TCLEDDS: DEFINITIONS AND FUNCTIONAL JOB AID

For Texas Law Enforcement Departments, Academies, Training Providers, and Exam Sites.

PURPOSE

This document is designed to provide definition of TCLEDDS and TCOLE terminology, as well as supplying information on the functions inside TCLEDDS. A table of contents is provided to allow you to skip to the topic needed.

CONTENTS

DEFINITIONS

A5	Form to remove of a student from a licensing course before the course is completed
Academy Officer Search	Statewide search of an individual in TCLEDDS for Academies
C1	Form to generate a PID for an individual
Exam Analysis	Analysis of exams conducted
F5	Form to separate a licensee
F5R	Report that requests all F5's for an individual, currently also includes the Background Confirmation Form (BCF)
F7	Form to submit college transcripts for licensees
L1	Form to enter an individual for appointment as a Peace Officer or Jailer
L1-T	Form to enter an individual for appointment as a Telecommunicator
Non-Licensed List	List of civilians working at the agency
Officer List	List of officers appointed to the agency
Officer PID Search	Enter the name of the officer to retrieve the PID at the agency
Officer Search	Search with specific criteria to find an individual at the agency
Pay Status	Changing a Peace Officer's pay (full time or not full time) within a department
Roster List	List of rosters, able to search with specific criteria to view/retrieve rosters
Roster Upload	Method for bulk upload of roster data instead of entering rosters manually, uploading CSV files
Statewide Search	Ability to search for licensees throughout the state of Texas and not just individual agencies
Summary	Department summary list of individuals within the agency
Target 100	TCOLE project focusing on attaining 100% compliance regarding continuing education requirements
Training Roster List	Search with specific criteria to view/retrieve rosters

FUNCTIONAL JOB AID

A5 LIST

- A5 – separation from an academy - Information will be shown on the individual's PSR
- The list will show all A5's submitted by your academy

A5 FORM

- Used <u>only</u> to remove someone from a licensing course.
- Located on the A5 List page; click 'Add an A5' to open the form.
- Make sure your pop-up blocker is disabled.
- Enter all required information.
- Once entered, the A5 cannot be removed by the academy. Our IT division must be contacted to remove an A5 from an individual's record. Email: **support@tcole.texas.gov**

C1 LIST

- Can review all C1's (or requests for a TCOLE ID number) submitted by your agency.
- This is not a statewide search for a PID.

ADD C1

- Ensure all information entered is accurate; this will become the individual's official TCOLE record.
- Double check SSN to ensure it is correct.
- Enter all information; do not leave any spaces blank.
- The system advises either an email **or** telephone number. If both are available, enter both in the system.
- A PID is issued once all information has been entered and the Submit button has been clicked.

OFFICER SEARCH

- Conduct a search by at least 2 criteria to see if an individual is already in the system.
  - most common is last 4 of SSN and last name.
- If an individual is in the system, use the PID assigned.
- If an individual is not in the system, continue to the C1 List page to create one.
- Not a statewide search (unless your account type is Academy)

EXAM ANALYSIS

- Allows you to view exams proctored by your entity.
- Allows you to print exam results for students who have completed their exam.
  - Students may also view/print their exam results in their MyTCOLE account.
- Select the exam and a date range to view results.

EXAM SEARCH (ACADEMIES)

- Enter the Start Date and enter the End Date.
- Will generate a list of cadets who have completed the selected licensing course during the specific timeframe chosen.

- It will advise the date of completion, the course, cadet name and DOB.
- It will show if they passed or failed. If failed, it will show the attempt number so that you can see how many attempts are left.
- If you click on the exam hyperlink to the left of the name, you will get a breakdown of their exam.

F5 LIST

- The department can enter an F5 – Separation of Appointment, for an individual.
- Once the F5 has been entered, criteria can be reviewed as Pending, Approved or Rejected.
- The approved F5 can then be viewed and printed.

F5R

- Only certain individuals within the department will have statewide access to this screen.
- Will produce a report with all F5's for an individual.
- Will also produce the BCF – Background Confirmation Form.

