



KCC POLICE ACADEMY

Application Packet 2021-22

DEADLINE TO APPLY: JULY 6 2021



kellogg.edu/law

APPLICATION PROCESS

1. APPLY

- Applications available Monday, March 8, 2021.
 - Read and complete the application in it's1 entirety (including all testing and background information).
 - Applications accepted on a first come, first served basis
 - Applications will be accepted until **Thursday, July 6, 2021.**
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2. INTERVIEW

- Interviews will be scheduled as applications are received
 - Interview will last approximately 1 hour
 - Applicants should dress for job interview
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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 6, 2021.**
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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.
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5. ACADEMY ORIENTATION/ OPENING

- Mandatory for all accepted recruits
 - Will be held on Monday, **August 23, 2021 @ 10 am**
 - Presentation by MCOLES Representative
 - Completion of affidavit to enter into licensure program
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6. START OF ACADEMY

- Academy will start on **Monday, August 30, 2021**
- No Class on **Monday, September 6** (Labor Day)

DOCUMENT QUICK LINKS

[Application Instructions #1-3](#)

[Application Instructions #4-5](#)

[Application Instructions #6-7](#)

[Application Instructions #8](#)

NOTE

There are limited seats available in the academy.

Applications will be processed on a first come, first-serve basis on or after **March 8, 2021.**

APPLICATION INSTRUCTIONS

Please read this packet in its entirety before beginning your application.

We will not accept partially completed applications.

The academy application packet includes the following seven forms. Instructions for completing these forms are listed below. All forms must be completed prior to submitting your application. The application also includes documents you must provide – these documents can be found on the Application Checklist.

Please keep this instruction packet for future reference.

1. APPLICATION CHECKLIST (1 PAGE)

- 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, and should be used as a guide to ensure your application is complete. **NOTE:** we will not accept incomplete packets.

2. CANDIDATE'S PERSONAL HISTORY STATEMENT (10 PAGES)

- 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 Orientation/Opening**.
- This form **is required** in the final application packet

3. KCC BACKGROUND SUPPLEMENTATION (7 PAGES)

- 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.

APPLICATION CHECKLIST FORM

Below is a checklist of all items that are included in the final application for the 2021-2022 Police Academy. All items must be completed and submitted together - www.kellogg.edu/law

Checklist

- _____ This application checklist with each item checked
- _____ Completed Personal History Questionnaire (including MCOLES Applicant Information and Authorization for Release of Information)
- _____ KCC Background Supplementation
- _____ Autobiography
- _____ Two Letters of Reference from professional sources that include contact information
- _____ MCOLES Pre-Enrollment Reading and Writing Placement Test Score
- _____ MCOLES Physical Fitness Passing Test Score - **DATED MARCH 4, 2021 OR LATER**
- _____ Noted to request for Non-Identical Fingerprint by Secretary of State
- _____ Copy of driver's license (both front and back) with the photo recognizable
- _____ Medical First Responder Declaration (includes a copy of your State of Michigan Medical First Responder card, or higher, if you have it)
- _____ Copy of social security card
- _____ Copy of your Birth Certificate
- _____ Copy of your Health Insurance Card
- _____ Copy of your proof of high school graduation or GED (you may skip this if you currently have a college degree)

Checklist items are marked with a box if they apply to you.

- I am a college re-enroller. I submitted transcripts www.kellogg.edu if you're attending a college/university other than KCC.
- Copy of your 2021-22 Long Form Car. annotated.
- Proof of citizenship, if you have been outside the United States.
- Copies of all police reports and final court disposition papers on any Criminal Investigations where you were the suspect, victim, or witness to that investigation. Contact the Public Safety Education office at 269-660-7703 if you have any questions.

