



Application Packet List

1. Academy Application Fee Information
2. Application Checklist
3. Schedule of Classes
4. FAST Form
5. Sponsor Letter to Sponsoring Agency
6. Sponsor Letter to Odessa Police Academy
7. Odessa College (OC) Application for Admission
8. Authorization to Permit Applicant to Register at OC
9. OC Location/Registration Office Information



Academy Application Fees

Uniforms and Background Check Fee	\$ 460
Odessa College Registration and Fees	\$1720 (in district)
Physical, Psychological and Fingerprint Fees	\$ 420

TOTAL for applicant who has no college credit, but who is seeking college credit	\$2600
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TOTAL for applicant who will not be registering at Odessa College for college credit	\$1500
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POLICE ACADEMY

ODESSA POLICE DEPARTMENT

Application Checklist

Academy Registration Requirements:

_____ 1. Schedule Reading Comprehension Literacy Test:

This test must be scheduled by calling the Workforce Solutions at 432-367-3332 to make an appointment to take the test. The location is 2626 John Ben Shepperd Pkwy, Bldg. D. The hours are Monday-Friday, 8 am-5 pm. The test is free of charge. You must provide the examiner at the Workforce with the email address jmarshall@ci.odessa.tx.us to have the score emailed to John Marshall.

Determine whether you are an OPD Employee, an OPD-Sponsored individual or a Non-OPD sponsored person and follow the applicable sections below:

_____ 2. Background Check:

_____ A. OPD Employees – will be completed by OPD personnel.

_____ B. OPD-Sponsored – individuals will use and provide:

1. The “FAST Fingerprint Application” form attached and call 1-888-467-2080 to schedule a fingerprint and photograph appointment for a criminal history record check OR go to www.L1enrollment.com to complete online. Instructions for filing online are on the attached FAST form. You must pay for online services with a credit card. The cost is \$9.95. Take this form to your appointment at L-1 Identity Solutions, the American State Bank Bldg., 620 N. Grant Ave., Suite 910. If you use the attached form, you must pay for FAST services onsite with a check or money order only. No cash or credit/debit cards are accepted. Your fingerprints will be

submitted to the TxDPS/FBI with results delivered to this agency within one (1) week.

2. A Driver's License check conducted by OPD for a fee.
3. An Accurint check conducted by OPD for a fee.
4. A Local and County warrant check conducted by OPD.
5. This information will be provided to:
Mr. John Marshall, Odessa Police Dept., 205 N. Grant, Odessa, TX 79761

- _____ C. Non-OPD sponsored – your sponsor must complete and send a letter (attached) confirming that your criminal history records were checked to:
Mr. John Marshall, Odessa Police Dept., 205 N. Grant, Odessa, TX 79761

The below contains applicable sections of TCLEOSE 215.15 Enrollment Standards and 217.1 Minimum Standards for Initial Licensure.

1. If the results of the background check includes: a **felony conviction, a misdemeanor conviction of a family violence offense, or a current probation for a felony charge, the applicant is disqualified from attending a training course.**
 - A. 215.15(a)(1) In order for an individual to enroll in any law enforcement training program, which provides instruction in defensive tactics, arrest procedures, firearms, or use of a motor vehicle for law enforcement purposes, the Academy must have on file:
 1. Written documentation that the individual is currently licensed by the Commission; or
 2. If the individual is not licensed by the Commission, documentation that the individual has been subjected to a:
search of local, state and national records and fingerprinted to disclose any criminal record;
215.15(A) is not currently charged with any criminal offense for which conviction would be a bar to licensure;
(B) community supervision history:
 - (i) has 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 (10) years from the date of the court order;

(examples: DWI, Possession of Marijuana, Driving with Revoked/Suspended License);

215.15(C) conviction history:

(i) has never been convicted of an offense above the grade of a Class B misdemeanor within the last ten years.

215.15(F) has never been convicted of any family violence offense;

(G) is not prohibited by state or federal law from operating a motor vehicle;

(H) is not prohibited by state or federal law from possessing Firearms or ammunition; and

(I) is a U.S. citizen

B. 215.15(D)(i) and (ii) For the purposes of this section, the Commission will construe any court-ordered community supervision, probation or conviction for a criminal offense to be its closest equivalent under the Texas Penal Code classification of offenses if the offense arose from:

1. Another penal provision of Texas law; or
2. A penal provision of any other state, federal, military or foreign jurisdiction.

