicant has met all requirements listed above, an interview is scheduled with the PRLEA Coordinator and an Interview Packet, consisting of the PRLEA application and FAST Fingerprint Form, must be completed.

5. Applicant interviews with Coordinator and completed Interview Packet along with required documentation goes into applicant's file. Completed Interview file contains:

- Recruit Checklist
- Completed Recruit Application
- Copies of: Social Security Card, Driver's License, Birth Certificate, High School Diploma, Official College Transcripts, Military DD214 (if applicable), Certified copies of documents from the appropriate court (if applicable), Recent Photo
- Returned FAST Fingerprint Form

6. All Applicants who pass the Interview will be required to submit the following:

- *Physical and Drug Examination on TCOLE L-2 Form (Declaration of Medical Condition) Commission Rule §217.1 (a) (11) & 217.23(c)*
- *Psychological Examination on TCOLE L-3 Form (Declaration of Psychological and Emotional Health) – Commission Rule §215.15 (c), 217.1 (a)(12)*

All individuals enrolling in a peace officer academy must have passed both the psychological examination and the physical examination that are required for initial licensure. Psychological examinations and physical examinations completed as a condition of enrollment into a law enforcement academy will be valid for 180 days following graduation from the Academy.

7. **An in depth background investigation will be conducted on references, employment history, residential history and credit history.**
8. **If all requirements are met, including background investigation, an Approval Packet will be mailed to applicant two to three weeks before Academy begins. Approval Packet includes:**
 - Applicant Acceptance Letter from Coordinator
 - Amarillo College Application Form – www.actx.edu/admission
*** **Please note application takes 48-72 hours to process.**
 - Academy Registration Information
 - Amarillo College West Campus Map
9. **If applicant does not pass the background investigation, a letter of denial of application is mailed to the individual.**
10. **Students with outstanding financial obligations to Amarillo College will not be allowed to enroll in courses until responsibility is fulfilled.**
11. **Students on Academic Probation at Amarillo College will not be able to enroll in courses. Please visit www.actx.edu/advising to learn more about Academic Probation and the Suspension Intervention Program.**

FYI – Other Expenses

Estimated Cost of Application:

- FAST Fingerprint Processed = **\$41.45**
- TCOLE Required Licensee Medical Condition Declaration L-2
(Physical and Drug Exam) = **\$110.00**
- TCOLE Required Licensee Psychological and Emotional Health Declaration L-3
(Psychological Exam) = **\$125.00**

Additional Cost-Estimation:

- PRLEA Uniforms = **\$140 to \$180**
- Duty Boots and Athletic Shoes = **\$100 to \$150**
- Textbooks = **\$150 to \$200**



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Entrance Testing or Academic Requirements or Exemptions for the PRLEA

Students in any of the following categories or conditions are exempt from testing:

1. Earned within the last five years a composite score of 23 or higher on the ACT. A student can be exempt in Math OR English as long as he/she scores a 19 on either part **AND** has the composite score of 23.
2. Earned within the last five years a composite score of 1070 or higher on the SAT. A student can be exempt in Math OR English as long as he/she scores a 500 on either part **AND** has the composite score of 1070.
3. Earned within the last five years the following minimum scores on the TAKS (exit-level): 2200 in Math and/or 2200 in English/Language (ELA) with Writing subscore of at least 3.
4. Possess an Associate or Bachelor's degree from a regionally accredited institution of higher education.

If the potential recruit does not qualify for an exemption, the TSI Assessment at Amarillo College is required.

If you do not meet the criteria for an exemption, please follow the steps below to prepare, schedule and complete the TSI Assessment.

- e. To schedule the TSI Assessment, first complete the TSI Assessment Activity.
 - From the Testing Homepage
 - Go to www.actx.edu/testing
 - Click on Pre-Assessment Activity located on the menu bar.
- f. After the TSI Assessment Activity is complete, call the Amarillo College Testing Center at 806-371-5445 to schedule test.

TSI Assessment information and study materials are located at www.actx.edu/testing - scroll down to Exams and Click on TSI Assessment.

- g. Complete the TSI Assessment at the Amarillo College Washington Street Campus, in the Student Service Center, Room 101.
- h. After TSI Assessment is complete, call the academy at 806-354-6082 with your test scores and bring a hard copy of the results to the PRLEA interview.

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Permanent Disqualifiers for prospective applicants:

- Felony or Class A conviction, probation or community supervision.
- Discharge from the military with other than an Honorable Discharge.
- Any domestic violence conviction.
- Having had a TCLEOSE license denied by final order or revoked, or have a voluntary surrender of license currently in effect.
- Having illegally furnished or sold any controlled substance or dangerous drug including marijuana to another.
- Being a member of an organization, club, society, movement, group, or combination thereof, which advocates overthrow of the government.
- Lying, making false statements, or any other manner of falsifying testimony in official matters, including but not limited to, business transactions and job application paperwork.

Temporary Disqualifiers for prospective applicants:

- Class B misdemeanor conviction, probation or community supervision within the previous ten (10) years (from the date of conviction).
- Having a driver's license suspended, revoked or invalid during the two (2) year period preceding the date of application.
- Three (3) at fault accidents within the past 3 years.
- Eight (8) moving violations within the past 5 years.
- Pending charges for any criminal offense.
- Failing to cooperate fully with and keep all scheduled appointments, failing to supply needed documents within a specified time limit, failing to provide information as requested, or failing to update changes within fourteen (14) days of the change will disqualify an applicant from the hiring process for a period of one (1) year.
- Failing to fully complete the employment application packet will disqualify an applicant from the hiring process for a period of one (1) year.

Possible Disqualifiers for prospective applicants include, but are not limited to:

- History of bad debt.
- Not being of good moral character, or being known to habitually associate with those of questionable moral character.
- Use of marijuana over an extended period of time.
- Illegal possession or previous use of any narcotics, controlled substances or marijuana; especially within the previous ten (10) years.
- Being handled for any petty criminal offenses (such as, but not limited to: Theft by Check, Minor in Possession of Alcohol, Disorderly Conduct, etc.) during the previous five (5) years.