



CITY OF BELLEVILLE

POLICE DEPARTMENT

6 Main St
Belleville, MI 48111
Office: 734-699-2710 - Fax: 734-699-3767

Website:

Bellevilleonthelake.com

APPLICATION INSTRUCTIONS

1. Police applicants are first required to complete an application. The application is not the background questionnaire. Applicants will receive a background questionnaire after having successfully completed an oral board. It is suggested that you make a copy of this application for use later in the hiring process.
2. Police officer applicants are required to complete the Background Investigation Questionnaire in order to fulfill the background investigation requirements according to Section 9 of Act No. 203 of the Public Acts of 1965, as amended, being Section 28.609 of the Compiled Laws of 1948 (R28.4102)
3. The following instructions apply to the attached application.
4. Failure to return this application properly completed may result in the removal of your name for further consideration.
5. All statements are subject to verification. Deliberate inaccuracies, incomplete statements, illegible responses, falsifications, untruthful responses, omissions, discrepancies, or unanswered questions may be grounds for disqualification from the hiring process.
6. You are to accurately and truthfully complete this application by either handwriting or typing your response.
7. Answer every question. Leave no blank spaces. If a question does not apply to you, write "NA" in the blank provided.
8. Initial the bottom of each page of this instruction sheet AND each page of the application. Sign your name in full wherever a signature is requested in BLUE ink.
9. Where you are directed to give further details or need additional space you are to:
 - a. Use only 8 1/2" x 11" white paper. Lined paper is acceptable.
 - b. Print your name on the top left-hand corner of each page.
 - c. Precede each answer with the number of the question being answered. More than one answer may be put on a page.
 - d. Sign your name in full at the bottom of each page in BLUE ink.
10. All requested time periods in your application must be accounted for.
11. Questions requesting addresses and telephone numbers must be complete and accurate. Zip codes are required. You must verify the address and telephone number of each employer and reference before submitting your packet. If a business has moved, you must make every effort to locate the current corporate address and write "Moved" next to this address. If the employer is no longer in business, you must provide the last known address and write, "No longer in Business" next to the address.

Initial _____

DOCUMENTS

The following documents must be returned with the application on or before the specified deadline.

Birth Certificate

Military Discharge DD214-Long form

EMPCO test results

MCOLES Police Certification (or proof of being certifiable as an officer) Applicant

Directives - enclosed

Statement of Understanding - enclosed

Instructions - Signed and Dated

Copies are acceptable; however, you will be required to show the originals upon request.

TRANSCRIPTS

Official school transcripts will be required if you are selected to proceed to the background portion of the hiring process. Transcripts must be mailed to the Belleville Police Department directly from all colleges and educational institutions that you attended, regardless of if classes were completed. Applicants will be disqualified if transcripts are not mailed directly from the schools to the Police Department address listed below. **NO EXCEPTION WILL BE MADE. DO NOT HAVE YOUR TRANSCRIPTS SENT UNTIL YOU ARE INSTRUCTED TO DO SO.**

Hand deliver or mail this application along with the requested documents to the:

BELLEVILLE POLICE DEPARTMENT

6 Main St. Belleville MI 48111

Attn: Chief of Police

It is your responsibility to verify that your application was received. Do not call the Personnel Officer to confirm receipt. Confirmation can be determined by mailing the application via return receipt. The Belleville Police Department is not responsible for lost applications or applications received via the US Postal Service after the deadline.

My initials and signature on this document indicate that I fully understand these instructions and will comply with them. Applicant Name _____

Applicant Signature _____

Date: _____

APPLICANT'S STATEMENT OF- UNDERSTANDING

I understand that during the hiring process I am required to report to the Belleville Police Department any changes in my personal history covered in this application and background questionnaire within five (5) business days of the said change. I am also aware that failure to report any changes in my personal history may cause my name to be removed from further consideration.
Initial here: _____

I certify that the information that I provided on the application and questionnaire is accurate and complete. I understand that all answers to the application and questionnaire are subject to verification through a background investigation. I further understand that any false statements or deliberate omissions made to the Belleville Police Department, to an employee or agent of the Police Department, to the Background Investigator, or on any subsequent forms, may be grounds for immediate disqualification or dismissal if an appointment is made.
Initial here: _____

I understand that any information secured pursuant to this background investigation, which is reasonably believed to be of a criminal nature will be forwarded to the respective law enforcement agency or review and investigation. Initial here: _____

I further understand that all documents, reports, questionnaires, statements, including the background investigator's report and notes are considered confidential. I understand that all questionnaires, applications and documents that I submit to the Belleville Police Department and affiliated hiring becomes the sole property of the Belleville Police Department and will not be returned to the me for any reason - at any point in the hiring process. I voluntarily waive any right or opportunity to read or review any information provided in the background report prepared by the Belleville Police Department Background Investigator or obtain the identity of any person or organization who may have supplied information in the course of this investigation, as well as the substance of any such information supplied which might identify that person or organization.
Initial here: _____

I understand that any conditional offer or appointment tendered me will be contingent upon the result of a comprehensive background investigation.
Initial here: _____

I understand that all appointments are probationary, during which time I must demonstrate that I can successfully fulfill the responsibilities of the position in which I applied.
Initial here: _____

I agree to these conditions and hereby certify that all statements made by me on this application/questionnaire are true and complete to the best of my knowledge.