C. 215.15(E) A classification of an offense as a felony at the time of conviction will never be changed because Texas law has changed or because the offense would not be a felony under current Texas law.

The Commission will award training credit for any course conducted by a licensed Academy as provided by Commission rules unless:

1. The course is not taught as required by Commission rules and the Advisory Board; or
2. The training is not related to a Commission license; or The Advisory Board, the Academy, the Academy Training Coordinator, or the course Instructor substantially failed to discharge any responsibility required by Commission rule.

D. The enrollment standards established in this section do not preclude the Academy license holder from establishing additional requirements, testing procedures, or standards for enrollment in law enforcement programs.

E. The effective date of this section is October 26, 2009.

_____ 3. Psychological, Medical and Drug Screen Requirements: Obtain a letter from EACH EXAM SITE stating that you have met the enrollment standards for a PEACE OFFICER (not a jailer, for example) established in TCLEOSE 215.15 (c) (1) and (2).

_____ a. OPD Employees – will be completed by OPD.

_____ b. Non OPD-Sponsored – shall use whomever their sponsoring agency refers them to. Individuals shall provide per:

TCLEOSE 215.15 (d), (1) (A), (B),

written documentation that the individual has been examined by a physician, selected by the appointing, employing agency, or the academy, who is licensed by the Texas Medical Board. The physician must be familiar with the duties appropriate to the type of license sought. The individual must be declared in writing by that professional to be:

(A) physically sound and free from any defect which may adversely affect the performance of duty appropriate to the type of license sought ; and

(B) show no trace of drug dependency or illegal drug use after a physical examination, blood test, or other medical test; and

TCLEOSE 215.15 (2) (A)

written documentation that the individual has been examined by a psychologist, selected by the appointing, employing agency, or the academy, who is licensed by the Texas State Board of Examiners of Psychologists.

The psychologist must be familiar with the duties appropriate to the type of license sought. This examination may also be conducted by a psychiatrist.

The individual must be declared in writing by that professional to be in satisfactory psychological and emotional health to serve as the type of officer for which the license is sought. The examination must be conducted pursuant to professionally recognized standards and methods.

The effective date of this section is October 26, 2009.

Approved letters are to be mailed to:

Mr. John Marshall, Odessa Police Dept., 205 N. Grant,
Odessa, TX 79761.

- _____ c. OPD-Sponsored – individuals shall provide per:
TCLEOSE 215.15 (d), (1) (A), (B),
written documentation that the individual has been
examined by a physician, selected by the appointing,
employing agency, or the academy, who is licensed by
the Texas Medical Board. The physician must be
familiar with the duties appropriate to the type of
license sought. The individual must be declared in
writing by that professional to be:
(C) physically sound and free from any defect which
may adversely affect the performance of duty
appropriate to the type of license sought ; and
(D) show no trace of drug dependency or illegal drug
use after a physical examination, blood test, or
other medical test; and
TCLEOSE 215.15 (2) (A)
Written documentation that the individual has been
examined by a psychologist, selected by the appointing,
employing agency, or the academy, who is licensed by
the Texas State Board of Examiners of Psychologists.
The psychologist must be familiar with the duties
appropriate to the type of license sought. This
examination may also be conducted by a psychiatrist.
The individual must be declared in writing by that
professional to be in satisfactory psychological and
emotional health to serve as the type of officer for which
the license is sought. The examination must be conducted
pursuant to professionally recognized standards and
methods.

The effective date of this section is October 26, 2009.

Approved letters are to be given to:
Mr. John Marshall, Odessa Police Dept., 205 N. Grant,
Odessa, TX 79761.

OPD Employees and OPD-Sponsored shall use the
following resources to obtain the written documentation.

Psychological exams:

Dr. David Koch (432-570-5035)
CLAYDESTA Building
Big Spring & Wadley, Suite 3340
Midland, TX
(Call for an appointment)

Medical/Physical exams:
Basin Medical Associates (432-362-4376)
3051 E. University Blvd.
Odessa, TX

Drug Screening:
Contact: Maggie
Longhorn Safety Compliance (432-333-7923)
2780 N. Grandview
Odessa, TX

_____ 4. You will be provided an Academy Schedule of Classes (attached).

Odessa College Registration Requirements:

FOLLOWING COMPLETION OF ALL THE ABOVE REQUIREMENTS, YOU MUST COMPLETE THE BELOW REQUIREMENTS TO REGISTER AT ODESSA COLLEGE.

