



INSTRUCTIONS FOR POLICE ACADEMY APPLICATION

READ THIS ENTIRE DOCUMENT BEFORE PROCEEDING WITH THE APPLICATION PROCESS.

It is the applicant's responsibility to completely and thoroughly fill out the enclosed application packet. **This completed packet must be received or postmarked no later than February 1, 2010.** No late applications will be accepted. Submit this application in a 10"x 13" envelope to Ms. Cindy Breen or one of the clerical staff at the Criminal Justice receptionist desk. **DO NOT** place application materials in plastic sleeves or binders. The School of Criminal Justice is located on the 2nd Floor of the DeVos Center in downtown Grand Rapids.

Below are specific instructions for the completion of each form. Submitted applications must include all of the required information accurately and completely filled out. ***ANY APPLICATION THAT IS INCOMPLETE AND NOT IN ACCORDANCE WITH THESE INSTRUCTIONS WILL NOT BE REVIEWED!*** The enclosed "Application Coversheet" should be the first page of your completed packet (this will describe the order in which your packet should be organized upon submission).

Failure to disclose information on any form contained in this application packet may be determined as an act of fraud, which will result in elimination of your application and possible sanctions from the Michigan Commission on Law Enforcement Standards.

NOTE: All medical tests must be completed by the application turn-in deadline and submitted with this packet (medical tests must be completed within 180 days of the start date of the academy – May 3, 2010).

NOTE: Both the MCOLES Reading & Writing Test and Pre-enrollment Physical Agility Test must be completed by the application turn-in deadline and results must be submitted with this packet (Physical agility test must be completed within 180 days of the start date of the academy – May 3, 2010).

NOTE: Read all forms and instructions prior to completion. If the form instructs you to print – use black ink only.

NOTE: You are under an on-going duty to report any change in your application or eligibility status to the Director (pre-acceptance, post-acceptance, and during the course of the academy if selected).

PRE-ENROLLMENT PHYSICAL FITNESS EXAMINATION - PHYSICIAN'S HEALTH SCREENING FORM

- ❑ The Physician's Health Screening Form must be signed by Physician / Physician's Assistant and presented at the testing site for your **Pre-Enrollment Physical Fitness Test**.

APPLICANT INFORMATION SHEET AND AUTHORIZATION FOR RELEASE OF INFORMATION

- ❑ Type or print only.
- ❑ Provide all requested information.
- ❑ "Highest Degree" – if you do not currently possess a college degree list High School Diploma or GED.
- ❑ Make sure you sign your name and date the form at the bottom.

MEDICAL HISTORY STATEMENT

- ❑ Type or print only.
- ❑ You must complete the medical history statement ***prior*** to your scheduled physical examination.
- ❑ ***Make one copy of the completed form (prior to your exam) and submit the copy with your application packet.***
- ❑ Take the original completed form to your physical examination – it will be retained by the physician.

PHYSICIAN'S STATEMENT OF APPLICANT'S MEDICAL CONDITION

General Instructions:

- ❑ Type or print only.
- ❑ All sections must be completed. If mistakes are made, they must be corrected and initialed by the physician.
- ❑ For any "No" answers, the physician must provide written information in the Comments Section or provide a letter of explanation that is signed by the physician.
- ❑ The form must have the original signature of each physician. No facsimiles or signatures by other medical staff will be accepted.
- ❑ The full name of the physician, address and medical license number are required.
- ❑ Complete the following examinations in the order as listed below (NOTE: all examination results are to be recorded on the provided form – take the same form to all examinations).

Vision & Hearing:

- ❑ Complete the Vision (section – B) **and** Hearing (section – C) exams **prior** to your general physical exam (sections – A & D).
- ❑ Detailed Hearing Standard Instructions are included after the medical condition forms – these should be read by the Hearing examiner.
- ❑ Color vision test instructions are included after the medical condition forms – this form lists various color vision tests (*the preferred MCOLES tests are denoted*).

