



Texas Railroad Association
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RAILROAD PEACE OFFICER / TELECOMMUNICATOR APPOINTMENT

Pursuant to Art 2.121 of the Code of Criminal Procedures a person may NOT serve as a railroad peace officer unless the Texas Railroad Association submits the application for appointment and certification. All application documents must be sent directly to our office for proper processing. The railroad company is responsible for submitting the proper reporting forms within 15 days from the Date that the Oath of Office is administered.

FEE SCHEDULE	NEW RATE EFFECTIVE 1/1/2019	OLD RATE EFFECTIVE 1/1/2010
NEW APPLICATION	\$300.00	\$300.00
TERMINATION	\$75.00	\$75.00
ANNUAL ADMINISTRATIVE DUES (WEAPONS PROFICIENCY)	NEW \$200.00	\$100.00

REQUIRED APPLICATION FORMS Instructions: Check applicant's license status from below, complete required forms listed and submit to the address above

NEW LICENSE §217.1 (Never licensed for this position)	LICENSE WITH 180-DAYS OR LESS BREAK IN SERVICE §217.7	LICENSE WITH MORE THAN 180-DAY BREAK IN SERVICE §217.7
STEP I. Gather the below forms, complete and submit to our office for processing and approval by DPS		
<input type="checkbox"/> Railroad peace officer – telecommunicator application <input type="checkbox"/> Statement of appointed officer <input type="checkbox"/> Firearms affidavit <input type="checkbox"/> Employment verification/certification <input type="checkbox"/> CCH (TCIC-NCIC) <input type="checkbox"/> DPS & FBI fingerprint return <input type="checkbox"/> Background investigation report / Personal history statement (Effective 1.1.2012) <input type="checkbox"/> Proof of citizenship (Official, effective 3.1.2003) <input type="checkbox"/> Proof of education (Official) <input type="checkbox"/> Military discharge (if applicable, DD214 or equivalent) <input type="checkbox"/> Certified copy of court disposition (If criminal record exists, for each case) <input type="checkbox"/> Firearms qualification within 12-months PRIOR to appointment 217.7 (After 6.1.2004) AND Firearms qualification due once every calendar year (PEACE OFFICERS ONLY) <input type="checkbox"/> L-2 Licensee Medical Condition <input type="checkbox"/> L-3 Licensee Psych Health	<input type="checkbox"/> Railroad peace officer – telecommunicator application <input type="checkbox"/> Statement of appointed officer <input type="checkbox"/> Firearms affidavit <input type="checkbox"/> Employment verification/certification <input type="checkbox"/> CCH (TCIC-NCIC) <input type="checkbox"/> Background investigation report / Personal history statement (Effective 1.1.2012) <input type="checkbox"/> Military discharge (if applicable, DD214 or equivalent) <input type="checkbox"/> Certified copy of court disposition (If criminal record exists, for each case) <input type="checkbox"/> Firearms qualification within 12-months PRIOR to appointment 217.7 (Effective 6.1.2004) AND Firearms qualification due once every calendar year (PEACE OFFICERS ONLY) <input type="checkbox"/> Consent form or authority to release information <input type="checkbox"/> F-5R Pre Employment Separation Request (required for appointments after 9.1.2005) <input type="checkbox"/> Copy of F-5 Separation of Licensee from previous employer	<input type="checkbox"/> Railroad peace officer – telecommunicator application <input type="checkbox"/> Statement of appointed officer <input type="checkbox"/> Firearms affidavit <input type="checkbox"/> Employment verification/certification <input type="checkbox"/> CCH (TCIC-NCIC) <input type="checkbox"/> DPS & FBI proof of fingerprint submission <input type="checkbox"/> Background investigation report / Personal history statement (Effective 1.1.2012) <input type="checkbox"/> Military discharge (if applicable, DD214) <input type="checkbox"/> Certified copy of court disposition (If criminal record exists, for each case) <input type="checkbox"/> Firearms qualification within 12-months PRIOR to appointment 217.7 (Effective 6.1.2004) AND Firearms qualification due once every calendar year (PEACE OFFICERS ONLY) <input type="checkbox"/> Consent form or authority to release information <input type="checkbox"/> F-5R Pre Employment Separation Request (required for appointments after 9.1.2005) <input type="checkbox"/> Copy of F-5 Separation of Licensee from previous employer <input type="checkbox"/> L2 Licensee Medical Condition <input type="checkbox"/> L3 Licensee Psych Health
STEP II. Upon receiving DPS approval, please submit to our office the following forms for processing and approval by TCOLE		
<input type="checkbox"/> L1 Appointment Application; OR <input type="checkbox"/> L1-T Telecommunicator Appointment <input type="checkbox"/> Oath of office	<input type="checkbox"/> Oath of office <input type="checkbox"/> L1 Appointment Application; OR <input type="checkbox"/> L1-T Telecommunicator Appointment	<input type="checkbox"/> Oath of office <input type="checkbox"/> L1 Appointment Application; OR <input type="checkbox"/> L1-T Telecommunicator Appointment