****Applicants MUST take and pass two parts (the reading and writing portions) of the COMPASS Test PRIOR TO registering at Odessa College.****

Contact Odessa College Testing Center at 432-335-6429 for specific times and dates. The summer hours for the Testing Center are 7:30 am-5:30 pm Monday-Thursday, but the latest time you can take a test is 1:30 pm. You will be required to show a picture ID and social security card. The cost is \$20.00. The Cashier's Office will accept cash, check or money order, payable to Odessa College, or a credit card.

_____ 1. Complete the Odessa College Admission Application, Survey on the back page and the Core Residency Questions. The Application is available at the Admissions Office at Odessa College or online at www.odessa.edu. The online application at

Odessa College takes about 48 hours to process through its system.

Copies of the following items must be submitted with your Application and BEFORE you will receive an Authorization form to register at Odessa College.

- _____ a. a small and recent color photo (e.g., color copy of your driver's license)
 - _____ b. driver's license
 - _____ c. social security card
 - _____ d. birth certificate
 - _____ e. high school diploma or GED
 - _____ f. **official transcript(s)** from all colleges or universities attended
 - _____ g. **all** military DD-214 {TCLEOSE Rules, Sec. 217.1 (13) has not been discharged from any military service under less than honorable conditions, including specifically:
(A) under any other than Honorable conditions;
(B) bad conduct;
(C) dishonorable; or
(D) any other characterization of service indicating bad character. }
- _____ 2. Obtain an Authorization to Permit Applicant To Register form (attached) to be signed by Sgt. Jerry Harvell.
- _____ 3. Dr. Brad Miller will be called to schedule a time for you to register. Take your **completed** Odessa College Application, Core Residency Questions and signed Authorization form to Dr. Miller who will sign and provide you with an Office of the Registrar form. He will assist you through the registration process. Dr. Miller's office is located at Odessa College, 201 W. University in the Electronics Technology/Saulsbury Bldg., Room 148. You should obtain an Odessa student ID and parking permit during the registration process.
- _____ 4. If you need financial aid, contact the Financial Aid Office at Odessa College (335-6429) as soon as possible. Paperwork

may take time to be finalized (e.g., Veteran's Benefits, Hazlewood, or Pell Grant application or a payment plan).

Academy Information:

FOLLOWING YOUR REGISTRATION AT ODESSA COLLEGE, YOU MUST COME TO THE ODESSA POLICE DEPARTMENT TO SGT. HARVELL'S OFFICE SO THAT DOCUMENTS CAN BE SIGNED AND YOUR ACADEMY ATTIRE ISSUED TO YOU.

- _____ 1. Academy Code of Conduct and Procedures Manual:
You will be provided a Code of Conduct and Procedures Manual. Included in the Code of Conduct are a medical release and a waiver of liability, which you will be asked to sign.
- _____ 2. Academy Medical History/Physical Activity Questionnaire:
You will be asked to complete and sign a medical questionnaire.
- _____ 3. Academy Dress Code:
On the first day of class, you are expected to wear the appropriate Academy attire. Details regarding Dress Code are contained in the Code of Conduct.
- _____ 4. First Class Meeting You:
 - a. must have your Odessa College student ID, obtained at registration
 - b. must have your Odessa College parking permit, obtained at registration
 - c. wear the Academy attire
 - d. will be given notebook binders and a USB flash drive containing Academy information

POLICE ACADEMY

ODESSA POLICE DEPARTMENT

	Monday 8-2-2010	Tuesday 8-3-2010	Wednesday 8-4-2010	Thursday 8-5-2010	Friday 8-6-2010
Week 1					
7:45		Briefing	Briefing	Briefing	
8:00	Orientation-4	U.S. Constitution-6.5	Professionalism & Ethics-4	Professionalism & Ethics-8	Leadership
9:00		Pippins	Hughes	Hughes	Dodson
10:00					
11:00					
12:00	Lunch	Lunch	Lunch	Lunch	Lunch
13:00	Protocol-4		U.S. Constitution-10	U.S. Constitution-12	
14:00			Pippins	Pippins	
15:00					
15:30		PT Marshall-all times	DT Chavez-all times	PT .	
16:30		Debriefing	Debriefing	Debriefing	
16:45	End of Tour				