Physical Examination:

- ❑ The examining physician should read the cover sheet and the Essential Job Functions of a Law Enforcement Officer form prior to completing the examination.
- ❑ Provide the physician the original Medical History Statement for review during the examination.
- ❑ The physician needs to complete Part II, Section – A, Section – D, and the Signature block at the bottom of page two.
- ❑ This form must be signed only by an M.D. or D.O. certified in Occupational Health.

DECLARATION OF ACCOMMODATION(S) FORM

- ❑ Type or print only.
- ❑ The Accommodations Form must be completed by all candidates whether you require an accommodation or not.
- ❑ If you do not require accommodations, write “NONE” in the description box.
- ❑ Failure to disclose an accommodation may result in your dismissal from the Academy.
- ❑ ANY accommodation such as hearing aids, glasses to correct vision, inhalers, time for taking examinations due to a learning disability or any other type or nature of accommodation **must be declared** on this form.
- ❑ Complete the information on the Training Academy line as follows: Grand Valley State University (GVSU-10).
- ❑ **Do not sign this form.** You will be required to sign this form in the presence of the Academy Director.

CANDIDATE’S PERSONAL HISTORY STATEMENT

- ❑ Type or print only.
- ❑ Completely read the cover sheet before filling out the questionnaire.
- ❑ The Personal History Statement must be thoroughly and accurately completed. **FAILURE TO DISCLOSE INFORMATION ON THIS FORM MAY RESULT IN A DETERMINATION OF FRAUD, WHICH WILL RESULT IN YOUR REMOVAL FROM THE APPLICATION PROCESS** and possible sanctions from the Michigan Commission on Law Enforcement Standards.

- ❑ **DO NOT** sign this form. If you are invited to the interview stage, the Academy Director will review this form with you. Upon completion of the review, you must sign this in the presence of the Academy Director.

PROOF OF CITIZENSHIP

- ❑ **NOTE: YOU MUST SUBMIT PROOF OF YOUR UNITED STATES CITIZENSHIP WITH YOUR APPLICATION - Please include an original form of one of the following (the original will be returned to you upon verification):**
 - **Government issued Birth Certificate**
 - **Certificate of Citizenship**
 - **Certificate of Naturalization**

AFFIDAVIT IN SUPPORT OF APPLICATION TO ENTER INTO THE CERTIFICATION PROCESS

- ❑ Read this form carefully - if in doubt, disclose.
- ❑ Misrepresentation, failure to disclose or falsification of information on this form could lead to additional penalties including making you ineligible for future law enforcement licensing. Attach an addendum if needed for additional space or to explain any answer.
- ❑ Special attention to question # 7 – you are required to provide information regarding ALL of the listed situations (this includes verbal warnings for traffic violations).
- ❑ Complete this form but **DO NOT SIGN IT.**
- ❑ Make a photocopy of the completed, unsigned form.
- ❑ The photocopy must be notarized. **You must sign this copy in the presence of a Notary.** Ms. Cindy Breen, Administrative Coordinator for the School of Criminal Justice is a Notary and can assist you with this requirement free of charge.
- ❑ Submit both the photocopied (signed & notarized) and the original (unsigned & un-notarized) forms with your application packet.
- ❑ Please complete page one of the affidavit as shown below:

AFFIDAVIT OF <u>Print your full name here</u>	
Applicant Name	
STATE OF MICHIGAN)
) ss.
COUNTY OF <u>Ottawa</u>)
Applicant's Social Security Number: <u>Print your SSN here</u>	
Employing Agency: <u>GVSU Police Academy</u>	
Now comes <u>Print your full name here</u> and being first duly sworn certifies as follows:	

LIVESCAN FINGERPRINT REQUEST

- ❑ **NOTE:** Take the Livescan Fingerprint Request form to a Law Enforcement Agency that uses a *Livescan Fingerprint System* (ex. Kent County Sheriff's Department) **between February 9 and February 27, 2010**. Call and schedule an appointment. **Do not have the fingerprints taken before or after the dates listed above!**
- ❑ Your prints will be submitted electronically and you will not receive a copy.
- ❑ Please have the individual taking your prints complete the back side of the request form.
- ❑ Bring the completed request form to your Director's interview.

