

**Application**

**Instructions to the Applicant**

The information you provide in this application will be used in the background investigation to assist in determining your suitability for the position of Police Officer with the City of Alma Police Department.

- It is your responsibility to complete this form and provide all required information. If you are filling out a printed copy of this form, neatly print in black ink.
- You must respond to all questions. If a question does not apply to you, write "NA" in the space provided for your response.
- If you need more space for any response, attach additional sheets to this application and number the answers to correspond with the questions.
- Email or send the completed form (with necessary attachments) to the above listed addresses by the designated date to be further considered for the position.

**Disqualifications**

Deliberate misstatements or omissions can and often will result in your application being rejected, regardless of the nature or reason for the misstatement/omission.

You are responsible for providing complete, accurate and truthful responses.

**Right to Refuse**

The applicant has the right to refuse to answer any question(s) on the application. If you wish to exercise this right on any question, indicate, "right to refuse" next to the question along with your initials.

**Required Attachments**

- Resume
- Copy of your driver license
- Copy of your student performance record from an MCOLES sponsored Police Academy or MCOLES number if certified
- Copy of your DD 214 if you have prior military experience
- Completed MCOLES Authorization for Release of Information

Failure to include any of the above listed items may result in the suspension of your consideration in this hiring process.

**I have read and understand the above listed instructions.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Michigan Commission on Law Enforcement Standards**  
106 W. Allegan Street, PO Box 30633,  
Lansing, MI 48909 (517) 322-1417

**AUTHORIZATION FOR RELEASE OF INFORMATION  
INSTRUCTION SHEET**

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**All applicants (Sections A & B):**

Sections A & B of the attached Authorization for Release of Information must be completed by all applicants of a Michigan law enforcement agency ("Agency"), basic law enforcement training academy or pre-service track program ("Academy"), or the Recognition of Prior Training and Experience ("RPTE") program.

**Prospective employing Law Enforcement Agency, Academy, or RPTE program requesting information responsibilities for completing the authorization for release of information form:**

- The Agency, Academy or RPTE program requesting information to satisfy the requirement of a comprehensive background investigation must enter their entity's name in the blank areas of Section B (see footnote #1 on the authorization for release of information waiver form).
- Print this form and provide to all Agency, Academy, or RPTE applicants for completion.

**Applicant responsibilities:**

Once the prospective employing Agency, Academy or entity has printed and provided the applicant with the authorization for release of information waiver form the applicant shall:

- All applicants (non-licensed, currently licensed, and previously licensed law enforcement officers) shall complete all of **Section A**.
- All applicants (non-licensed, currently licensed, and previously licensed law enforcement officers) shall sign and date the bottom of **section B**.
- **Currently licensed and previously licensed law enforcement officers proceed to Section C (see below instructions).**
- Non-licensed individuals return the completed and signed Authorization for Release of Information form to the prospective employing law enforcement Agency, Academy, RPTE program, or entity.

The prospective employing law enforcement Agency, Academy, or RPTE program shall use this form to satisfy requirements to complete a comprehensive background investigation.

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**Applicants who are CURRENTLY LICENSED or PREVIOUSLY LICENSED law enforcement officers (Section C):**

Prospective employing law enforcement agency *and* CURRENTLY LICENSED/PREVIOUSLY LICENSED law enforcement officer applicants complete sections A & B as instructed above.

Effective January 15, 2018:

2017 PA 128 requires a law enforcement officer who is licensed or who was previously licensed or certified under the Michigan Commission on Law Enforcement Standards Act, 1965 PA 203, MCL 28.601 to 28.615, and was previously employed as a law enforcement officer in this state, who separates from his or her employing law enforcement agency or from employment as a law enforcement officer and who subsequently seeks to become reemployed as a law enforcement officer in this state, to provide the prospective employing law enforcement agency a **signed waiver**. This Authorization for Release of Information form serves as that waiver.

As required by statute the waiver expressly requires the prospective employing law enforcement agency to contact the law enforcement officer's former employing law enforcement agency or agencies and seek a copy of the record regarding the reason or reasons for, and circumstances surrounding, his or her separation of service which was created by his or her former employing law enforcement agency or agencies.

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The prospective employing law enforcement agency is responsible for providing the waiver to the former employing law enforcement agency or agencies and requesting copies of the record regarding the reason or reasons for, and circumstances surrounding, his or her separation of service from each agency.

A prospective employing law enforcement agency **shall not hire** a law enforcement officer who was previously separated from their employment with a law enforcement agency or agencies unless the prospective employing law enforcement agency receives the record created regarding the reason or reasons for, and circumstances surrounding, his or her separation of service created by his or her former employing law enforcement agency or agencies.