	Monday 8-9-2010	Tuesday 8-10-2010	Wednesday 8-11-2010	Thursday 8-12-2010	Friday 8-13-2010
Week 2					
7:45	Briefing	Briefing	Briefing	Briefing	Briefing
8:00	Texas Penal Code-6.5	Texas Penal Code-13	Texas Penal Code-19.5	Texas Penal Code-26	Texas Penal Code-32.5
9:00	Mercer	Mercer	Mercer	Mercer	Mercer
10:00					
11:00					
12:00	Lunch	Lunch	Lunch	Lunch	Lunch
13:00					
14:00					
15:30	PT Lindsey Marshall.	DT	PT	DT	PT
16:30	Debriefing	Debriefing	Debriefing	Debriefing	Debriefing
16:45	End of Tour				

POLICE ACADEMY

ODESSA POLICE DEPARTMENT

	Monday 8-16-2010	Tuesday 8-17-2010	Wednesday 8-18-2010	Thursday 8-19-2010	Friday 8-20-2010
Week 3					
7:45	Briefing	Briefing	Briefing	Briefing	Briefing
8:00	Family Code/Juvenile-4	Family Code/Juvenile-8	Family Code/Juvenile-10	Texas CCP-9.5	Texas CCP-16
9:00	Gerke	Gerke	Gerke	Gerke	Gerke
10:00			Texas Code Criminal Proced (CCP)-3		
11:00					
12:00	Lunch	Lunch	Lunch	Lunch	Lunch
13:00	Texas Penal Code-35	Texas Penal Code-37.5			
14:00	Mercer	Mercer	Texas Penal Code-40		
15:30	PT	DT	Mercer	DT	PT
16:30	Debriefing	Debriefing	Debriefing	Debriefing	Debriefing
16:45	End of Tour				

	Monday 8-23-2010	Tuesday 8-24-2010	Wednesday 8-25-2010	Thursday 8-26-2010	Friday 8-27-2010
Week 4					
7:45	Briefing	Briefing	Briefing	Briefing	Briefing
8:00	Alcohol Beverage Code (TABC)-4	Traffic-9.5	Traffic-16	Traffic-22.5	Traffic-29
9:00		Tarbet			
10:00					
11:00					
12:00	Lunch	Lunch	Lunch	Lunch	Lunch
13:00	Traffic-3				
14:00	Tarbet				
15:30		DT	PT	DT	PT
16:30	Debriefing	Debriefing	Debriefing	Debriefing	Debriefing
16:45	End of Tour				

POLICE ACADEMY

ODESSA POLICE DEPARTMENT

	Monday 8-30-2010	Tuesday 8-31-2010	Wednesday 9-1-2010	Thursday 9-2-2010	Friday 9-3-2010
Week 5					
7:45	Traffic-35.5	Traffic-42	Traffic-48.5	Traffic-55	Traffic-61.5
8:00	Tarbet	Tarbet	Tarbet	Tarbet	Tarbet
9:00					
10:00					
11:00					
12:00	Lunch	Lunch	Lunch	Lunch	Lunch
13:00					
14:00					
15:30	PT	DT	PT	DT	PT
16:30	Debriefing	Debriefing	Debriefing	Debriefing	Debriefing
16:45	End of Tour				

	Monday 9-6-2010	Tuesday 9-7-2010	Wednesday 9-8-2010	Thursday 9-9-2010	Friday 9-10-2010
Week 6					
7:45	OFF/LABOR DAY	Briefing	Briefing	Briefing	Briefing
8:00		Traffic-68	Family Violence/Assault-6.5	Family Violence/Assault-13	Family Violence/Assault-20
9:00		Tarbet	Stanford	Stanford	Stanford
10:00					
11:00					
12:00		Lunch	Lunch	Lunch	Lunch
13:00					
14:00					
15:30		DT	PT	DT	
16:30		Debriefing	Debriefing	Debriefing	Debriefing
16:45		End of Tour			