F7

- Enter all college information for an individual.
- College must be regionally accredited.
- Information can be entered in two areas in TCLEDDS –
  - F7 List
  - Officer List
    - Officer Editor
    - Education tab
    - Submit F7 Form

ADDING F7

- Delete old college information, if necessary.
- Enter new information.
- Update existing information.
- If a mistake is made on a processed F7, you can enter a new F7, with the correct information. Once processed, the new information will override the old, existing information.

L1/L1-T APPOINTMENT

- Enter an L1/L1-T in order to appoint an individual to your department as a Peace Officer, Jailer or Telecommunicator.
- Must have all required documents on file prior to the submission of the L1/L1-T, including the BCF.
- If a department is going to hire an individual on a temporary jailer or telecommunicator license, conduct a search to determine if they have a PID in the system. If not, then a C1 will have to be completed before the L1/L1-T can be submitted and processed.
- The forms are located on the L1 / L1-T Appointment page; enter the Appointment Start Date, PID, and select the Appointment type.
- The L1/L1-T application will appear for completion.
- All demographic information must be entered, or you will not be able to submit the L1/L1-T.
- Key Terms:

- o New Applicant – has not been appointed for that license
- o Less Than – has less than 180-day break in service
- o More Than – has more than 180-day break in service
- o Expansion of a license: when an individual who holds one license either gains a new license or gains a new service for a different license. For example: a peace officer working for a sheriff's department becomes licensed and gains a new service as a jailer.
- o Retired State Officer – must meet definition in 1701.356
- For the Appointment Process Flow Chart, visit: https://www.tcole.texas.gov/content/background-confirmation-and-tcole-secure-share-0

L1 LIST

- This is a list of all the L1's entered by the department.
- Once the L1 has been entered, it can be reviewed as Pending, Approved or Rejected.
- The approved L1 can then be viewed and printed.
- If the L1 is rejected, read the reason for rejection, correct the issue, and then resubmit once corrected.

NON-LICENSED LIST

- A list of all employees in your agency in a non-licensed capacity.
- Non-licensed individuals can be entered so that the department can keep track of training, or for the civilian to gain access to other TCOLE systems, such as TSS.

OFFICER LIST

- A list of all licensees in your department
- You may scroll over a particular PID and can-
  - o View and Print PSR
  - o Officer Editor
  - o View and Print L1
  - o Submit F5

OFFICER PID SEARCH

- Enter the First Name and Last Name of an individual to retrieve the PID.
- Statewide access will give the ability to search any name and retrieve the PID.

SUMMARY

- Will list the number of licenses with the department.
- Will list the number of non-licensed individuals.

TRAINING ROSTER LIST

- Search Field allows for the review of rosters via the listed options
- "Status" is the most common search. Will find the Approved, Rejected and Pending rosters.

ROSTER LIST

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ADDING A TRAINING ROSTER

- Pop-up blocker must be disabled
- Choose Course ID
- Course END date
- Enter the hours of completion
- Instructor PID
  - Instructor PID
  - Training Coordinator or manager
  - Staff member entering the roster
- Notes – for department/academy use only.

ADDING STUDENTS TO ROSTER

- Once course information is completed, the student PIDs can then be added to the roster.
- Enter all students to the roster and click Save Above Changes at the bottom of the page.
- The roster will then be processed to the student record.
- If the roster is less than 30 days old, it is automatically added to the record.
- If the roster is over 30 days old, it is sent to 'pending' status and waiting for the Credentialing staff to process.
- Roster amendment requests can be sent to **amend.roster@tcole.texas.gov**

CONTACT INFORMATION

CONTACT THE ONLINE SUPPORT TEAM

- Email address: **support@tcole.texas.gov**
- Phone number: **(512) 936-7700** press 3, then 1

CONTACT THE CREDENTIALING DIVISION

- Email addresses
  - **Credentialing.help@tcole.texas.gov** – general licensing information
  - **Amend.roster@tcole.texas.gov** – amend an existing roster
  - **Name.change@tcole.texas.gov** – an individual needing to update their name in TCLEDDS
- Phone number: **(512) 936-7700** press 4, then 1