Education History	
Degree	Field
<input type="checkbox"/> Law Enforcement (275)	<input type="checkbox"/> Public Safety (285)
<input type="checkbox"/> Law Enforcement Certificate (196)	<input type="checkbox"/> Criminal Justice (194)
<input type="checkbox"/> General Studies (143)	<input type="checkbox"/> Degree in art
_____	<input type="checkbox"/> In the field
_____	<input type="checkbox"/> Other

1. APPLICATION CHECKLIST

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

Instructions to the Applicant

The Michigan Commission on Law Enforcement Standards (MCOLES) requires that all candidates seeking eligibility for law enforcement training comply with the Commission's entrance selection and employment standards. Candidates must meet these standards at the time of entrance into the basic training program, when applying for the Commission's Police Training and Experience (PTE) or at the time of employment. Candidates must maintain compliance with such requirements throughout the training period and at the time of initial licensing or re-licensing reciprocity.

One of the selection requirements involves "good moral character." The state of Michigan Administrative Code (Rule 203.0000) requires that candidates meet "the good moral character as determined by a favorable comprehensive background investigation covering school and employment records, home environment, and personal credit and integrity." Candidates will be given an in-depth, all-out criminal check regarding the following items: a) including traffic and consumer law convictions as indicating a lack of good character."

The information you provide in the personal history statement will be used in evaluating your background and will serve as a determining factor in the process of law enforcement officer selection. **The information you provide in this statement is subject to review and use by the Michigan Commission on Law Enforcement Standards.**

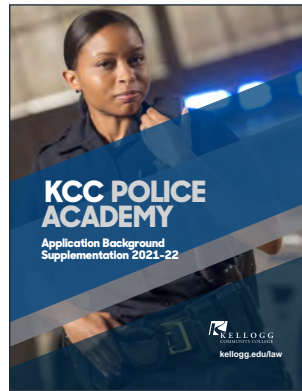
Please fill out the questionnaire completely and accurately. Review the completed personal history statement with your application to your academic director agency or MCOLES representative. When completing the personal history statement, please keep in mind that:

- (1) The completion of this form is mandatory.
- (2) All statements are subject to verification and.
- (3) Deliberately making false statements, concealing fraud, or failing to disclose requested information are grounds for being removed from or dismissed from the training program, including the Recognition of Prior Training and Experience program. Further sanctions by the Commission may be imposed including a three-year ineligibility from applying for admission to any training program, or permanently denying your application. Subsequent license revocation may also be imposed for making a material false statement or concealing fraud in the application process. (R. 203.0002, 203.0009)

It is in your advantage to respond openly. Any negative factor in your background will be evaluated in terms of the circumstances and facts surrounding the occurrence, and the degree of relevance to the job of a law enforcement officer.

PLEASE PRINT IN INK OR TYPE YOUR RESPONSES TO THIS QUESTIONNAIRE.

2. CANDIDATE'S PERSONAL HISTORY



3. KCC BACKGROUND SUPPLEMENTATION

APPLICATION INSTRUCTIONS (CONTINUED)

4. PHYSICIAN'S HEALTH SCREENING FORM (1 PAGE)

- 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 at any doctor's office or urgent care center that provides sports physicals.
- This form can be completed by a physician, a physician's assistant, or a nurse practitioner.
- 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.

The image shows the 'MCOLES Physical Fitness Examination Physician's Health Screening Form'. It includes a header with the MCOLES logo and title. Below the header, there are several sections: 'Patient Information', 'Physician Information', and 'Examination Results'. The 'Examination Results' section contains four numbered items: 1. Visual Acuity, 2. Vision, 3. Hearing, and 4. Cardiovascular Health. Each item has a description of the test and a space for the physician to record the results. At the bottom, there are fields for the physician's signature, date, and contact information.

4. PHYSICIANS HEALTH SCREENING FORM

The image shows the 'MCOLES Physical Fitness Test Application' form. It includes a header with the Kellogg Community College logo and title. Below the header, there is a section for 'Applicant Information' with fields for name, address, phone, and email. There is also a section for 'Test Date' with a table of dates and times. At the bottom, there are fields for the applicant's signature, date, and contact information.

5. MCOLES PHYSICAL FITNESS TEST APPLICATION

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- This test must be completed on or after March 3, 2021 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 and can be submitted by email from there.
- 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.
- If you click the Submit button and get an error message, the above steps will not work.
- You will have to fill in the form, and then save it to your desktop. Then open your email client (Hotmail, 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:

- You must bring in the signed **Physician's Health Screening Form**
- After completing the test, you will be given a pink and a goldenrod copy of your fitness test results.
- 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.
- 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.