**Section C** of the attached Applicant Information Sheet and Authorization for Release of Information form must be completed by any applicant who is LICENSED or was PREVIOUSLY LICENSED and has separated service from their previous employing law enforcement agency or agencies.

Prospective employing Law Enforcement agency requirements:

- The prospective Agency, Academy, or RPTE program requesting information to satisfy the requirements under 2017 PA 128 must enter their name in the blank area of **Section C** (see footnote #2 on the authorization for release of information waiver form).
- Print the form and provide to the applicant for completion for each previously employing law enforcement agency.

Applicant responsibilities:

- Sign and date the form. Return the form to the Agency, Academy, or RPTE program.

The Agency, Academy, or RPTE program shall use this form to satisfy requirements to complete a comprehensive background investigation and the requirements under 2017 PA 128.

01/15/2018

**Michigan Commission on Law Enforcement Standards**  
 106 W. Allegan Street, PO Box 30633, Lansing, MI 48909  
 (517) 322-1417

**AUTHORIZATION FOR RELEASE OF INFORMATION**

*Sections A & B to be completed by all applicants (non-licensed, currently licensed, or previously licensed law enforcement officers) Section A - Type or print only:*

Last Name:	First Name:	Middle Name:	Suffix (Jr, Sr, III):
Social Security No.*:	Date of Birth:	Gender <sup>†</sup> :	Race <sup>†</sup> :
Residence Address (Street, City, State, Zip):		Phone No.:	Highest Degree:
Drivers License No.:	Issuing State:	E-Mail:	

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 \_\_\_\_\_<sup>1</sup>, 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 \_\_\_\_\_<sup>1</sup>.

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 photostatic copy of this Authorization shall have the same force as the original.

Signature:	Today's Date:
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<sup>1</sup> Type the name of the Law Enforcement Agency, Basic Law Enforcement Training Academy, or RPTE Program requesting the information in this blank. <sup>2</sup> Type the name of the Law Enforcement Agency, Basic Law Enforcement Training Academy, or RPTE Program requesting the information in this blank.

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

**Section C – Former Michigan employing law enforcement agency authorization:**

Further, I hereby authorize the \_\_\_\_\_<sup>2</sup>, to contact my former Michigan employing law enforcement agency or agencies to request and obtain a copy of the record regarding the reason or reasons for, and circumstances surrounding, my separation of service created by any of my former employing law enforcement agency or agencies. (***Under 2017 PA 128, MCL§28.561, et seq. a prospective employing law enforcement agency shall not hire a law enforcement officer unless the prospective employing 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***)

Signature:

Today's Date:

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.

**Section 1**

***Academy and Education***

Note: You may be required to furnish transcripts or other proof to support all of your educational claims

Police Academy

Name of Academy		From (MM/YYYY)	To(MM/YYYY)
Location (city/State)	Training Coordinator	Contact Number	

Have you ever been subject to any disciplinary action, including academic probation, civil fine, suspension, or expulsion from any high school, college/university, business or trade school, or police academy?	Yes	NO
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If you answered "yes," describe in detail below. Starting with high school, list any and all disciplinary actions received in any school. Include the name of the school, when they occurred, and an explanation of the circumstances.

**Section 2:**

**Work History**

1. Have you ever been disciplined at work? This includes written warnings, formal letters of counseling, reprimands, suspensions, reductions in pay, reassignments, or demotions.	Yes	No
2. Have you ever been fired, released from probation, or asked to resign from any job?	Yes	No
3. Were you ever involved in a physical/verbal altercation with a co-worker, supervisor or customer?	Yes	No
4. Have you ever quit without giving notice?	Yes	No
5. Have you ever resigned in lieu of termination?	Yes	No
6. Have you ever been accused of discrimination (such as sexual harassment, racial bias, sexual orientation harassment, etc.) by a co-worker, superior subordinate, or customer?	Yes	No
7. Were you ever the subject of a written complaint at work?	Yes	No
8. Have you ever been counseled at work due to lateness or absences?	Yes	No
9. Did you ever receive an unsatisfactory performance review?	Yes	No
10. Have you ever sold, released, or given away legally confidential information?	Yes	No
11. Have you ever called in sick when you were neither sick nor caring for a sick family member?	Yes	No
How many sick days have you used in the last 5 years?		

If you answered “yes” to any of the questions above, explain the circumstances (reference the corresponding number):

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1. In the past 3 years have you missed work or been late due to drug or alcohol consumption?	Yes	No
2. Has your work performance ever been affected by your use of alcohol or drugs?	Yes	No
3. In the past 3 years have you ever been warned by an employer about your drinking or drug habits and their impact on your work performance?	Yes	No

If you have ever applied to another Law Enforcement Agency (city, county, state or federal) Please List them below. All agencies must be listed regardless of the outcome or current status.

