
I. PURPOSE AND SCOPE

This policy establishes the procedures and legal requirements governing the commissioning, appointment, oath of office, and documentation of peace officers employed by Texas Southern University. Commissioning grants lawful authority to serve as a peace officer of the State of Texas within the officer's jurisdiction.

The University Police Department shall comply with all applicable state laws and rules of the Texas Commission on Law Enforcement governing the licensing, appointment, and regulation of peace officers.

This policy specifically implements and aligns with the following authorities:

- Texas Education Code §51.203 & §51.212
- Texas Occupations Code Chapter 1701
- Texas Code of Criminal Procedure Art. 2.12
- Rules of the Texas Commission on Law Enforcement (TCOLE)

II. POLICY PROVISIONS

Texas Southern University peace officers must be properly licensed, appointed, commissioned, and sworn before exercising law enforcement authority. The Chief of Police is responsible for ensuring compliance with all state laws, licensing standards, and University requirements.

III. AUTHORITY AND PROCEDURES

The Chief of Police is vested with the authority to manage the commissioning and appointment process for university peace officers, ensuring all appointees meet the mandatory licensing and background standards of the State of Texas and Texas Southern University

A. Commissioning Process

The following are the sequential steps in the commissioning process:

1. **Memorandum of Appointment:** The Chief of Police shall prepare a Commissioning of Peace Officers Memorandum announcing the appointment of new peace officer(s) and submit it to the Office of the President for approval.
2. **Presidential Approval:** The President, acting under authority of the Board of Regents, shall approve or deny the appointment. Upon approval, the commissioning process shall proceed.



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3. **Statement of Appointed Officer:** The Office of the Chief of Police shall ensure that the Texas Statement of Appointed Officer (TCOLE L-1) is completed and notarized prior to administering the Oath of Appointment. The original form shall be filed in the employee's departmental personnel file.

 4. **Administration of Oath:** The Chief of Police, or designee, shall administer the Oath of Appointment.

 5. **Execution of Oath:** The Oath of Appointment shall be signed by the officer and the administering official. The original oath shall be provided to the appointee, and a copy maintained in the departmental personnel file.

 6. **TCOLE Submission:** **Within seven (7) calendar days of the appointment, the Department of Public Safety shall submit the required appointment reports to TCOLE via the TCLEDDS system.**

 7. **Personnel Roster:** A t current roster of commissioned officers, including commission numbers and duty status, shall be maintained by the University Police Department and the Department of Public Safety.

B. Issuance of Identification

Official Texas Southern University Department of Public Safety identification shall be prepared by the Office of the Chief of Police and signed by the Chief of Police. The identification shall identify the appointee as a commissioned Piece Officer of the State of Texas and shall be issued the appointee immediately following the administration of the Oath of Office.

C. Jurisdiction

Texas Southern University Police Officers are vested with all powers, privileges, and immunities of peace officers within the County and State, including all streets and roads in which the University owns, rents, leases, or otherwise controls property. These powers are in accordance with Texas Education Code, Section 51.203 and other applicable law.

D. Eligibility Requirements

Prior to commissioning, the Chief of Police shall verify:

1. Active Texas Commission on Law Enforcement (TCOLE) peace officer license
2. Psychological and medical fitness, if applicable
3. Criminal history review and background investigation
4. United States citizenship or lawful eligibility for licensure
5. Successful completion of hiring standards
6. Compliance with Criminal Justice Information Services (CJIS) requirements, including fingerprint submission compliance
7. Separation eligibility verification through Texas Commission on Law Enforcement (TCOLE) records from any prior agency
8. Review of separation records (F-5), if applicable
9. Clearance through the National Decertification Index (NDI)
10. Compliance with University hiring standards

IV. RESPONSIBILITIES OF THE CHIEF OF POLICE

The Chief of Police shall:

- A. Ensure compliance with state law and TCOLE rules
- B. Maintain official commissioning records
- C. Ensure all required licensing and reporting is current
- D. Submit appointment (L-1) and separation (F-5) reports to Texas Commission on Law Enforcement within seven (7) business days of the effective date of appointment or separation date, as required by TCOLE Rule 217.7.
- E. Maintain a current roster of commissioned officers and status
- F. Ensure officers are sworn prior to exercising authority
- G. Suspend or revoke commissions when licensing lapses or employment ends

V. RECORDKEEPING AND REPORTING

The Department of Public Safety shall maintain:

- A. Commission records
- B. Oath documents
- C. Licensing verification
- D. Appointment & separation reports
- E. Commission roster and status

Records shall be maintained in accordance with:

- A. TCOLE retention requirements (minimum five (5) years post-separation).
- B. State records retention schedules
- C. University policy



VI. TERMINATION OR SEPARATION

Upon resignation, termination, or license suspension:

- A. Commission authority is immediately revoked.
- B. University credentials and identification must be returned.
- C. Separation shall be reported to TCOLE within **seven (7) business days** as required by law.

VII. CHIEF OF POLICE COMMISSION CHECKLIST

Pre-Commissioning

- Verify active TCOLE license
- Conduct background investigation
- Review separation history (F-5)
- Confirm CJIS eligibility & fingerprints
- Verify medical/psychological clearance (if required)
- Confirm employment eligibility
- Confirm applicant is clear with the National Decertification Index (NDI)

Appointment Approval

- Prepare commissioning memorandum
- Obtain Presidential approval

Documentation

- Complete TCOLE L-1 (Statement of Appointed Officer)
- Complete oath of office form
- Create personnel file documentation

Oath & Commissioning

- Administer oath of office
- Officer signs oath
- File original oath
- Provide copy to officer

Credential Issuance

- Issue badge & ID
- Assign commission number
- Assign call sign