POLICE ACADEMY

ODESSA POLICE DEPARTMENT

	Monday 9-13-2010	Tuesday 9-14-2010	Wednesday 9-15-2010	Thursday 9-16-2010	Friday 9-17-2010
Week 7					
7:45	Briefing	Briefing	Briefing	Briefing	Briefing
8:00	Professional Policing-2	Professional Policing-6	Professional Policing-10	NCIC/TCIC-4	NCIC/TCIC-8
9:00	Hughes	Hughes	Hughes	Rimer	Rimer
10:00					
11:00					
12:00	Lunch	Lunch	Lunch	Lunch	Lunch
13:00		Health & Safety/Drugs-2	Health & Safety/Drugs-4	Health & Safety/Drugs-6	Health & Safety/Drugs-8
14:00		Bowers	Bowers	Bowers	Bowers
15:30	PT	DT -1.5	PT-1.5	DT-1.5	PT-1.5
16:30	Debriefing	Debriefing	Debriefing	Debriefing	
16:45	End of Tour				

End of 1018 Course

	Monday 9-20-2010	Tuesday 9-21-2010	Wednesday 9-22-2010	Thursday 9-23-2010	Friday 9-24-2010
Week 8					
7:45	Briefing	Briefing	Briefing	Briefing	Briefing
8:00	Multiculturalism-2	Multiculturalism-4	Multiculturalism-6	Multiculturalism-10	Multiculturalism-12
9:00	Davis	Davis	Davis	Davis	Davis
10:00	Stress Management-4.5	Stress Management-9	Stress Management-14		Arrest, Search & Seizure-6.5
11:00	Garcia	Garcia	Garcia		Anaya
12:00	Lunch	Lunch	Lunch	Lunch	Lunch
13:00				Arrest, Search & Seizure-2	
14:00				Anaya	Anaya
15:30	PT	DT	PT- 1.5	DT 1.5	PT
16:30	Debriefing	Debriefing	Debriefing	Debriefing	Debriefing
16:45	End of Tour				

POLICE ACADEMY

ODESSA POLICE DEPARTMENT

	Monday 9-27-2010	Tuesday 9-28-2010	Wednesday 9-29-2010	Thursday 9-30-2010	Friday 10-01-2010
Week 9					
7:45	Briefing	Briefing	Briefing	Briefing	Briefing
8:00	Arrest, Search & Seizure-13	Arrest, Search & Seizure-19.5	Hazmat-2	Hazmat-6	Force Options-9
9:00	Anaya	Anaya	Primeaux	Primeaux	Chavez
10:00			Arrest, Search & Seizure-24		
11:00			Anaya		
12:00	Lunch	Lunch	Lunch	Lunch	Lunch
13:00				Force Options-2.5	
14:00				Chavez	
15:30					
16:30	Debriefing	Debriefing	Debriefing	Debriefing	Debriefing
16:45	End of Tour				

	Monday 10-04-2010	Tuesday 10-05-2010	Wednesday 10-06-2010	Thursday 10-07-2010	Friday 10-08-2010
Week 10					
8:00	Firearms-8	Firearms-16	Firearms-24	Firearms-32	Firearms-40
9:00	Chavez	Chavez	Chavez	Chavez	Chavez
10:00					
11:00					
12:00	Lunch	Lunch	Lunch	Lunch	Lunch
13:00					
14:00					
15:00					
16:00					
17:00					

POLICE ACADEMY

ODESSA POLICE DEPARTMENT

	Monday 10-11-2010	Tuesday 10-12-2010	Wednesday 10-13-2010	Thursday 10-14-2010	Friday 10-15-2010
Week 11					
7:45	Briefing	Briefing			
8:00	Emergency Comm.-6.5	Emergency Comm.-12	Intoxicated Driver/SFST-8		Intoxicated Driver/SFST-24
9:00	Rimer	Rimer	Matthews/Robin Smith		Mathews/Robin Smith
10:00			G. Hernandez		G. Hernandez
11:00				Intoxicated Driver/SFST-18	
12:00	Lunch	Lunch	Lunch	Live Workshop	Lunch
13:00				Matthews/Robin Smith	
14:00				G. Hernandez	
15:30	PT	DT-1.5		At the Range	End of Tour 1500
16:30				11-2200	
16:45	Debriefing	Debriefing	No Briefing or Debriefing	No Briefing or Debriefing	No Briefing or Debriefing

	Monday 10-18-2010	Tuesday 10-19-2010	Wednesday 10-20-2010	Thursday 10-21-2010	Friday 10-22-2010
Week 12					
8:00	ASP-8	Driving-8	Driving-16	Driving-24	Driving-32
9:00	Carlisle	Sikes/Primeaux	Sikes/Primeaux	Sikes/Primeaux	Sikes/Primeaux
10:00					
11:00					
12:00	Lunch	Lunch	Lunch	Lunch	Lunch
13:00					
14:00					
15:00					
16:00					
17:00					