Applicant Name: _____
Please Print

Date: _____

Applicant
Signature:

Belleville Police Department Employment

6 Main St. Phone: 734-699-2710

Belleville, MI 48111 Fax 734-699-3767

Position: **POLICE OFFICER**



Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap, or veteran status.

Personal Information

Last	First	MI	SSN#	Email		
Street Address		City	State	ZIP	Home Phone	Mobile Phone
Are you entitled to work in the United States? ☐ Yes ☐ No			Are You 18 or older? ☐ Yes ☐ No		If yes, Date of Birth	
Have you been convicted of a felony or been incarcerated in connection with a felony in the past seven years? ☐ Yes ☐ No			If yes, please explain:			
Military Service? ☐ Yes ☐ No	Branch		Are you a veteran? ☐ Yes ☐ No		War	
What position are you applying for?			How did you hear about this position?			
Expected Hourly Rate	Expected Weekly Earnings		Date Available			
Have you ever applied with us before? ☐ Yes ☐ No			Are you willing to work overtime? ☐ Yes ☐ No			

Prior Work Experience

	Current or Most Recent		Prior		Prior	
Employer						
Address						
City, ST, ZIP						
Telephone						
Name of Immediate Supervisor						
Dates of Employment	From	To	From	To	From	To
Position/ Job Title						
Pay						
Reason for Leaving						
May we Contact	☐ Yes ☐ No		☐ Yes ☐ No		☐ Yes ☐ No	

Education

	Name/Location	Last Year Complete	Degree	Major
High School		9 10 11 12		
College/University		1 2 3 4		
Trade School				
Other				

List any applicable skills, training, or proficiencies:

Personal References

	Reference 1	Reference 2	Reference 3
Name			
Address			
City, ST, ZIP			
Telephone			

Disclaimer- By signing, I hereby certify that the above information, to the best of my knowledge, is correct. I understand that falsification of this information may prevent me from being hired or lead to my dismissal if hired. I also provide consent for former employers to be contacted regarding work records. I understand that the employer may engage in investigative background check to include consumer reporting agency report. I authorize the employer to do so. I further understand that I have the right, at my request, to information on the reporting agency used so I may obtain the nature and substance of information provided to the employer. I understand that the acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

Signature

Date



MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS

927 Centennial Way, Lansing, MI 48913



CANDIDATE'S PERSONAL HISTORY STATEMENT AND AFFIDAVIT

Instructions to the Applicant:

The Michigan Commission on Law Enforcement Standards (Commission) requires all candidates seeking law enforcement licensing, admittance to a basic law enforcement training academy, or admittance to the Recognition of Prior Basic Training and Experience (RPTE) program comply with the Commission's selection and employment standards. Candidates must maintain compliance with the selection and employment standards throughout the training period and at the time of initial licensing or reactivation of their law enforcement license.

The State of Michigan Administrative Code (Rule 28.14203(e)) requires that candidates "Possess good moral character as determined by a favorable comprehensive background investigation covering school and employment records, home environment, and personal traits and integrity. Consideration will be given to a history of, and circumstances pertaining to, having been a respondent to a restraining or personal protection order. Consideration shall also be given to all law violations, including traffic and conservation law convictions as indicating a lack of good moral character."

The information you provide in this personal history statement will be used to evaluate and determine your suitability for the position of law enforcement officer. The information you provide in this document will be discussed with you. If you are an academy recruit you will be required to sign and have this affidavit notarized in support of the provided information prior to the start of the academy.

Please read this questionnaire carefully and complete it accurately and thoroughly. Return the completed personal history statement with your application to a basic law enforcement training program, law enforcement agency, or the Commission as appropriate. **When completing this personal history statement, please keep in mind that:**

1. The completion of this form is mandatory,
2. All statements are subject to verification, and
3. In accordance with R 28.14601 through 28.14609, deliberately making false statements, committing fraud, or failing to disclose requested information are grounds for denying law enforcement licensure, enrollment into or dismissal from a basic law enforcement training program, and/or the RPTE program. Further sanctions by the Commission may be imposed including a two-year ineligibility period from applying for enrollment in any basic law enforcement training program, or permanently denying your application. Subsequent license revocation may also be imposed for making a materially false statement or committing fraud in the application process.

Failure to disclose relevant information from your background is a revocable offense, and will prevent you from proceeding in the selection, training, and licensing process.

Required Attachments

To complete your background the following documents are required to be attached to your questionnaire:

1. High school diploma, GED, transcripts, or other proof of high school education. Attainment of an associate or baccalaureate degree shall be evidence of having met this standard.
2. For pre-service regional and pre-service college recruits, official college or university transcripts showing a degree was conferred. Official transcripts must contain the name of the institution, confirmation the degree was awarded, and it must include the registrar's signature. (Note: The Commission only accepts official transcripts for review.)

If a degree will be awarded following completion of the basic law enforcement training program, a letter from the college or university's registrar's office confirming that you will have completed all degree requirements may be sufficient, contact a Commission Field Representative for further guidance. An official copy of the transcript must be sent to the Commission upon conferral of the degree.

3. Copy of your military discharge (DD-214) if applicable. This shall be the long form DD-214, which is the unredacted, undeleted, unedited version. If you were the subject of any disciplinary action, administrative investigations, hearings, or poor performance evaluations while in the military, a copy of all related documentation is required.
4. Proof of U.S. citizenship (birth certificate, US passport, naturalization certificate, or certificate of citizenship). Photocopies or electronic copies are acceptable.
5. Any and all police reports or documents detailing your contacts with law enforcement.
6. Any Register of Actions for your court records.

