



TEXAS RAILROAD ASSOCIATION

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Dear Railroad Police Departments:

We have prepared this summary as a guide to assist you during the railroad peace officer and/or telecommunicator appointment process. Please be aware that this guide is intended to be used as an informational resource, and is subject to change at any time. Visit each agency website for the latest information.

Railroad Peace Officer or Telecommunicator Appointment

Railroad peace officer applicants must meet the minimum standards for initial licensure per Commission Rule §217.1. Additionally, applicants must have successfully completed the current Basic Peace Officer Certification courses and pass the licensing exam prior to being licensed. With the exception of firearms qualification, all licensing requirements also apply to police communications operator appointments.

Required Application Process

A person may not serve as a Railroad Peace Officer for a railroad company unless the Texas Railroad Association (TRA) submits the person's application for appointment and certification to the director of the Department of Public Safety and the executive director of the Texas Commission on Law Enforcement, per CCP Art. 2.121.

Upcoming Events

June 1

TCOLE Simplified Workshop

June 22

TCOLE Training Coordinator
Training

October 3

TCOLE Training Coordinators'
Conference 10/03-10/06

Important Dates

Within 15 days from the Date of Appointment. The railroad employer must submit the Application for Appointment within 15 days from the Date that the Oath of Office is administered for the position. **Note: The individual cannot apply for such license, for detailed info please refer to the Applicant Requirements form on the Police Services tab on our website.**

Within 5 days from the Separation Date. The F-5 must be submitted to TCOLE within 7 business days from the date of discharge, however we ask that you send the F-5 to our office within 5 days to allow us adequate time for processing of the form and to comply with this time sensitive requirement.

More Application Process Information

Licensing Paperwork

Submission of all original paperwork must be made directly to the Texas Railroad Association (TRA) within 15 days from the Date the Oath of Office, for the position, is administered. Any paperwork sent later than 15 days will require a written statement explaining why you failed to submit within the designated time frame. We recommend that paperwork be submitted by use of a traceable delivery method such as FedEx or UPS.

The railroad company is responsible for reviewing all license application forms and collecting all supporting documents and information to prove that the applicant meets all minimum requirements for licensing throughout the appointment. Making a false statement on any form could result in a revocation of license or even criminal charges.

The Texas Railroad Association will examine the documents submitted for completeness (on the basis of the information stated on the application forms), process the application and retain all records for five years from the Date of Termination, in accordance with our record retention policy.

Applicant License Status

Required paperwork varies by the license status, please refer to the Applicant Requirements form on our website for details. Below is a brief description of each license status:

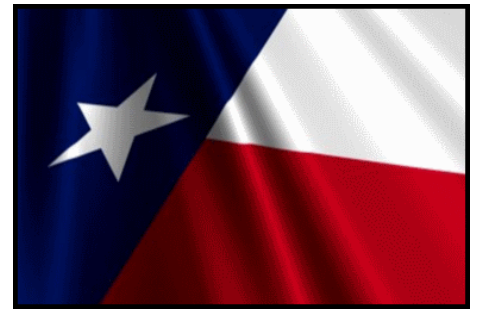
New Applicant §217.1 – this applies to applicants that have NEVER been licensed by TCOLE for this type of position

Already Licensed §217.7 – this applies to applicants previously licensed by TCOLE for this type of position. Have the applicant sign a consent form to authorize the F5R request from our office. In addition, from the last appointment for this type of license, indicate the length of break in service as follows:

License holder with 180 day break or LESS in service

OR

License holder with MORE than 180 day break in service



Important Dates cont.

Due by June 1 of each calendar year. Submit the Annual Firearms Qualification reports to our office no later than June 1 of each year, for each active peace officer license. **Note: Telecommunicators are exempt from this requirement.**

Due by the end of each training cycle. Required hours and courses must be completed by the end of each training cycle. The current cycle began on 09/01/2015 and ends on 08/31/2017.

Available Resources

Visit our **Police Services** tab on our website at www.txrailroads.org for the latest Forms and Information.

Visit the **TCOLE website** at www.tcole.texas.gov for Forms and Applications. Details on Training Requirements, Commission Rules and other Help and Resources may also be found on their website.

Visit the **Texas Department of Public Safety website** at www.txdps.state.tx.us for Crime Records Service (CRS) to obtain Computerized Criminal History (CCH) Records, and Fingerprinting Services, including Fingerprint Applicant Services of Texas (FAST).

FAST account setup may be done by contacting DPS Fingerprint Services Unit at (512) 424-2365, Option 6 or by email at fingerprint.service@dps.texas.gov

Application Process Information Continued

Applicant Forms

The following forms are available for download on the TRA website:

- Applicant Requirements
- Railroad Peace Officer – Telecommunicator Application
- Oath of Office
- Statement of Appointed Officer
- Firearms Affidavit
- Employment Verification/Certification (Form VOE)

The following forms are available for download on the TCOLE website:

- L-1 Appointment of Licensee and Instruction Sheet
- L-1T Telecommunicator Appointment
- L-2 Licensee Medical Condition
- L-3 Licensee Psych Health
- F-5 Separation of Licensee
- Release of Information
- Personal History Statement Template
- FAST Manual Subscription
- Chief Administrators Desk Reference

A Railroad Peace Officer may NOT act as a peace officer without being properly appointed. The appointment process will conclude when you receive the TCOLE License or Acknowledgment and Certificate of Authority, issued by DPS. Please be aware that a railroad peace officer has limited authority. Railroad Peace Officers may not hold any other commission by any other law enforcement agency concurrently. Violation of such policy will be cause for immediate revocation of license.

To avoid paperwork being rejected please read all instructions carefully, and/or contact our office for assistance via email at info@txrailroads.org

PRIOR TO APPOINTMENT

Peace Officers ONLY:

proof of Weapons Proficiency within the previous 12 months prior to appointment

F5R History and Employment Verification:

railroad employer must obtain signed consent form from applicant and submit to TRA when making an F5-R request

Medical Exam: must be conducted within 180 days and documented on the appropriate TCOLE form (L-2, L-3) making sure to designate Texas Railroad Association as the Appointing Agency

Pre-Licensing

Requirements: failure to complete and properly document this requirement is a violation of state law and may result in penalties ranging from fines to criminal charges