



Dear Agency Head,

Thank you for your interest in sending an employed recruit to the GVSU Police Academy! Below you will find several items your agency must complete for them to gain admittance to the academy. Furthermore, the following four steps must be completed prior to the start of the academy:

1. **Standards Compliance Verification Affidavit** (generated in MITN and signed by the recruit and the agency head).
2. **Candidate's Personal History Statement and Affidavit** (21-page document located on MCOLES website, filled out, signed by the recruit, and notarized).
3. **Candidate New Hire Report** (generated in MITN, signed by the agency head).

If you need any assistance in the process, **please contact MCOLES Field Representative Gretchen Galloway, 517-648-3767, gallowayg@michigan.gov.**

2024 Admittance/Entrance PROCESS:

1. Agency contacts Academy Director with ***estimated number of attendees as soon as possible to request a seat hold*** (Note: preference over pre-service candidates only provided for agencies with in the GVSU geographical service area).
2. Agency contacts MCOLES Field Representative (see above) to determine eligibility and which MCOLES paperwork/standards screening needs to be completed.
Agency is responsible for all screening, testing, documentation, and MITN entry.
3. Agency provides Academy Director with ***final Attendee(s) Name, DOB, MI Ops #, e-mail, mailing address, cell phone number, and brief biography*** no later than:
 - **March 4th for SPRING/SUMMER Basic Academy**
 - **April 1st for MP Veterans Academy**
 - **July 1st for FALL Basic Academy**
4. Academy Director will send agency sponsored recruits (and agency representative) ***instructions on applying as a student to the university:***

- ***First week of March for SPRING/SUMMER Basic Academy***
 - ***First week of April for SUMMER MP Veterans Academy***
 - ***First week of July for FALL Basic Academy***
5. Agency sponsored recruits and an agency representative will **attend the mandatory Academy Orientation Meeting** on
- ***March 25, 2024, for the 15-week Spring/Summer Basic Academy***
 - ***May 14, 2024, for the MP Vets 8-week Summer Academy***
 - ***July 23, 2024, for the 15-week Fall Basic Academy***

NOTE: The **Agency will be billed for the Student Fee**.

NOTE: **Course Registration information will be provided at the orientation meeting. Tuition bill will be sent to registering student or the agency (upon request).**

6. The academy sessions:
- ***SPRING/SUMMER 15-week Basic Academy – April 29 - August 8, 2024***
 - ***SUMMER 8-week MP Vets Academy (dependent on min. enrollment) June 10 – August 2, 2024***
 - ***FALL 15-week Fall Basic Academy - August 26 – December 5, 2024***

Feel free to contact me with any questions,

Geoff Collard

Director of Criminal Justice Training

Grand Valley State University
158 Lake Michigan Hall, One Campus Drive
Allendale, MI 49401
office: 616-331-8515 | fax: 616-331-7155
collardg@gvsu.edu