It is to your advantage to respond openly. Any negative factor(s) in your background will be evaluated in terms of the circumstances and facts surrounding its occurrence, and its degree of relevance to the job of a law enforcement officer.

Do not leave any question or response blank. If a question does not apply mark the space "Not Applicable" or "N/A."

I, _____ have read and understand these instructions prior to completing the following Personal History Statement and Affidavit.

Signature _____ Date _____

AUTHORITY:	1965 PA 203; 2017 PA 128
COMPLIANCE:	Voluntary
PENALTY:	No License Activation/ Employment/ Academy Enrollment



02/2024

Michigan Commission on Law Enforcement Standards

927 Centennial Way, Lansing, MI 48913

Email: MSP-MCOLES@Michigan.Gov

Main Line: 517-636-7864



WAIVER & AUTHORIZATION FOR RELEASE OF INFORMATION

*Sections A & B to be completed by all applicants (non-licensed, currently licensed, and previously licensed law enforcement officers)
Section C to be completed by all current or previously licensed law enforcement officers.*

Section A – This form shall be completed electronically with your responses typed into the appropriate spaces.

Last Name:	First Name:	Middle Name:	Suffix (Jr, Sr, III):	
Other Name(s) Known By (Including Aliases, by Marriage, or Legal Name Change)				
Social Security No.*:	Date of Birth:	Phone No.:	Gender†:	Race‡:
Residence Address (Street, City, State, Zip):			Highest Degree:	
Drivers License No.:	Issuing State:	E-Mail Address:		

Section B – Authorization for release of information:

I hereby authorize any individual, agency or organization to furnish to the Michigan Commission on Law Enforcement Standards, the _____¹, their representatives and/or agents (including, but not limited to, academies or contractors) any and all information pertaining to my background and ability to comply with the standards for selection, employment, training and licensing as a law enforcement officer. Such information includes, but is not necessarily limited to: employment, criminal, academic, military, and personal histories; academic attendance and driving records; and medical records (includes medical/psychological, including diagnosis and prognosis, if any).

I hereby authorize any individual, agency or organization to release such information upon request. This authorization is executed with the full knowledge and understanding that the information is for official use by the Michigan Commission on Law Enforcement Standards and the _____¹.

Further, I hereby authorize the Michigan Commission on Law Enforcement Standards to release any and all records collected pursuant to this authorization to any individual, agency or organization for the legitimate purposes of fulfilling the Commission's statutory and administrative objectives.

I hereby release any individual, agency or organization, including its officers, employees and related personnel, both individually and collectively, from any and all damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this Authorization for Release of Information, or any attempt to comply with it.

This Authorization shall continue in effect until revoked by me in writing. A completed and signed photocopy or electronic copy of this Authorization shall have the same force as the original.

Applicant Signature:	Today's Date:
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¹ Type or print the name of the hiring law enforcement agency or the enrolling academy.

*****Section C to be completed by all current or previously licensed law enforcement officers only*****

Section C – Former Michigan employing law enforcement agency authorization:

I hereby authorize any and all of my former employing Michigan law enforcement agencies to provide the _____¹, with a copy of the record regarding the reason or reasons for, and circumstances surrounding, my separation of service created by any former employing law enforcement agency or agencies. **(Under 2017 PA 128, MCL 28.561, et seq. a hiring law enforcement agency shall not hire a law enforcement officer unless the hiring law enforcement agency receives the record regarding the reason or reasons for, and circumstances surrounding, a separation of service from each prior employing law enforcement agency.)**

Applicant Signature:

Today's Date:

¹ Type or print the name of the hiring law enforcement agency or the enrolling academy.

AUTHORITY: 1965 PA 203; 2017 PA 128
COMPLIANCE: Voluntary
PENALTY: No License Activation/ Employment/
Academy Enrollment

* This information is confidential.
Confidential information is protected
by the Federal Privacy Act.

† This information is for
the purposes of EEO
reporting only.



Michigan Commission on Law Enforcement Standards

927 Centennial Way, Lansing, MI 48913

CANDIDATE'S PERSONAL HISTORY STATEMENT AND AFFIDAVIT IN SUPPORT OF APPLICATION TO ENTER INTO THE TRAINING OR LICENSING PROCESS

PLEASE TYPE YOUR RESPONSES TO THIS QUESTIONNAIRE INTO THE APPROPRIATE FIELDS

PERSONAL INFORMATION				
Persons completing this form shall begin answering the questions below only after carefully reading the preceding instructions.				
Failure to disclose relevant information from your background is a revocable offense, and will prevent you from proceeding in the selection, training, and licensing process.				
LAST NAME		FIRST NAME		MIDDLE NAME
DATE OF BIRTH (MM/DD/YYYY)	SOCIAL SECURITY NUMBER*	DRIVER'S LICENSE NO.		STATE
OTHER NAMES USED (Enter any name changed due to marriage or divorce, legal change to your name, or alias used. Provide explanation for any other names used. Documentation may be requested.)				
LAST NAME		FIRST NAME		MIDDLE NAME
EXPLANATION:				
EXPLANATION:				
ARE YOU A CITIZEN OF THE UNITED STATES? (Provide a copy of your birth certificate, US passport, naturalization certificate, or certificate of citizenship)				
				Yes No
HOME ADDRESS		CITY	STATE	ZIP
SECOND ADDRESS (School, new address, etc.)		CITY	STATE	ZIP
PHONE NO.	ADDITIONAL PHONE NO.	E-MAIL	BASIC TRAINING ATTENDED OR YOU ARE APPLYING TO ATTEND:	

AUTHORITY: 1965 PA 203; 2017 PA 128
 COMPLIANCE: Voluntary
 PENALTY: No License Activation/ Employment/
 Academy Enrollment

* This information is confidential.
 Confidential information is protected
 by the Federal Privacy Act.

