

## Michigan Commission on Law Enforcement Standards

# CANDIDATE'S PERSONAL HISTORY STATEMENT

### **Instructions to the Applicant:**

The Michigan Commission on Law Enforcement Standards ("Commission") requires that all pre-service candidates for enrollment in the basic training program must comply with the Commission's minimum employment standards (selection requirements) for law enforcement officers. Candidates must meet these standards at the time of entrance into the basic program and maintain compliance with such requirements throughout the training period.

One of the selection requirements involves "good moral character." The state of Michigan Administrative Code (Rule 28.14203(e)) requires that candidates must "...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 character."

The information you provide in this personal history statement will be used in evaluating your background and will assist the school staff in determining your suitability for the position of law enforcement officer. The information you provide in this document will subsequently be discussed with you in a formal interview and/or advising session conducted by the school.

Please fill out the questionnaire completely and accurately. Return the completed personal history statement to your training program director according to his/her instructions. When completing the 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) Deliberately making false statements, committing fraud, or failing to disclose requested information are grounds for denying your enrollment into or dismissing you from the basic training program. Further sanctions by the Commission may be imposed including a two-year ineligibility from applying for enrollment in any training program. Subsequent license revocation may also be imposed for making a material false statement or committing fraud in the application process.

It is to your advantage to respond openly. Any negative factor 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.

*NOTE: Use extra sheets of paper, if necessary, to completely answer the questions on the attached pages.*

**PLEASE PRINT IN INK OR TYPE YOUR RESPONSES TO THIS QUESTIONNAIRE!**

# Michigan Commission on Law Enforcement Standards CANDIDATE'S PERSONAL HISTORY STATEMENT

PLEASE PRINT IN INK OR TYPE YOUR RESPONSES TO THIS QUESTIONNAIRE

PERSONAL INFORMATION				
LAST NAME		FIRST NAME		MIDDLE NAME
DATE OF BIRTH	AGE	SOCIAL SECURITY NUMBER*	DRIVER'S LICENSE NUMBER AND STATE ISSUED	
mm          dd          yy		-          -		
Are you a citizen of the United States?			Yes	No

\* In accordance with the Federal Privacy Act of 1974, disclosure is voluntary. If necessary, the Social Security Number will be used for identification purposes to ensure proper records are obtained.

HOME ADDRESS		CITY	STATE	ZIP
SCHOOL ADDRESS (If different from above)		CITY	STATE	ZIP
PHONE NO.	2nd PHONE NO.	E-MAIL	SCHOOL/ACADEMY YOU PLAN ON ATTENDING	
(    )    -	(    )    -			

EMPLOYMENT		
Have you ever been fired or asked to resign in lieu of termination from any place of employment?	Yes	No
If "Yes", please give the details (include when, where, and the circumstances):		
Have you ever been an unsuccessful candidate for a law enforcement position?	Yes	No
If "Yes", please give the details (include when, name of agency or academy and the circumstances):		

MILITARY SERVICE		
Have you ever served in the armed forces, National Guard, or military reserves?	Yes	No
If "Yes", have you ever been the subject of any judicial or non-judicial disciplinary action, or discharged for less than honorable service?		
If "Yes", please give the details (include branch of service, when, where, and the circumstances):		

### MOTOR VEHICLE OPERATION

Please list all traffic citations (exclude parking violations) you have received:

APPROXIMATE DATE	NATURE OF VIOLATION	JURISDICTION WHERE VIOLATION OCCURRED	DISPOSITION (Fine, Points, Other)

Do you currently have active violation points on your driver's license? Yes      No  
 If "Yes", how many points do you have? \_\_\_\_\_ pts

Has your driver's license ever been denied, suspended or revoked in this state or any other state, the District of Columbia, a possession or territory of the U.S., or Canada? Yes      No  
 If "Yes", please provide the details (what, when, where, and why):

Do you currently have any *restrictions* placed on your driver's license? Yes      No  
 If "Yes", please explain (nature of restriction and why):

Have you been involved, as a driver, in a motor vehicle accident? Yes      No  
 If "Yes", please provide the following information:

APPROXIMATE DATE	LOCATION	INVESTIGATING POLICE AGENCY	INDICATE INJURIES

### FINANCIAL

Have you ever filed for or declared bankruptcy? Yes      No  
 Have any of your bills ever been turned over to a collection agency? Yes      No  
 Have you ever been evicted for non-payment of rent? Yes      No  
 Have you ever had a credit card canceled by the company for unpaid balances? Yes      No  
 Have you ever had purchased goods repossessed? Yes      No

If you answered "Yes" to any of the above questions, please give the details (when, firms/business involved, and the circumstances):

## LEGAL

Please provide the following information if you have ever been

- interviewed by a police agency as a suspect in, or questioned about, any criminal offense (misdemeanor or felony);
- been arrested or charged with any criminal offense (misdemeanor or felony); or
- convicted of any criminal offense (misdemeanor or felony) including: expungements or conviction set asides; Holmes Youthful Trainee Act dispositions; or drug court dispositions (MCL 333.7411).

Criminal offenses and charges include, but not limited to: conservation law violations; appearance tickets; or criminal traffic violations. (NOTE: Include any diversion programs, delayed or deferred sentencing. Do not include traffic offenses that are treated as civil infractions, see Motor Vehicle Operation above).

APPROXIMATE DATE	POLICE AGENCY	CIRCUMSTANCES (Nature of crime, dispositions, etc.)

Have you ever had a felony conviction “expunged” or “set aside”? Yes      No

If “Yes”, please provide the details (nature of crime, county where expunged, and when):

Have you ever been placed on court probation as an adult? Yes      No

If “Yes” please provide the details (when, where, why):

Where you ever required to appear before a juvenile court? Yes      No

If “Yes” please provide the details (when, where, why):

Are you now or have you ever been a plaintiff or defendant in any civil court action? Yes      No

If “Yes”: please provide the details (when, where, why):

## SCHOOL HISTORY

<b>Have you ever been suspended or expelled from any high school or post-secondary school?</b> (Post-secondary schools include colleges, universities, graduate schools, business and vocational schools.)	<b>Yes</b>	<b>No</b>
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<b>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?</b>	<b>Yes</b>	<b>No</b>
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If "Yes" to either of the above questions, please explain (include school, date, and circumstances):

<b>Have you ever been denied admission to, or dismissed from, another police training academy or criminal justice academic program?</b>	<b>Yes</b>	<b>No</b>
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If "Yes", please explain (include school/academy, date, and circumstances):

**AUTHORITY: 1965 PA 203**

When filling out this Personal History Statement please keep in mind that:

1. completion is mandatory,
2. all statements are subject to verification, and
3. deliberately making false statements, committing fraud, or failing to disclose requested information are grounds for denying your enrollment inaccuracies or incomplete statements may bar or remove you from the basic training program and may subject you to further future sanctions by the Commission.

**I HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS PERSONAL HISTORY STATEMENT ARE TRUE AND COMPLETE, AND I UNDERSTAND THAT ANY MISSTATEMENTS OF MATERIAL FACTS WILL SUBJECT ME TO DISQUALIFICATION OR DISMISSAL FROM THE COMMISSION BASIC TRAINING PROGRAM.**

Candidate's Signature:

Date:

**I have reviewed the responses with the candidate and I am assured that he/she understands that any misstatements of material facts will subject him/her to disqualification or dismissal from the Commission basic training program.**

Interviewer's Signature:

Date: