



OFFICE OF THE DIRECTOR OF POLICE
THE UNIVERSITY OF TEXAS SYSTEM
 POLICY AND PROCEDURE MANUAL



Subject APPENDIX TCOLE Secure Share System			Policy Number
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Reference Standards		Rescinds or Amends Policy Number	

APPENDIX
TCOLE Secure Share System

In 2021, the Texas Commission on Law Enforcement was tasked by the 87th Legislature (Senate Bill 24 (87R)) to develop and implement an electronic process to ensure that proper pre-employment background investigations are being completed on TCOLE licensees, and to facilitate a secure electronic transfer of personal information held by previous employing law enforcement agencies in the State of Texas.

On March 1, 2022, TCOLE implemented the Secure Share System (TSS) site. TSS provides a secure electronic portal that allows law enforcement agencies across Texas to share personnel information of applicants electronically. The University of Texas System Police will participate in the TCOLE Secure Share System on a statewide basis, but the management of the program and the time sensitive obligations rest with both ODOP and each institutional police department. The TSS holds both applicants and law enforcement agencies accountable by requiring review of pertinent employment records of prior conduct and activities before an applicant is hired by a law enforcement agency.

Steps to become an active user:

- a. Each campus will be required to select at least (2) two TSS representatives to manage requests from the TSS site.
- b. All TSS representatives will need a PID number to use the system. If the TSS representatives are civilian and have no PID number, please complete the PID request form. Once the form has been completed, forward it to policepersonnel@utsystem.edu to be processed.
- c. Selected TSS representatives will then need to visit the TCOLE website and apply for an account at <https://seureshare.tcole.texas.gov/login>. Once the representatives have been approved by TCOLE, the system will be immediately made available for use.
- d. You can find additional information on TCOLE's Secure Share (TSS), as well as access the recorded how-to presentation, presentation slides and presentation handouts <https://www.tcole.texas.gov/content/background-confirmation-and-tcole-secure-share>.

Guidelines for TSS Users

- a. The chief administrator or designee of each appointing agency is required to contact every one of the prior appointing agencies when completing background investigations for employment. The investigator will provide the other agencies a copy of the applicant's signed Authorization for Release of Personal Information before obtaining and reviewing all files and records. Per TCOLE an in-person review of personnel files may be conducted, but ONLY if both agencies agree to it. If the hiring agency requests employment documents via the TSS, the responding agency must provide the documents through the TSS system.

Each agency must be contacted to determine if records still exist regardless of records retention schedules. If an

agency provides a letter stating that the file no longer exists, include the letter in with the background investigation.

If a previous agency no longer exists or is currently unmanned, the investigator should confirm and document the same in the background investigation report. The investigator should contact the governing body over a former or unstaffed agency to determine what records remain and how they can be accessed. The requesting agency shall provide the other agency with a copy of the applicant's signed Release of Information before obtaining and reviewing all files and records.

- b. All requested documents must be uploaded to the system within 10 calendar days from the date of request. Once documents have been uploaded, the requesting agency rep will have 14 calendar days to view them. After the agency's designated TSS user has opened the file, the documents will only be viewable for 72 hours. If the files are not uploaded within 10 calendar days and you have contacted the other agency by phone or email to request the files, notify the UTSP TCOLE Field Service Agent.
- c. The failure of an agency head or the agency head's designee to comply with both ends of the process constitutes grounds for suspension of the agency head's license under Texas Occupations Code §1701.501.
- d. TSS users must ask for a release of information from the requesting agency before releasing personnel files.