PLACES YOU HAVE RESIDED

List all places you have lived beginning with your present residence and working back 10 years.

Residences for the entire period must be accounted for without breaks. Indicate the actual physical place of residence (PO box is not acceptable). If you split your time between residences, you must list them all. A residence is any location you regularly inhabited.

Failure to disclose relevant information from your background is a revocable offense, and will prevent you from proceeding in the selection, training, and licensing process.

DATES OF RESIDENCY (MM/DD/YYYY) FROM: TO:		OWNED BY YOU MILITARY HOUSING	RENTED OF LEASED BY YOU OTHER: _____
STREET ADDRESS	CITY AND STATE		ZIP CODE
PROVIDE THE NAME OF A NEIGHBOR, LANDLORD, OR OTHER PERSON WHO KNEW YOU AT THIS ADDRESS			
NAME	EMAIL	PHONE NO.	
PROVIDE YOUR RELATIONSHIP TO THIS PERSON: (check all that apply) Neighbor Friend Landlord Business Associate Other _____			

DATES OF RESIDENCY (MM/DD/YYYY) FROM: TO:		OWNED BY YOU MILITARY HOUSING	RENTED OF LEASED BY YOU OTHER: _____
STREET ADDRESS	CITY AND STATE		ZIP CODE
PROVIDE THE NAME OF A NEIGHBOR, LANDLORD, OR OTHER PERSON WHO KNEW YOU AT THIS ADDRESS			
NAME	EMAIL	PHONE NO.	
PROVIDE YOUR RELATIONSHIP TO THIS PERSON: (check all that apply) Neighbor Friend Landlord Business Associate Other _____			

DATES OF RESIDENCY (MM/DD/YYYY) FROM: TO:		OWNED BY YOU MILITARY HOUSING	RENTED OF LEASED BY YOU OTHER: _____
STREET ADDRESS	CITY AND STATE		ZIP CODE
PROVIDE THE NAME OF A NEIGHBOR, LANDLORD, OR OTHER PERSON WHO KNEW YOU AT THIS ADDRESS			
NAME	EMAIL	PHONE NO.	
PROVIDE YOUR RELATIONSHIP TO THIS PERSON: (check all that apply) Neighbor Friend Landlord Business Associate Other _____			

If you need to add additional previous residences, click "Add Additional Previous Residences" and a page will be added to the end of the document.

EMPLOYMENT ACTIVITIES

List and account for all employment types and activities, including unemployment and self-employment, internships, and volunteer work, beginning with the present, and working backwards. Your entire work history starting at age 16 must be accounted for without breaks. Provide separate entries for employment activities with the same employer but at different location(s).

Account for all military service, including active duty, National Guard/Reserve, and contract work. Provide separate entries for different duty stations.

Explain in detail the reason(s) for leaving each employment activity (e.g., resignation in good standing; resignation prior to discipline or termination; termination for violation of rules/policies/law; promoted; reassigned; fired, etc.). Include life-time employment history (paid or volunteer) with any law enforcement agency or military service at any age.

Failure to disclose relevant information from your background is a revocable offense, and will prevent you from proceeding in the selection, training, and licensing process.

DATES OF EMPLOYMENT (MM/DD/YYYY)

FROM: TO:

SELECT YOUR EMPLOYMENT ACTIVITY

NON-GOVERNMENT EMPLOYMENT

GOVERNMENT

SELF-EMPLOYMENT

ACTIVE MILITARY DUTY

UNEMPLOYMENT

VOLUNTEER

NATIONAL GUARD/RESERVE

INTERNSHIP

OTHER

EMPLOYER / ENTITY NAME

ADDRESS

IMMEDIATE SUPERVISOR

(Include rank if military)

SUPERVISOR EMAIL

SUPERVISOR

PHONE NO.

POSITION HELD

REASON FOR LEAVING

DATES OF EMPLOYMENT (MM/DD/YYYY)

FROM: TO:

SELECT YOUR EMPLOYMENT ACTIVITY

NON-GOVERNMENT EMPLOYMENT

GOVERNMENT

SELF-EMPLOYMENT

ACTIVE MILITARY DUTY

UNEMPLOYMENT

VOLUNTEER

NATIONAL GUARD/RESERVE

INTERNSHIP

OTHER

EMPLOYER / ENTITY NAME

ADDRESS

IMMEDIATE SUPERVISOR

(Include rank if military)

SUPERVISOR EMAIL

SUPERVISOR

PHONE NO.

POSITION HELD

REASON FOR LEAVING

If you need to add additional previous employment, click "Add Additional Previous Employment" and a page will be added to the end of the document.

If you need additional space to fully explain your response to the below questions, check the box next to "Check this box to continue response on additional page" and a page will be added to the end of the document.