POLICE ACADEMY

ODESSA POLICE DEPARTMENT

	Monday 10-25-2010	Tuesday 10-26-2010	Wednesday 10-27-2010	Thursday 10-28-2010	Friday 10-29-2010
Week 13					
7:45	Briefing	Briefing	Briefing	Briefing	Briefing
8:00	Emergency Medical Asst.-6.5	Emergency Medical Asst.-13	Emergency Medical Asst.-16	Comm. & Problem Solving- 4	Comm. & Problem Solving-8
9:00	David Dilbeck	David Dilbeck	David Dilbeck	Hughes	Hughes
10:00					
11:00			Force Option -4.5 Chavez		
12:00	Lunch	Lunch	Lunch	Lunch	Lunch
13:00				Force Options-7	Force Options-10.5
14:00				Chavez	Chavez
15:30	PT	DT		DT	PT
16:30	Debriefing	Debriefing	Debriefing	Debriefing	Debriefing
16:45	End of Tour				

	Monday 11-1-2010	Tuesday 11-2-2010	Wednesday 11-3-2010	Thursday 11-4-2010	Friday 11-5-2010
Week 14					
7:45	Briefing	Briefing	Briefing	Briefing	Briefing
8:00	Comm. & Problem Solving-12	Comm. & Problem Solving-16	Force Options-24	Spanish-4	Spanish-4
9:00	Hughes	Hughes	Chavez	Hernandez	Hernandez
10:00					
11:00			Written Comm.-4.5-R Carruth		
12:00	Lunch	Lunch	Lunch	Lunch	Lunch
13:00	Force Options-14	Force Options-17.5		Written Comm.-8	Written Comm.-11.5
14:00	Chavez	Chavez		R. Carruth	R. Carruth
15:30					
16:30	Debriefing	Debriefing	Debriefing	Debriefing	Debriefing
16:45	End of Tour				

POLICE ACADEMY

ODESSA POLICE DEPARTMENT

	Monday 11-8-2010	Tuesday 11-9-2010	Wednesday 11-10-2010	Thursday 11-11-2010	Friday 11-12-2010
Week 15					
7:45	Briefing	Briefing	Briefing	Briefing	Briefing
8:00	Spanish-12	Spanish-16	Victims of Crime-10	Criminal Investigation-12	Criminal Investigation-19.5
9:00	Hernandez	Hernandez	S. Carruth	W. Carta	W. Carta
10:00					
11:00			Criminal Investigation-4.5		
12:00	Lunch	Lunch	Lunch	Lunch	Lunch
13:00	Victims of Crime-3.5	Victims of Crime-7			
14:00	S. Carruth	S. Carruth			
15:30					
16:30	Debriefing	Debriefing	Debriefing	Debriefing	Debriefing
16:45	End of Tour				

	Monday 11-15-2010	Tuesday 11-16-2010	Wednesday 11-17-2010	Thursday 11-18-2010	Friday 11-19-2010
Week 16					
7:45	Briefing	Briefing	Briefing	Briefing	Briefing
8:00	Criminal Investigation-27	Criminal Investigation-34.5	Criminal Investigation-42	Mechanics of Arrest- 5	Mechanics of Arrest-12.5
9:00	Carta	Carta	Carta	Chavez	Chavez
10:00					
11:00					
12:00	Lunch	Lunch	Lunch	Lunch	Lunch
13:00					
14:00				Criminal Investigation-44	
15:30					
16:30	Debriefing	Debriefing	Debriefing	Debriefing	Debriefing
16:45	End of Tour				

POLICE ACADEMY

ODESSA POLICE DEPARTMENT

	Monday 11-22-2010	Tuesday 11-23-2010	Wednesday 11-24-2010	Thurs. 11-25-2010 OFF Thanksgiving	Fri. 11-26-2010 OFF
Week 17					
7:45	Briefing	Briefing	Briefing		
8:00	Mechanics of Arrest-20	Mechanics of Arrest-27.5	Mechanics of Arrest-35		
9:00	Chavez	Chavez	Chavez		
10:00					
11:00					
12:00	Lunch	Lunch	Lunch		
13:00					
14:00					
15:30					
16:30	Debriefing	Debriefing	Debriefing		
16:45	End of Tour				