FILE PHOTOGRAPH

- ❑ Submit a 2" x 2" file photograph (head shot only) – to be stapled to the application coversheet.

PRE-EMPLOYMENT TEST SCORES

- ❑ **PHYSICAL AGILITY:** At the time you take this test you will be provided with multiple copies of your results. One of those copies must be provided as part of your application packet. Successful completion of this test is mandatory for admittance into the Academy.

******Your Physical Agility Test must be completed by the application turn-in deadline (RESULTS MUST BE SUBMITTED WITH THE PACKET).***

******Those that have not passed the physical agility examination by the application turn-in deadline will be eliminated from the process.***

- ❑ **READING & WRITING EXAMINATION:** This examination is taken on-line at designated testing centers and results are provided to you in approximately two weeks via mail (your results are also available via the internet 24 hours after completing the exam). Evidence that you have taken this examination (letter mailed to you or printed internet results) must be provided in your application packet. Successful completion of this test is mandatory for admittance into the Academy.

******Your Reading & Writing Examination must be completed by the application turn-in deadline (RESULTS MUST BE SUBMITTED WITH THE PACKET).***

******Those that have not passed the reading & writing examination by the application turn-in deadline will be eliminated from the process.***

AUTOBIOGRAPHY

- ❑ The Autobiography must be a minimum of 800 and a maximum of 1000 words.
- ❑ This document must be handwritten (printed).
- ❑ There are no instructions for the content or format of this document however it should be written by you (do not seek any assistance in completing this autobiography).

CURRENT RESUME

- ❑ Your resume must be professional in appearance.
- ❑ Assistance on writing a resume is available to GVSU students at Career Services.

CERTIFIED COPY OF DRIVING RECORD

- ❑ The certified copy of your driving record can be obtained by contacting the Secretary of State.
- ❑ **WARNING:** The request for a certified copy of your driving record may take several weeks - ensure that you leave sufficient time for the request to be processed.
- ❑ If you received any enforcement action after the record is obtained, you must inform the Director of the Academy, in writing. Failure to do so may result in a determination of fraud, which will result in your removal from the academy process and possible sanctions from the Michigan Commission on Law Enforcement Standards.

CURRENT STATE OF MICHIGAN DRIVER'S LICENSE

- ❑ Submit a photocopy of your current State of Michigan driver's license.

POLICE REPORTS

- ❑ *You must provide copies of any police reports where you were named as a suspect, witness, or victim.*
 - This includes all appearance tickets, misdemeanor offenses and felony arrests, regardless of whether you were convicted or not.

- NOTE: If you were employed by a law enforcement agency or conducted an internship and your name appears in numerous reports as the reporting person / witness, please do not submit these reports. Instead, submit a memorandum stating your position, the agency contact information, and your dates of employment.

VERIFICATION OF EDUCATIONAL STATUS

- ❑ ***GVSU students*** must either have a degree from another institution (i.e. Associates from a Community College) or have completed 105 hours and all other graduation requirements prior to admittance to the academy. If you have any concerns about your educational status you must contact the Academy Director. Those not meeting these requirements cannot attend the Academy.
- ❑ ***All other applicants*** must have at least a two year degree to be eligible for entrance into the academy.
- ❑ GVSU students may submit an unofficial transcript.
- ❑ Non-GVSU students must submit an official transcript from all higher education institutions attended. This transcript must show the degree awarded.

DD214 MILITARY SERVICE FORM

- ❑ If you have served in any branch of the military and have received a discharge, you must submit the original (long form) along with one photographic copy. The original will be returned to you at the time of your interview with the Academy Director, or upon the termination of your application, which ever occurs first.