1. Have you ever been talked to, interviewed, or suspected of any crime? <i>If yes, fully explain in detail below, including dates, locations, and circumstances.</i>	Yes	No
Check this box to continue response on additional page at the end of the document		
2. Have you ever been talked to, interviewed, or suspected of any form of harassment (inappropriate sexual behavior, sexual harassment, ethnic harassment) or violence (threatening behavior or assaultive behavior)? <i>If yes, fully explain in detail below, including dates, locations, and circumstances.</i>	Yes	No
Check this box to continue response on additional page at the end of the document		
3. Have you ever been subject to discipline or proposed discipline for any reason, including: coaching, verbal reprimand or written reprimand, forfeiture of time, loss of pay, suspension of any type of employment or voluntary work? <i>If yes, fully explain in detail below, including dates, locations, and circumstances.</i>	Yes	No
Check this box to continue response on additional page at the end of the document		
4. Have you ever received a below-average performance rating or evaluation? <i>If yes, fully explain in detail below, including dates, locations, and circumstances.</i>	Yes	No
Check this box to continue response on additional page at the end of the document		
5. Have you ever been terminated from employment, asked to resign, afforded the opportunity to resign in lieu of termination, failed a probationary period, decided to resign during or to avoid an inquiry from any place of employment, or volunteer work? <i>If yes, fully explain in detail below, including dates, locations, and circumstances.</i>	Yes	No
Check this box to continue response on additional page at the end of the document		
6. Have you ever been an unsuccessful candidate for a law enforcement position (either volunteer or paid) or academy enrollment because you did not meet the qualifications? <i>If yes, fully explain in detail below, including position dates, locations, and circumstances.</i>	Yes	No
Check this box to continue response on additional page at the end of the document		

If you need additional space to fully explain your response to the below questions, check the box next to "Check this box to continue response on additional page" and a page will be added to the end of the document.

7. Have you ever gone on a ride-a-long with any law enforcement agency as an observer? Yes No
If yes, list the agency, officer you rode with, and date of ride-along.

Check this box to continue response on additional page at the end of the document

MILITARY SERVICE

Applicants with prior military service must submit a copy of their DD-214 Form with their application to the law enforcement agency, basic law enforcement training program, or to the Recognition of Prior Basic Training and Experience (RPTE) program. **The DD-214 submitted shall be the long form, which is the unredacted, undeleted, unedited version.**

Failure to disclose relevant information from your background is a revocable offense, and will prevent you from proceeding in the selection, training, and licensing process.

If you need additional space to fully explain your response to the below questions, check the box next to "Check this box to continue response on additional page" and a page will be added to the end of the document.

8. Have you ever served in the armed forces, National Guard, or military reserves? Yes No

9. If yes, describe your duty assignment(s) and Military Occupation Specialties (MOS):

Check this box to continue response on additional page at the end of the document

Dates of Service (MM/DD/YYYY)

From: To:

10. Fully describe the details of your service (include branch of service, when, where, and the circumstances):

Check this box to continue response on additional page at the end of the document

11. While on active duty, Reserves, or National Guard, were you the subject of any judicial, non-judicial, or administrative action or review, or were you the subject of an investigation, trial, or disciplinary action? Yes No

If yes, fully explain in detail below. Provide the allegations, dates, locations, and outcomes.

Check this box to continue response on additional page at the end of the document

12. Have you ever been demoted? Yes No
If yes, fully explain in detail below.

Check this box to continue response on additional page at the end of the document

13. Have you ever been reassigned subsequent to an inquiry or investigation? This includes reassignment while an inquiry or investigation is pending. Yes No
If yes, fully explain in detail below.

Check this box to continue response on additional page at the end of the document

14. Did you receive an honorable discharge? Yes No
If no, fully explain in detail below.

Check this box to continue response on additional page at the end of the document

MOTOR VEHICLE OPERATION

List all summonses, citations, tickets, verbal or written warnings received by you for any traffic law violation, violation that you received while in a motor vehicle, whether you were the driver or passenger. Include reduced, dismissed, held in abeyance, taken under advisement. Include handicap parking violations and unpaid tickets.

Failure to disclose relevant information from your background is a revocable offense, and will prevent you from proceeding in the selection, training, and licensing process.

DATE (MM/DD/YYYY)	NATURE OF VIOLATION (Initial Cause for Stop, Charge or Citation)	TICKETED Yes/No	JURISDICTION/AGENCY WHERE VIOLATION OCCURRED	DISPOSITION (Final Disposition - Fine, Points, Probation, Other)

If you need additional space to fully explain your response to the below questions, check the box next to "Check this box to continue response on additional page" and a page will be added to the end of the document.

15. Do you currently have active violation points on your driver's license? <i>If yes, how many points do you have? _____</i>	Yes	No
16. Has your driving privileges ever been denied, suspended, revoked in this state or any other state, the District of Columbia, a possession or territory of the U.S., or Canada? <i>If yes, fully explain the details below (what, when, where, and why).</i>	Yes	No
Check this box to continue response on additional page at the end of the document		
17. Do you currently, or have you ever had any <i>restrictions</i> placed on your driver's license? <i>If yes, fully explain the nature of restriction and the reason for the restriction below.</i>	Yes	No
Check this box to continue response on additional page at the end of the document		
18. Have you ever been involved in a traffic crash where you were determined to be at fault or partially at fault? <i>If yes, fully explain the details below.</i>	Yes	No
Check this box to continue response on additional page at the end of the document		
19. Have you ever been issued a citation or otherwise charged under motor vehicle code or for a criminal offense? <i>If yes, fully complete the following table.</i>	Yes	No
Check this box to continue response on additional page at the end of the document		