<b>Name of Agency</b>	Date Applied
Name of Background Investigator (if known)	Contact Number
<b>Name of Agency</b>	Date Applied
Name of Background Investigator (if known)	Contact Number
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Name of Background Investigator (if known)	Contact Number
<b>Name of Agency</b>	Date Applied
Name of Background Investigator (if known)	Contact Number





**Section 4:**

**Financial**

1. Have you ever filed for or declared bankruptcy (chapter 7, 11, or 13)?	Yes	No
2. Have any of your bills ever been turned over to a collection agency?	Yes	No
3. Have you ever had goods you purchased repossessed?	Yes	No
4. Have your wages ever been garnished?	Yes	No
5. Have you ever been delinquent on income or other tax payments?	Yes	No
6. Have you ever failed to file income tax or cheated/lied on an income tax form?	Yes	No
7. Have you ever avoided paying a lawful debt by moving away?	Yes	No
8. Have you ever defaulted (failed to pay) on a loan?	Yes	No
9. Have you ever borrowed money to pay off a gambling debt?	Yes	No
10. Do you currently have any outstanding debts due to gambling?	Yes	No
11. Have you ever spent money for illegal purposes (drugs, prostitution, etc.)?	Yes	No
12. Have you ever failed to make or been late on a court ordered payment?	Yes	No
13. Have you written a bad check?	Yes	NO

If you answered “yes” to any of the questions above, explain the circumstances (reference the corresponding number):

**Section 5:**

**Legal**

1. Have you ever been detained by law enforcement for investigation, arrested, indicted, charged, or convicted of any ordinance, misdemeanor or felony offense in this state or any other legal jurisdiction (including Uniform Code of Military Justice)?	Yes	NO
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If "yes" explain each incident:

Charge:	Date (MM/YYYY):	Agency:
Disposition:		

Charge:	Date (MM/YYYY):	Agency:
Disposition:		

Charge:	Date (MM/YYYY):	Agency:
Disposition:		

1. Have you ever been placed on court ordered probation?	Yes	No
2. Were you ever required to appear before a juvenile court for an act which would have been considered a crime if you were an adult?	Yes	No
3. Have you ever been a party in a civil law suit?	Yes	No
4. Have the police ever been called to your home for any reason?	Yes	No
5. Have you or your spouse ever been referred to Child Protective Services?	Yes	No
6. Have you ever been the subject of an emergency protective order/restraining order?	Yes	No
7. Have you settled any civil suit in which you, your insurance company, or anyone else on your behalf was required to make payment to the other party?	Yes	No
8. Have you ever fraudulently received welfare, unemployment, workers' compensation, or other state or federal assistance?	Yes	No
9. Have you ever been required to repay any welfare payments, unemployment, or workers' compensation?	Yes	No
10. Have you ever filed a false insurance or workers' compensation claim?	Yes	No

If you answered "yes" to any of the questions above, explain the circumstances (reference the corresponding number):

Illegal Use of Drugs:

For the purposes of responding to the following questions, “illegal drugs” include the unauthorized use of prescription medications; it also includes the illegal use of any other substance for the purpose of getting “high”.

Your response should include, but is not limited to, your use of the following:

- Amphetamines, methamphetamines, barbiturates, cocaine, crack, ecstasy, GHB, hallucinogens, hashish, heroin, marijuana (with or without a prescription), morphine, PCP, steroids, THC, synthetic marijuana

Within the past 6 months have you used any drugs as listed above?	Yes	No
If “yes” please explain:		

Prior to the past 6 months have you used any drugs recreationally?	Yes	No
If “yes” please explain:		

During the past 5 years have you associated with family, friends, and/or acquaintances who have illegally used drugs or narcotics, and or illegally used prescription medication?	Yes	No
If "yes" please explain:		

**Section 6:**

***Motor Vehicle Information***

List any other state where you have been licensed to operate a motor vehicle

State	License Number	Type	Name it was granted under

Have you ever been refused a driver's license by any state?	Yes	No
If "yes" please explain:		

Has your driver's license ever been suspended or revoked?	Yes	No
If "yes" please explain:		

List all traffic citations, excluding parking tickets you have received in the past 7 years

Nature of Offense	Agency	Date (MM/YYYY)	Disposition (guilty/dismissed)

List all traffic accidents you have been involved in as a driver (at fault/not at fault)

Date (MM/YYYY)	Agency	Injury (Y or N)	At Fault (Y or N)