LETTERS OF REFERENCE

- ❑ You must submit **three** letters of reference / recommendation with your application. The three letters should be from non-School of Criminal Justice faculty or staff. SCJ personnel will provide information as part of your background investigation.
- ❑ One letter of reference must be from a volunteer organization in which you served within the past two years.
- ❑ These letters will remain in your permanent file, which will be accessible to all police agencies interested in hiring you in the future.
- ❑ Please have letters of recommendation addressed to:
Director Julie Yunker
A-1-140 Mackinac Hall
One Campus Drive
Allendale, MI 49401

CREDIT HISTORY REPORT

- ❑ You are required to submit a FULL credit history report with your application. This may be obtained from the credit reporting agencies or some banking institutions.

CRIMINAL CONVICTION SEARCH

- ❑ You must obtain and submit a Criminal Conviction Search through the Michigan State Police ICHAT System (\$10.00). You may access this online at:

<http://apps.michigan.gov/ichat/home.aspx>

POLICE ACADEMY BACKGROUND SUPPLEMENT

- ❑ You must completely answer the entire background supplement form.
- ❑ Do not leave blank answer spaces (write “n/a” if the question does not apply to you).
- ❑ Attach additional pages if you need to continue an answer (please note the question you are referring to)
- ❑ Incomplete or unreadable documents will not be accepted and will constitute an incomplete application.
- ❑ This document must be signed as you are attesting to the validity of the information you provided.

RIDE-A-LONG FORM

- ❑ You must participate in a ride-a-long with a law enforcement agency and submit the enclosed verification letter with your application.
- ❑ Contact an agency of your choosing, provide them with the enclosed letter, and request their assistance with a ride-a-long (Note: agencies have the right to refuse your request).
- ❑ You will be representing GVSU's Police Academy. Therefore you should dress and act professionally.
- ❑ Obtain the signature of the officer/deputy with whom you ride.

MEDICAL, HEARING, AND VISION INFORMATION

Each of the sites recommended below are familiar with the standards required for MCOLES licensure. If you chose to use a different doctor, that doctor must be **Certified in Occupational Health**. A physical examination by a doctor that does not have that designation will not be accepted by the MCOLES.

Note: When you schedule your appointments, identify yourself as an applicant to the GVSU Police Academy. Make sure the examiner reads and understands the criteria prior to your exams.

Note: The fees listed for the individual exams below are subject to change – please confirm the price prior to your appointment.

MEDICAL

DR. PRAVIN C. PATEL \$30.00 (Approx.)
309 Jefferson, SE
Grand Rapids, MI.
616.458.9000

Dr. Patel is familiar with the standards established by the MCOLES and his fee is very reasonable. Cash or money order only.

Note: *Dr. Patel will also sign-off on the psychological portion of the form. Other doctors may not wish to sign this box, which will require you to take an additional psychological examination.*

HEARING

HEAR U.S.A. \$30.00 (Approx.)
751 Kenmoor SE
Grand Rapids
(616) 954-1895
-or-
4301 Canal SW
Grandville
(616) 257-7880

VISION

SMEELINK OPTICAL \$35.00 (Approx.)
941 Bridge Street, NE
Grand Rapids, MI.
616.774.2904

DR. DANIEL A. ARSULOWICZ, O.D. \$20.00 (Approx.)
3935 Lake Michigan Drive NW
Walker, MI 49544
616.453.8223

PEARL VISION

*Many locations in the Grand Rapids area.

***YOUR APPLICATION IS CONSIDERED COMPLETE WHEN IT INCLUDES ALL OF
THE DOCUMENTS LISTED ON THE APPLICATION COVERSHEET.***

***ALL INFORMATION SUBMITTED MUST BE ACCURATE AND COMPLETE. ANY
FALSIFICATION OR OMISSIONS OF INFORMATION, BY ACCIDENT OR ON
PURPOSE, WILL RESULT IN YOUR ELIMINATION FROM THE ACADEMY
PROCESS AND POTENTIAL SANCTIONS FROM THE MICHIGAN COMMISSION ON
LAW ENFORCEMENT STANDARDS.***

YOUR CAREER BEGINS HERE!