DATE (MM/DD/YYYY)	LOCATION	CITATIONS OR CHARGES	INVESTIGATING POLICE AGENCY	DESCRIBE INJURIES

LEGAL HISTORY

Please provide the following information if you have ever:

- Been interviewed or questioned by a police agency as a suspect, complainant, or witness (either as a juvenile or an adult) about any criminal offense or civil infraction.
- Been arrested, issued a citation, taken to a police station, fingerprinted, or charged with any criminal offense or civil infractions.
- Received an adjudication of guilt (as defined in [MCL 26.602\(a\)](#)) or any criminal offense including expungements or conviction set asides (MCL 780.621), marijuana offense set asides (MCL 780.621e, 621f), automatic set asides (MCL 780.621g), Holmes Youthful Trainee Act dispositions (MCL 762.11), or drug court dispositions (MCL 333.7411). Criminal offenses and charges include, but are not limited to: conservation law violations, appearance tickets, or criminal traffic violations.
NOTE: Include any diversion programs, delayed or deferred sentencing. List civil infractions not included in Motor Vehicle Operation section above.

Failure to disclose relevant information from your background is a revocable offense, and will prevent you from proceeding in the selection, training, and licensing process.

DATE (MM/DD/YYYY)	LAW ENFORCEMENT AGENCY OR COURT	INITIAL CHARGE, VIOLATION, OR REASON FOR CONTACT	FINAL DISPOSITION (Conviction, dismissal, fines, probation, jail, etc.)



If you need additional space to fully explain your response to the below questions, check the box next to “Check this box to continue response on additional page” and a page will be added to the end of the document.

20. Have you ever had a criminal conviction expunged or set aside? <i>If yes, fully explain in detail below (nature of crime, county where expunged or set aside, and when).</i>	Yes No
Check this box to continue response on additional page at the end of the document	
21. Have you ever been placed on court probation, parole, or any form of supervision (including, but not limited to, informal probation)? <i>If yes, fully explain in detail below (when, where, why, etc.).</i>	Yes No
Check this box to continue response on additional page at the end of the document	
22. Have you ever received a pardon or commutation for a criminal offense? <i>If yes, fully explain in detail below.</i>	Yes No
Check this box to continue response on additional page at the end of the document	
23. Have you ever been released on bail, or released on personal recognizance, or other release conditions? <i>If yes, fully explain in detail below.</i>	Yes No
Check this box to continue response on additional page at the end of the document	
24. Have you ever been required to appear before a juvenile or family court in connection with a status or delinquency offense? <i>If yes, fully explain in detail below (when, where, why, etc. and include the final disposition).</i>	Yes No
Check this box to continue response on additional page at the end of the document	
25. Are you now or have you ever been a plaintiff or defendant in any civil court action? (e.g., torts, bankruptcy, small claims, financial, friend of the court, divorce, etc.) <i>If yes, fully explain in detail below. Include case numbers and the disposition.</i>	Yes No
Check this box to continue response on additional page at the end of the document	
26. Have you ever been a respondent at any stage in a request for a restraining order, personal protection order, or similar order in this state, or any other jurisdiction? A respondent is the person enjoined or prohibited from certain behaviors or actions. <i>If yes, fully explain in detail below. Provide dates, court of jurisdiction, circumstances of the order, and final disposition.</i>	Yes No
Check this box to continue response on additional page at the end of the document	

FINANCIAL HISTORY

The basic law enforcement training academy, law enforcement agency, or the Commission may require you to submit a current financial or credit history statement to verify the information provided below.

Failure to disclose relevant information from your background is a revocable offense, and will prevent you from proceeding in the selection, training, and licensing process.

27. Have you ever filed for or declared bankruptcy?	Yes	No
28. Have any of your bills ever been turned over to a collection agency?	Yes	No
29. Have you ever been evicted for non-payment of rent?	Yes	No
30. Have you ever had a credit card canceled or suspended by the company for unpaid balances?	Yes	No
31. Have you ever had purchased goods repossessed?	Yes	No
32. Have you ever been in arrears for court ordered child support?	Yes	No

If you need additional space to fully explain your response to the below questions, check the box next to "Check this box to continue response on additional page" and a page will be added to the end of the document.

33. If you answered yes to any of the above questions (27 through 32), fully explain in detail below:

Check this box to continue response on additional page at the end of the document

EDUCATION HISTORY

List your educational achievements here. A high school diploma or GED is required for enrollment into a Commission approved academy and for licensing. Official college transcripts are required for enrollment into the basic academy as a preservice recruit, and official transcripts confirming the award of a degree are required for license eligibility. Only recognized accredited colleges and universities are accepted. College degrees are evidence of meeting the high school requirement.

Failure to disclose relevant information from your background is a revocable offense, and will prevent you from proceeding in the selection, training, and licensing process.

HIGH SCHOOL	LOCATION	DIPLOMA OR GED?	DATE (MM/DD/YYYY)
		Yes No	

COLLEGE	LOCATION	DEGREE	CREDIT HOURS	DATE (MM/DD/YYYY)

VOCATIONAL/TRADE SCHOOL/OTHER	LOCATION	DEGREE OR CERTIFICATE	DATE (MM/DD/YYYY)

ADDITIONAL/OTHER	LOCATION	DEGREE OR CERTIFICATE	DATE (MM/DD/YYYY)

If you need additional space to fully explain your response to the below questions, check the box next to "Check this box to continue response on additional page" and a page will be added to the end of the document.

