POLICE ACADEMY
APPLICATION INSTRUCTIONS
2016-2017

Application Deadline: Friday, July 1, 2016

Questions?
Call 269-660-7703
or email us at crju@kellogg.edu

There are limited seats available in the academy.
Applications will be processed on a first come, first served basis on or after March 1.
Academy Application Process

1. Apply
• Applications available Tuesday, March 1, 2016
• Read and complete the application in its entirety
• Applications accepted on a first come, first served basis
• Applications will be accepted until Friday, July 1, 2016.

2. Interview
• Interviews will be scheduled as applications are received
• Interview will last approximately 1 hour
• Applicants should dress for job interview

3. Conditional Letter of Acceptance
• Conditional letter will be sent pending review of application, interview, and background investigation.
• Will include steps on how to complete the medical testing packet, including: Physical, Vision, Hearing, & Drug Screen. Medical testing must be completed by August 1, 2016.

4. Final Acceptance
• Upon successfully passing the above testing, a formal acceptance letter will be mailed to the applicant.
• Will include details for purchasing uniforms and registering for classes.

5. Academy Orientation
• Mandatory for all accepted recruits
• Will be held on Tuesday, August 16, 2016 @ 10 am
• Fingerprinting will be completed as part of the orientation

6. Academy Opening
• Mandatory for all accepted recruits
• Will be held on Tuesday, August 23, 2016 @ 10 am
• Presented by MCOLES Representative
• Completion of affidavit to enter into licensure program

7. Start of Academy
• Academy will start on Friday, August 26, 2016
• No Class on Monday, September 5 (Labor Day)
**Application Instructions**

The academy packet is made up of eleven different forms (sections). Some of these sections are information for entrance into the academy, and some should be filled out by you or a physician. Most of these forms will be included in your final application packet, but not all of them will. Please read each section closely to determine the action needed. If you have any questions on a section of the packet, please contact the Criminal Justice office.

Please keep this instruction packet for future reference.

1. **Employment Standards for Michigan Law Enforcement Officers**
   - This form lists the basic standards for employment that are required by the state for every law enforcement officer.
   - Note that different departments may require higher standards than listed here.
   - This form is for your reference and does not need to be turned in with your application packet.

2. **Application Checklist**
   - Lists all items that should be submitted and the order they should be in.
   - Note that some items may or may not be applicable to you. Please read each bullet carefully.
   - This form is required in the final application packet.

3. **Candidate’s Personal History Statement**
   - Read the instructions carefully
   - Answer all questions honestly and completely
   - Attach additional pages if needed.
   - If you answered Yes to any questions in the Legal History portion, you must include all police reports and/or court records pertaining to the incident in your application packet.
   - **DO NOT** complete the bottom section of the page 10; this will be completed with you and our MCOLES representative at the Academy Opening.
   - This form is required in the final application packet.

4. **KCC Background Supplementation**
   - Read the instructions carefully
   - Answer all questions honestly and completely
   - Attach additional pages if needed
   - Complete your autobiography as a separate document and include it in the final application packet.
   - This form is required in the final application packet.
5. **Physician’s Health Screening Form**
   - This form is used solely to determine that you are physically capable of performing the exercises for the Pre-Enrollment Physical Fitness Test.
   - This form is NOT part of your physical.
   - This form can be completed by a physician or a physician’s assistant.
   - Bring this form with you the day of your Pre-Enrollment Physical Fitness Test. **You will not be allowed to test without this form.**
   - Be sure to get the form back from the test proctor; you will need it again if you fail the test and need to retake it.
   - This form is **not** required in the final application packet.

6. **MCOLES Physical Fitness Test Application**
   - **This test must be completed on or after March 1, 2016 for the results to be valid by the beginning of the academy.**
   - Fill out all areas the form neatly and completely and submit it to the Criminal Justice office no later than the Wednesday prior to your test date. Payment must also be received at that time.
   - Forms/Payments can be submitted in person, by mail, fax, or email.
   - The test fee is $45 and can be paid by Credit/Debit Card only.
   - An electronic version of the form is available on our website at [www.kellogg.edu/criminaljustice](http://www.kellogg.edu/criminaljustice) and can be submitted by email from there.
     - i. To submit by email, fill out the form completely, then click the submit button at the bottom. The form will automatically attach to your default email account when you click the submit button. It will also automatically populate the To: and Subject: fields of the email. All you need to do is click send.
     - ii. If you click the Submit button and get an error message, the above steps will not work.
       1. You will have to fill in the form, and then save it to your desktop. Then open your email client (AOL, Yahoo, Gmail, etc.), attach the saved form to the email and send it to crju@kellogg.edu with “Physical Fitness Test” as the subject.
   - On the day of the Fitness Test:
     - i. You must bring in the signed **Physician’s Health Screening Form** (Section 5)
     - ii. After completing the test, you will be given a pink and a goldenrod copy of your fitness test results.
     - iii. **If you passed** the test, include the pink (academy) copy of your test results in your application packet. Keep the goldenrod copy for your records.
     - iv. **If you fail** the test, it is your option to repeat it as often as necessary to pass; however, you must retake the entire test each time. You will also be required to complete a new application form and pay the $45.00 test fee. Be sure to keep your **Physicians Health Screening Form** if you wish to repeat the test.
7. **Fitness Test Minimums**
   - This form lists the requirements for passing the physical fitness test based on gender and age.
   - This is an informational page and is not required in the application packet.