	Monday 11-29-2010	Tuesday 11-30-2010	Wednesday 12-1-2010	Thursday 12-2-2010	Friday 12-3-2010
Week 18					
7:45	Briefing	Briefing	Briefing	Briefing	Briefing
8:00	Mechanics of Arrest-40	Patrol Proced./Consular-10	Patrol Proced./Consular-17.5	Patrol Proced./Consular-25	Patrol Proced./Consular-32.5
9:00	Chavez	Sampson	Sampson	Sampson	Sampson
10:00					
11:00					
12:00	Lunch	Lunch	Lunch	Lunch	Lunch
13:00					
14:00	Patrol Proced./Consular-2.5				
15:30	Sampson				
16:30	Debriefing	Debriefing	Debriefing	Debriefing	Debriefing
16:45	End of Tour				

POLICE ACADEMY

ODESSA POLICE DEPARTMENT

	Monday 12-6-2010	Tuesday 12-7-2010	Wednesday 12-8-2010	Thursday 12-9-2010	Friday 12-10-2010
Week 19					
7:45	Briefing	Briefing	Briefing	Briefing	Briefing
8:00	Patrol Proced./Consular-40	Patrol Proced./Consular-42	CIT-13	CIT-20.5	Adult Protective Services
9:00	Sampson	Sampson	Stanford	Stanford	2 hours
10:00		Crisis Intervention Train. (CIT) -5.5			Sandi Saringer
11:00		Stanford			325-795-5629
12:00	Lunch	Lunch	Lunch	Lunch	Lunch
13:00					CIT-24
14:00					Stanford
15:30					
16:30					
1645	Debriefing	Debriefing	Debriefing	Debriefing	Debriefing

	Monday 12-13-2010	Tuesday 12-14-2010	Wednesday 12-15-2010	Thursday 12-16-2010	Friday 12-17-2010
Week 20					
7:45	No Briefing	Briefing	Briefing	Briefing	Briefing
8:00	Civil Process-8	O.C. spray-7.5hours	Comprehensive Review	Comprehensive Review	TECLOSE Test
9:00	Baeza	Neff			
10:00					
11:00					
12:00	Lunch	Lunch	Lunch	Lunch	Lunch
13:00				Exit Test-4	Graduation
14:00					
15:30					
16:30					
16:45	End of Tour 1700	Debriefing	Debriefing	Debriefing	

This document is your **FAST Fingerprint Pass** for a national criminal history record check. Please schedule a fingerprint appointment by visiting www.L1enrollment.com or by calling 1-888-467-2080. You must pay the \$9.95 fee for **FAST** services online with a credit card or onsite with a check or money order. Cash is not accepted!

1. Logon to www.L1enrollment.com
2. Select: **Texas**
3. Select: **Online Scheduling**
4. Select: **English or Espanol**
5. Enter: **First and Last Name**
6. Select: **TCLEOSE**
7. Enter: **TX923466Z**
8. Enter: **Academy Provider Number, LE - 135202**
9. Follow the prompts to enter requested information.
10. Bring this completed form with you to your appointment.

Section One: Qualified Entity Information

TCLEOSE/Agency ORI: [TX923466Z](#) Hiring Agency ORI: TX06802X1 Academy Provider Number: LE- [135202](#)

Original TCN: _____
(If resubmission for rejected fingerprints)

Attending police agency-owned academy **Attending non-police agency-owned Academy** **Jailer**

Hiring Agency or Academy Name: **ODESSA POLICE ACADEMY**

Hiring Agency or Academy Address: **205 N. Grant Ave.** **ODESSA** **TX** **79761**
Street Address City State Zip

Section Two: Applicant Name (To be completed by applicant)

Last: _____ First: _____ Middle: _____
(Please print) (Please print) (Please print)

Section Three: Waiver Information (To be signed by applicant)

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy. I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Federal Privacy Act (5USC 552a(b)). I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed.

Signature: _____ Date: _____

Section Four: Service Center Information (To be completed by FAST Enrollment Officer)

Date Prints Taken _____ Amount Charged For Service: \$9.95

Paid by: Check Money Order Visa MasterCard Billing Acct _____

TCN: _____

I HAVE COMPARED THE GOVERNMENT-ISSUED IDENTIFICATION PRESENTED BY THE APPLICANT AND ATTEST THAT TO MY BEST DETERMINATION; I HAVE FINGERPRINTED THE SAME PERSON.