34. Have you ever been suspended or expelled from any high school or post-secondary school? Yes No
 (Post-secondary schools include colleges, universities, graduate schools, business, and vocational schools.)
If yes, fully explain in detail below (include school, date, and circumstances).

Check this box to continue response on additional page at the end of the document

35. Have you ever been subject to formal discipline procedures, short of suspension or expulsion from school for unacceptable behavior at any high school or post-secondary school? Yes No
If yes, fully explain in detail below (include school, date, and circumstances).

Check this box to continue response on additional page at the end of the document

36. Have you ever been denied admission to, withdrew from, or dismissed from, a basic law enforcement training academy or criminal justice academic program? Yes No
If yes, fully explain in detail below (include school/academy, date, and circumstances).

Check this box to continue response on additional page at the end of the document

INTERNET PRESENCE

Failure to disclose relevant information from your background is a revocable offense, and will prevent you from proceeding in the selection, training, and licensing process.

If you need additional space to fully explain your response to the below questions, check the box next to "Check this box to continue response on additional page" and a page will be added to the end of the document.

37. List all social media platforms you belong to, follow, or utilize:

Check this box to continue response on additional page at the end of the document

38. Do you now, or have you ever associated with a social media group that advocates, or has advocated for the violent overthrow of the federal, state, or local government?
If yes, fully explain the details below.

Yes No

Check this box to continue response on additional page at the end of the document

39. Have you ever used the internet or any online service (e.g., Dark Web, TOR Browser, etc.) to obscure or anonymize your identity or activity while using the internet or other networks/systems?
If yes, fully explain in detail below.

Yes No

Check this box to continue response on additional page at the end of the document

40. Have you ever used the internet or any online service to commit a crime or to view, download, transfer, forward, or possess any illegal material or material that explains, informs, or demonstrates how to commit a crime or engage in illegal activities?
If yes, fully explain in detail below.

Yes No

Check this box to continue response on additional page at the end of the document

MCOLES STANDARDS AND ELIGIBILITY

The basic law enforcement training academy, law enforcement agency, and the Commission must determine if you meet the Commission's selection and employment standards and if you are able to perform the essential job functions of a law enforcement officer. Answer the following questions to the best of your ability.

Failure to disclose relevant information from your background is a revocable offense, and will prevent you from proceeding in the selection, training, and licensing process.

If you need additional space to fully explain your response to the below questions, check the box next to "Check this box to continue response on additional page" and a page will be added to the end of the document.

41. Have you read and do you fully understand the Commission's current selection and employment standards to qualify for law enforcement licensing, and do you attest that you comply with these provisions?	Yes	No
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The standards may be found at www.michigan.gov/mcoles

42. Have you ever failed to submit to, or tested positive on, a drug screen test for any type of employment or licensing?	Yes	No
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If yes, fully explain in detail below (dates, locations, and which drugs).

Check this box to continue response on additional page at the end of the document

43. Have you ever sought and received a written determination from the Commission regarding any situation which may affect compliance with the minimum selection and employment standards?	Yes	No
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If yes, fully explain in detail below (dates, locations, etc.).

Check this box to continue response on additional page at the end of the document

44. To your knowledge, have you ever been investigated for an alleged standards violation, or subject to additional review to determine whether you met the selection and employment standards?	Yes	No
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If yes, fully explain in detail below and provide copies of previous written determinations.

Check this box to continue response on additional page at the end of the document

45. Have you ever been removed from, or withdrawn from, an employment application process for any position with a federal, state, territory, local, or tribal law enforcement agency?	Yes	No
---	-----	----

If yes, fully explain in detail below (dates, locations, etc.).

Check this box to continue response on additional page at the end of the document

If you need additional space to fully explain your response to the below questions, check the box next to "Check this box to continue response on additional page" and a page will be added to the end of the document.

46. Have you ever been removed from, or withdrawn from, a federal, state, territory, local, or tribal law enforcement training academy? Yes No
If yes, fully explain in detail below (dates, locations, etc.).

Check this box to continue response on additional page at the end of the document

47. Have you ever had your law enforcement license or certification in Michigan, or any other state, territory or tribe, or federal license, denied, suspended, revoked, forfeited, or restricted by administrative action or stipulation? Yes No
If yes, fully explain in detail below (dates, locations, etc.).

Check this box to continue response on additional page at the end of the document

48. Have you ever been charged or convicted of a crime that is a misdemeanor under federal, state, or local law that has as an element the use or attempted use of physical force, or the threatened use of a deadly weapon against a current or former spouse, parent, guardian or person with who you cohabitated or have cohabitated or with whom you have a child in common or against any person similarly situated to a spouse, parent or guardian (commonly known as domestic violence)? Yes No
If yes, fully explain in detail below (Note: federal law prohibits individuals convicted of qualifying domestic violence offenses from possessing a firearm).

Check this box to continue response on additional page at the end of the document

49. Have you ever advocated for, or supported in any way, the overthrow of the United States government by force or violence, or any state and local government by force or violence, or have you been a member of an organization that supports the overthrow of government by force or violence? Yes No
If yes, fully explain in detail below.