8. **MCOLES Reading and Writing Test instructions**
   - Registration for this test must be done at [www.michigan.gov/mcoles](http://www.michigan.gov/mcoles).
   - The test must be paid for by credit/debit or money order when you register. The cost of the test is $68. **NOTE**: Registration with a money order can take up to two weeks to be processed.
   - The results for the reading and writing test will be available online 24 hours after you complete the test. Steps to obtain your results will be given to you at the test site. Print a copy of your results and include them in the application packet.

9. **Secretary of State Driving Record**
   - A copy of your driving record is required for admission into the police academy.
   - You must apply for the "**Non-Edited Driving History**" (not the abbreviated one). If you request a version other than the Non-Edited version, you will be responsible to apply and pay for the non-edited version.
   - This record can be obtained in person at a Secretary of State “Plus” center or by mail.
     i. The closest “Plus” center to the college is located at:
        2545 Capital Ave SW, Battle Creek, MI, 49015
        1. Be sure to take your driver’s license with you to the center
        2. The cost for this record is $9
        3. No forms are needed for this method
        4. Be sure to include the record they give you in your application packet
     ii. You can complete the form and mail it to the address listed at the bottom of the form.
        1. The cost for this record is $8
        2. Be sure to include your payment with the form.
        3. Your driving record will be sent directly to the Criminal Justice Office and will be added to your application after you turn it in.

10. **MFR Disclaimer**
    MCOLES requires academy participants to obtain 37 hours of First Aid Training. As this training is not a direct part of academy classes, MCOLES will allow a recruit/applicant to fulfill the First Aid requirement by taking Medical First Responder Training (EMT-110) here at Kellogg Community College or its equivalent at a different institution. You can complete this requirement in three ways:
• **Option 1 - Currently Licensed**
  i. If you currently hold a Paramedic, Emergency Medical Technician (EMT), or Medical First Responder License Issued by the Michigan Department of Health you may be exempt from all or a portion of the First Aid requirements. If you currently hold an “Emergency Response” Certificate from the American Red Cross you may be exempt from all or a portion of the First Aid requirements.
  ii. The training director can request MCOLES to waive the First aid requirement if you already have one of the licenses/certifications listed above. Please bring your license or certificate into the criminal justice office to compete this process.

• **Option 2 – Take Medical First Responder Before the academy starts (out of session)**
  i. Complete the Medical First Responder training at Kellogg Community College or its equivalent at another institution prior to the police academy session.
  ii. If you choose this option, you must successfully complete the class and pass the National Registry Examination prior to the beginning of the police academy. MCOLES requires the passing of the National Registry Examination to ensure that the applicant/recruit is current with up-to-date material. The training director cannot waive the First Aid requirement unless you have passed the National Registry Exam.
  iii. Once you complete the class and have passed the National Registry Exam, you must apply, by mail, for your State of Michigan MFR license. The form is available online at [http://www.michigan.gov/mdch/0,4612,7-132-2946_5093_28508-47472--,00.html](http://www.michigan.gov/mdch/0,4612,7-132-2946_5093_28508-47472--,00.html) (Scroll down to Forms & Publications, then under the Licensing section, select the Michigan Course Completion Application Packet link – EMS-APP-500).
  iv. Once you receive your State of Michigan MFR License in the mail, please bring it to the Criminal Justice office so copies can be placed in your academy folder.
  v. If you complete EMT 110 but fail all attempts of the National Registry Exam, you must move to Option 3 and take EMT 110 during the academy.
  **NOTE:** Completing this requirement before the academy session does lower the overall credit load for the applicant during the academy.

• **Option 3 – Take Medical First Responder during the academy (in session)**
  i. You may enroll in Kellogg Community College’s Medical First Responder Training (EMT-110) during the police academy session in either the fall or spring semesters. This class must NOT conflict with the academy class schedule.
  ii. Taking Medical First Responder (EMT-110) during the academy ensures that you are being taught current material and best practices;
therefore, MCOLES does not require you to take the National Registry Examination upon the successful completion of the class. 

**NOTE:** EMT 110 is a 3 credit hour class and if taken during the academy session, it may require more time and effort during the academy session.

- Please review the above three options carefully. Make sure that you choose the best option for you. If you have any questions, please contact the Criminal Justice Department for assistance
- Please read the form carefully and check each box at the bottom of the form, then sign and date the form.
- This form is required as part of the final application packet.

### 11. Other Documents

- **Official Transcripts**
  - If you have attended a college/university other than Kellogg Community College, you must provide 2 official transcripts as well as an unofficial transcript as described below:
    1. One official transcript sent to:
       Kellogg Community College
       Registrar's Office
       450 North Avenue
       Battle Creek, MI 49017
    2. One official transcript sent to:
       Kellogg Community College
       Criminal Justice Programs
       Attn: Robert Miller
       450 North Avenue
       Battle Creek, MI 49017
       crju@kellogg.edu
    3. One unofficial transcript should be included with your application when you turn it in.

- **Medical Insurance Coverage**
  - Medical Insurance coverage is required while you are in the Academy.
  - If you don't have insurance, you will need to purchase this by the time the Academy starts. If you do not have health insurance, Student Medical Insurance is available through Kellogg Community College Student Support Services; please contact Student Support Services at 269-965-4124 for more information.

- **Letters of Recommendation**
  - You must provide two professional (non-family) letters of recommendation.
  - Examples include: Educators, Pastor, Counselor, Mentor, Employer, Supervisor, etc.

- Please refer to the checklist listed in Section 2 to see what other items you may need to add to your packet.