E.O. Name: _____ E.O. Signature: _____
(Please print)

[Agency Letterhead]

From: **Agency's Address**

Attention: Odessa Police Academy

Re: Recruit Applicant
 NAME:
 DATE OF BIRTH:
 SOCIAL SECURITY#:
 TCLEOSE PID#:

This letter is to certify that this Law Enforcement Agency currently sponsors or employs the above-named Recruit. The following documents are on file for this Recruit, at this law enforcement agency, and are available for review by TCLEOSE.

1. Employee Application has been completed and a copy is enclosed.
2. Background check, with fingerprints, has been completed.
3. A medical exam, with the TCLEOSE L-2 form, has been completed
4. and submitted.
5. A psychological exam, with the TCLEOSE L-3 form, has been
6. completed and submitted.
7. Drug Screen has been completed.
8. A Reading Comprehension literacy test score sheet confirming this applicant is at least at a Grade Equivalency of 12.

Law Enforcement Administrator

POLICE ACADEMY
ODESSA POLICE DEPARTMENT
Chief's Office
Timothy Burton, Chief

To: Sponsoring Agency

From: Captain C. Moad/J. P. Harvell

Date:

Subject: **Sponsoring a Basic Police Officer Course Recruit.**

The Odessa Police Academy, in its efforts to support our surrounding agencies, has scheduled a Peace Officer Academy, from 0745 to 1645 hours, beginning August 2nd. Due to inquiries from several area agencies, we are offering a local Police Academy that would allow agencies to sponsor non-TCLEOSE certified employees.

Our region has experienced a shortage of qualified police applicants in recent years. Numerous job positions have remained unfilled. By allowing non-certified persons to apply for job openings, agencies can significantly increase their applicant pool. The benefits include:

- Increased likelihood of filling all openings in a single hiring process
- More selections for agencies
- Less competition for applicants among agencies
- Reduced need to entice applicants to relocate by attracting more local applicants.

As the sponsor of an applicant, you would be required to sign the attached "Sponsor Letter form" This form ensure that the Academy has only qualified recruits. The form will be place into the applicant's Academy files to be available for TCLEOSE review.

The agency and the applicant are responsible for all costs incurred in completing the "Sponsor Letter form" in addition to any other Academy charges.

Approved testing sites

	<u>Cost</u>
<u>Psychological exams:</u> Dr. David Koch (432-570-5035) CLAYDESTA Building Big Spring & Wadley, Suite 3340 Midland, TX (Call for an appointment)	\$300
<u>Medical/Physical exams:</u> Basin Medical Associates (432-362-4376) 3051 E. University Blvd. Odessa, TX	\$90
<u>Drug Screening:</u> Contact: Maggie Longhorn Safety Compliance (432-333-7923) 2780 N. Grandview Odessa, TX	\$25

Please contact me if you are interested in sponsoring someone or if you have any questions regarding this Academy program. I will be happy to discuss the program details with you.

Respectfully,

Capt. Charles Moad
Administrative Captain

Sgt. Jerry Harvell
Training Coordinator
Email: jharvell@ci.odessa.tx.us
432-335-3309
432-238-6068



AUTHORIZATION TO PERMIT APPLICANT TO REGISTER

This signed form is to certify that: _____

has completed all Odessa Police Academy requirements for entry into the Basic Peace Officer Course (BPOC) Academy. Please approve and provide to this applicant, your Odessa College Office of the Registrar Form, so that this applicant may register and enroll in those classes.

Sgt. Jerry Harvell, Training Coordinator

Date



ODESSA COLLEGE REGISTRATION

Location/Registration Offices

Odessa College
201 W. University

Law Enforcement/Criminal Justice Department

To Obtain Office of the Registrar Form:

Dr. Brad Miller

Electronics Technology/Saulsbury Bldg., Room 148

432-335-6500 or 432-335-6505

Registration Offices

STUDENT UNION Building (on the W. University side)

2nd Floor:

Admissions Office – 335-6432

Registrar – Sarah or Cecilia – 335-6404

Financial Aid – Rodney – 335-6429

Testing Center – Annabel – 335-6620

ID cards – 335-6419

Parking Permits – 335-6419

General Information – 335-6400