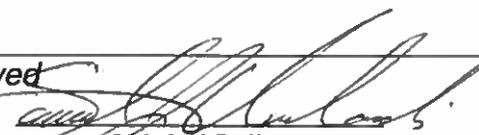


**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

Effective Date August 19, 2015		Amended Date February 4, 2019		Directive 2.09.1	
Subject TCOLE Personnel Files					
Reference			Approved  Chief of Police		
Distribution All Personnel City Manager City Attorney		TPCA Best Practices Recognition Program Reference 2.23		Review Date February 4, 2019	
				Pages 3	

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 and telecommunicator 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 (TCOLE). These documents are listed below.

SECTION 3 PROCEDURES

- A. The Office of Professional Responsibility will maintain a file on each sworn officer and which contains all of the documents which the Texas Commission on Law Enforcement requires to be maintained by the department.
- B. The Office of Professional Responsibility will maintain these files in secure location and will maintain these records 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:
 - New License
 - 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
 - 8. Proof of Citizenship

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9. Copy of certified record of the disposition of any case if a criminal record exists
10. Background Investigation/Personal History Statement (Effective 1/1/12)
11. Firearms qualification within 12 months prior to appointment
12. Current Record of firearms qualification once every calendar year

180 Days or Less Break in Service

1. TCOLE L-1 (Peace Officer License Application)
2. F5-R (Required only for appointments after 9/1/05)
3. Background Investigation/Personal History Statement (Effective 1/1/12)
4. Military Discharge (if applicable)
5. Firearms qualification within 12 months prior to appointment
6. Current record of firearms qualification once every calendar year

More Than 180 Day Break in Service

1. L-1 (Peace Officer License Application)
2. L-2 (Medical Condition Declaration)
3. L-3 (Emotional and Psychological Health Declaration)
4. CCH (TCIC-NCIC)
5. F-5R (required only for appointments after 9/1/05)
6. Military Discharge (if applicable)
7. DPS/FBI Fingerprint Return
8. Background Investigation/Personal History Statement (Effective 1/1/12)
9. Certified Copy of Court Disposition
10. Firearms qualification with 12 months prior to appointment
11. Current Record of firearms qualification once every calendar year

F. The Office of Professional Responsibility will prepare a report indicating that these files are in compliance with the provisions of this policy. This report shall be submitted to the Chief of Police, no later than January 31st of each year.

G. SCOPE OF 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.