Check this box to continue response on additional page at the end of the document



50. Are you now, or have you ever been, a member or associate of a hate group, or any other group that advocates discrimination, genocide, or violence against individuals because of their religion, race, color, national origin, ethnic origin, age, sex, height, weight, familial status, marital status, political affiliation, sexual orientation, gender identity, gender expression, or disability? <i>If yes, fully explain in detail below.</i>	Yes	No
Check this box to continue response on additional page at the end of the document		
51. Are you now, or have you ever, engaged in membership in a hate group, participated in hate group activity, or advocated for public expressions of hate? <i>If yes, fully explain in detail below.</i>	Yes	No
Check this box to continue response on additional page at the end of the document		
52. Have you ever made postings, statements, or endorsements advocating discrimination, genocide, or violence against individuals because of their religion, race, color, national origin, ethnic origin, age, sex, height, weight, familial status, marital status, political affiliation, sexual orientation, gender identity, gender expression, or disability? <i>If yes, fully explain in detail below.</i>	Yes	No
Check this box to continue response on additional page at the end of the document		
53. Have you ever expressed or exhibited bias against individuals because of their real or perceived religion, race, color, national origin, ethnic origin, age, sex, height, weight, familial status, marital status, political affiliation, sexual orientation, gender identity, gender expression, or disability? <i>If yes, fully explain in detail below.</i>	Yes	No
Check this box to continue response on additional page at the end of the document		
54. Do you have, or have you ever had, restrictions on the purchase or possession of a firearm or ammunition pursuant to federal or state law? <i>If yes, fully explain in detail below (dates, locations, reason(s), etc.).</i>	Yes	No
Check this box to continue response on additional page at the end of the document		

EMPLOYED RECRUITS AND RPTE CANDIDATES

Failure to disclose relevant information from your background is a revocable offense, and will prevent you from proceeding in the selection, training, and licensing process.

If you need additional space to fully explain your response to the below questions, check the box next to "Check this box to continue response on additional page" and a page will be added to the end of the document.

- | | | |
|---|-----|----|
| <p>55. Have you ever been employed by any law enforcement or public safety agency (police, corrections, fire, etc.), either in Michigan or elsewhere, that <u>was not</u> in accordance with the Federal Fair Labor Standards Act (e.g., you <u>were not</u> paid minimum wage for all hours worked).
 <i>If yes, fully explain in detail below (agency/employer, dates of employment, etc.).</i></p> | Yes | No |
|---|-----|----|

Check this box to continue response on additional page at the end of the document

This section only applies to basic academy employed recruits and employed RPTE candidates.

As an employed recruit or employed RPTE candidate, I understand that to be in compliance with the Commission's administrative rules 28.14102(a), (b), and (c), and for the purposes of this section R 28.14206, that on the first day of training, I meet all the Federal Fair Labor Standards Act requirements. This statement means: 1) I am receiving at least minimum wage from the employer I have identified on my application for all hours spent in the academy and any additional hours worked outside the academy; 2) I am not volunteering to work time for my employer.

Check each statement below to indicate you have read and understand each statement below:

I understand these requirements and am verifying that my employment meets these requirements at the time of entry into this training session. I also understand that I may be required to produce, to the training director, a copy of proof that wages are being paid to me by my employing agency during the enrolled training session.

I understand that if there is any change in my employment status during this training session, I must notify the training director and the Commission immediately.

I recognize that any misrepresentation on my part to obtain licensing or a state subsidy of tuition costs constitutes fraud and is punishable as a felony under MCL 750.218.



ADDITIONAL INFORMATION

The Commission has a statutory responsibility to ensure those entering the law enforcement profession in Michigan possess the appropriate character fitness (MCL 28.609(2)(i)); R 28.14203e)). Accordingly, this page is provided to allow you the opportunity to fully explain in detail any additional relevant information that might not have been specifically asked for on this personal history statement but would be considered information the Commission may need to fully consider your application. You have an obligation to disclose all relevant information and, therefore, shall err on the side of disclosure.

Failure to disclose relevant information from your background is a revocable offense, and will prevent you from proceeding in the selection, training, and licensing process.

Check this box to continue response on additional page at the end of the document

PLEASE WAIT TO SIGN BELOW IN THE PRESENCE OF A NOTARY

NOTE: If you are an academy recruit this Personal History Statement and Affidavit must be completed and notarized prior to the beginning of the academy.

STATE OF MICHIGAN)
COUNTY OF _____) ss.

Applicant's Social Security Number: _____

Employing Law Enforcement Agency, Basic Law Enforcement Academy, or Recognition of Prior Basic Training and Experience (RPTE) Program: _____

Now comes _____ and being first duly sworn certifies as follows:
Print Candidate's Name

I affirm that the information I have provided above in this Personal History Statement is true, accurate and complete and this document constitutes an official statement within the purview of Michigan statutes and is subject to verification by any Commission approved basic law enforcement training program, employing law enforcement agency and/or the Commission, and I understand that a failure to fully disclose information required by this affidavit constitutes misrepresentation or fraud and shall constitute grounds for denial of entry into basic law enforcement training, denial of a law enforcement officer license, or revocation of license as a law enforcement officer in Michigan pursuant to MCL 28.609(12), MCL 28.609a(5), MCL 28.609b(12), MCL 28.609c(11), and MCL 28.609d(13).

Candidate's Name (print) _____

Candidate's Signature: _____ Date signed: _____

The foregoing affidavit was acknowledged before me the following date _____

(Name of Person) who is personally known to me or who has produced _____

(Type of identification) as identification and who did (did not) take an oath.

Signature of Notary _____

Commissioned in _____ County

Acting in _____ County

Commission Expires _____



(Notary's Stamp/Seal)