Forms are available for download at www.txrailroads.org, TCOLE forms are available for download at www.tcole.texas.gov

IMPORTANT NOTE effective February 1, 2014 §211.27 Reporting Responsibilities of Individuals. Within thirty days, a licensee or person meeting the requirements of a licensee shall report to the commission any name change; permanent mailing address other than an agency address; all subsequent address changes, an arrest, charge, or indictment for a criminal offense above the grade of Class C misdemeanor, or for any Class C misdemeanor involving the duties and responsibilities of office or family violence, including the name of the arresting agency, the style, court, and cause number of the charge or indictment, if any; the final disposition of the criminal action; and receipt of a dishonorable or other discharge based on misconduct which bars future military service.

MINIMUM STANDARDS FOR INITIAL LICENSURE (For more details see [Commission Rule §217.1](#))

- Applicant must be a full-time employee employed by a railroad company under Art. 2.121 of the Code of Criminal Procedures
- Applicant must be 21 years of age or 18 years of age if 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;
- Applicant must have passed a general educational development (GED) test indicating high school graduation level or holds a high school diploma;
- Applicant must be fingerprinted and be subjected to a search of local, state and U.S. national records and fingerprint files to disclose any criminal record;
- Applicant must 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;
- Applicant must not currently be charged with any criminal offense for which conviction would be a bar to licensure;
- Applicant must have never been convicted of an offense above a Class B misdemeanor or Class B misdemeanor within the last ten years;
- Applicant must have never been convicted in any court of an offense involving family violence as defined under Chapter 71, Texas Family Code;
- Applicant must not be prohibited by state or federal law from operating a motor vehicle;
- Applicant must not be prohibited by state or federal law from possessing firearms or ammunition;
- Applicant has been subjected to a background investigation and has been interviewed prior to appointment by representatives of the appointing authority;
- Applicant has been examined by a physician, selected by the appointing or employing agency, who is licensed by the Texas Medical Board, on a form prescribed by the commission, within 180 days before the date of appointment;
- Applicant has been examined by a psychologist, selected by the appointing or employing agency, or the academy, who is licensed by the Texas State Board of Examiners of Psychologist, on a form prescribed by the commission, within 180 days before the date of appointment (Note: This examination may also be conducted by a psychiatrist licensed by the Texas Medical Board.);
- Applicant must have never received a dishonorable or other discharge based on misconduct which bars future military service;
- Applicant must have not had a commission license denied by final order or revoked;
- Applicant is not currently on suspension, or does not have a surrender of license currently in effect;
- Applicant meets the minimum training standards and passes the commission licensing examination for each license sought;
- Applicant has not violated any commission rule or provision of the Texas Occupations Code, Chapter 1701; and
- Applicant is a U.S. citizen.

The above is provided for informational purposes and is subject to change with or without notice. Please check each agency website for the latest information.