APPLICATION INSTRUCTIONS (CONTINUED)

6. SECRETARY OF STATE DRIVING RECORD (4 PAGES)

- A copy of your driving record is required for admission into the police academy.
- Complete each section on the Secretary of State Driving History form as indicated:

Section 1

- Complete with your information

Section 2

- Sign and Date

Section 3

- Has been completed for you

Section 4

- Complete the bottom portion with your driver's license, name, and date of birth

Section 5

- DO NOT COMPLETE

Section 6

- DO NOT COMPLETE

Section 7

- Has been completed for you

Section 8

- Include payment information

6. SECRETARY OF STATE DRIVING RECORD

- This form **must** be mailed to the address on the bottom of page 1
- Your record will be mailed directly to the Public Safety Education office
- The cost for this record is \$11.

7. MFR DISCLAIMER

7. MFR DISCLAIMER

MCOLES requires academy participants to obtain 24 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 either Advanced CPR (EMT 101) or 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

- 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.
- The training director can request MCOLES to waive the First aid requirement if you already have one of the licenses/certifications listed above. Include a copy of your certification in your application packet.

Option 2 – Take Medical First Responder before the academy starts (out of session)

- Complete the Medical First Responder training (EMT 110) at Kellogg Community College or its equivalent at another institution prior to the police academy session.
- 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.
- Once you complete the class and have passed the National Registry Exam, you must apply online for your State of Michigan Medical First Responder license at: <https://www.mi-emsis.org/licensure/login/>.
- Once you receive your State of Michigan MFR License by mail, please bring it to the Public Safety Education office so copies can be placed in your academy folder.
- If you complete EMT 110 but fail all 3 attempts of the National Registry Exam, you must move to Option 3
- Your 3rd attempt at the National Registry Exam must be completed by **December 31, 2021**, to ensure you have adequate time to register for EMT 110 or EMT 101 in the spring semester.

APPLICATION INSTRUCTIONS (CONTINUED)

NOTE: Completing this requirement before the academy session does lower the overall credit load for the applicant during the academy.

Option 3 – Choose **ONE** of the two options below:

- **Option 3a – Take Advanced CPR (EMT 101) During the academy (in session)**
- **Option 3b – Take Medical First Responder (EMT 110) during the academy (in session)**
 - 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. If this class conflicts with any academy training dates, academy training will take precedence.
 - 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.

If you currently hold a Paramedic, Emergency

- 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 Public Safety Education 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.
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8. OTHER DOCUMENTS

Official Transcripts

- If you have attended a college/university other than Kellogg Community College, you must provide 1 official transcript as well as an unofficial transcript for each college/university as described below:
 - One official transcript sent to:
*Kellogg Community College
Public Safety Education Department
Attn: Brett Weiss
450 North Avenue
Battle Creek, MI 49017
crju@kellogg.edu*
- One **unofficial** transcript should be included with your application when you turn it in.

Police Reports

- Copies of all police reports and final court disposition papers on any Criminal Investigation where you were the suspect, victim or witness in that investigation. Contact the Public Safety Education office at 269-660-7703 if you have any questions.

Autobiography

- Instructions for completing the autobiography are included on the last page of the KCC Background Supplementation packet.

Letters of Recommendation

- You must provide two professional (non-family) letters of recommendation.
- Examples include: Educators, Pastor, Counselor, Mentor, Employer, Supervisor, etc.
- These letters should contain the contact information of the person writing the letter.

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.

- Health insurance can be found at www.healthcare.gov
- Health insurance for students is also available at <http://www.ejsmith.com/students/>
- Please contact our office if you have any questions on this.

Please refer to the **Application Checklist** to see what other items you may need to add to your packet.

It is in your best interest to make a copy of both the MCOLES and KCC background packets for your records once you complete them. Both documents contain background information you will need to provide on future employment applications. The original background packets you complete **must** be included in your final application packet.

We will not accept partially completed applications.