



Police Academy Employed Recruit Timeline 2024

December 4, 2023 – NOW ACCEPTING RESERVATIONS FROM IN-DISTRICT LAW ENFORCEMENT AGENCIES

Contact Director Byerle directly at bbyerle@lakemichigancollege.edu or 269.927.8154. The Director would prefer that recruits' names and contact information be given at the time of reservation, but this will not be required until April 19, 2024.

December 11, 2023 – NOW ACCEPTING RESERVATIONS FROM OUT-OF-DISTRICT LAW ENFORCEMENT AGENCIES

Contact Director Byerle directly at bbyerle@lakemichigancollege.edu or 269.927.8154. The Director would prefer that recruits' names and contact information be given at the time of reservation, but this will not be required until April 19, 2024.

MCOLES READING/WRITING TEST & PHYSICAL FITNESS SCREENING (TBD)

Both the Physical Fitness Test and the Reading/Writing Test will be offered on LMC's campus at least once at a TBD date/time/location prior to April 19, 2024. Instructions for recruits are listed below:

Physical Fitness Test:

Candidates will be tested on the four Fitness Events: push-ups, sit-ups, vertical jump and shuttle run. More information and a video (featuring former recruits from WSCC) is available on the MCOLES website. **You must bring to the test site the MCOLES Pre-Enrollment Physical Fitness Examination Physician's Health Screening Form already signed by your doctor, a valid and current pictured driver license, and \$55 cash.** Email Director Byerle if you plan to test at LMC. See the MCOLES website for other test site locations that may be closer to you.

Reading/Writing Test:

You must bring a valid and current driver's license with a photo. Paper temporary driver's licenses are not accepted as valid identification for the reading/writing test.

Enroll and pay online at www.michigan.gov/mcoles (Choose the Pre-Enrollment Testing link). **Walk-ins are not permitted on test day** so please pre-register more than 24 hours in advance.

April 5, 2024 – DEADLINE FOR SUBMISSION OF NAMES AND CONTACT INFORMATION FOR EMPLOYED RECRUITS

All law enforcement agencies must submit the names and contact information of their employed recruits prior to 5:00 p.m. EDT, April 5, 2024. Submission can be made to Director Byerle directly at bbyerle@lakemichigancollege.edu or 269.927.8154.

Any law enforcement agency that fails to submit names and contact information of their recruits prior to the deadline will forfeit the reservation, and waitlisted recruits will assume the forfeited reservation, if applicable.

April 19, 2024 – DEADLINE FOR SUBMISSION OF ALL MCOLES REQUIRED DOCUMENTS (with completed final checklist)

Director Byerle will provide all law enforcement agencies with an Employed Recruit Final Checklist document once the recruits' names and contact information is provided to the Director. This document should be forwarded to employed recruits immediately.

Employed recruits must submit all of the MCOLES required forms, including the medical screening form, prior to 5:00 p.m. EDT, April 19, 2024. Please contact the Academy Director if you have questions or concerns. Documents to be included:

- **Candidate's Personal History Statement** Form. Make certain all questions are answered completely and truthfully but do not sign the form until present with out MCOLES Field Representative. Turn in the completed form EXCEPT for the signature.
- **Physician's Statement of Applicant's Medical Condition** Form. You must complete the Medical History Statement and submit it to the doctor at the time of your physical examination. The Physician's Statement can be completed by any medical doctor, but it is recommended that you use a doctor who specializes in Occupational Health (most family doctors do not),
- Completed **LiveScan Form** showing fingerprints,
- **Proof of passing the MCOLES Pre-enrollment Fitness Test** as well as the **MCOLES Reading and Writing Test,**
- Copies of the **front and back of your driver's license** (current & valid with photo),
- **Copy of your birth certificate,**
- **Copy of your transcript(s)** showing a degree, if applicable. If you do not hold a degree at the time of application, we must have a letter from a college or university stating that you will complete a degree by the completion of the Police Academy.
- **Declaration of Accommodations**
- Proof of **CPR/AED certification**

Please include the Final Checklist with these documents!

April 22, 2024 – LMC STUDENT APPLICATION DUE

All Academy recruits are required to apply to LMC as students. This allows recruits to access LMC's email system, Canvas learning management system, etc. Recruits should also notify Director Byerle immediately if student housing is needed.

All recruits selected for the Police Academy must submit this online application prior to 5:00 p.m. EDT, April 22, 2024. The application can be found at:

https://lakemichigancollege.my.site.com/apply/TX_SiteLogin?startURL=%2Fapply%2FtargetX_Portal_PB

May 3, 2024 – MANDATORY ORIENTATION BEGINS AT 9:00 a.m.

Academy recruits will arrive in professional attire. Males will wear collared shirts, ties, slacks, belts, and dress shoes. Females will wear dress shirts, dress pants, belts, and dress shoes.

Orientation will cover the recruit handbook, MCOLES policies and procedures, and further expectations as deemed necessary by the Director or MCOLES field representative.

Uniforms will be provided for final fitting at the conclusion of orientation.

Registration/application issues or other student-service related issues will be addressed at the conclusion of orientation.

May 8, 2024 – ACADEMY INSTRUCTION BEGINS AT 8:00 a.m.

Academy recruits will arrive in classroom uniform.

Academy courses will generally meet **Monday through Friday during daytime hours (but may include some weekends and evenings)**. See detailed schedule provided during orientation for further details.

August 27, 2024 – MCOLES LICENSING EXAM (TBD)

Recruits will complete the MCOLES Licensing Exam at a TBD time.

August 28, 2024 – Police Academy Awards Ceremony & Graduation – (TBD)

This Awards Ceremony is attended by our MCOLES Field Representative and is a required event for all recruits. We encourage family and friends attend and celebrate with all our graduates.

Please note:

- **Submit your application and required documents early (at least several days prior to the deadlines) so any errors can be corrected before the deadline. Applications incomplete as of the submission date cannot be accepted. The MCOLES Candidate's Personal History Statement and the Autobiography are two different documents, so be sure to include each of these with the appropriate checklist.**

- ***This timeline can be amended at the discretion of the Academy Director or MCOLES Field Representative at any time. Applicants/recruits will be notified of any amendments as soon as possible.***