



Police Academy Pre-Service Application

INITIAL CHECKLIST

Applicant Name: _____

Applicant: Please initial each line to the left of the required document, indicating the document is included.

_____ Identified myself to Academy Director as **interested pre-service candidate** for the upcoming Police Academy class

_____ **Program Application & Background Supplement** Completed, Signed, and Notarized

_____ **Autobiography** – approximately 500 words (see detail in application)

_____ **Michigan ICHAT criminal history printout.** Found at www.michigan.gov/ichat (***Fee involved***)

_____ Copy of my **Driving Record** from www.michigan.gov/sos (***Fee involved***)

_____ **Release of Information Form (MCOLES form).** Found at: https://www.michigan.gov/mcoles/-/media/Project/Websites/mcoles/Forms-and-Applications/Release_of_Info_Authorization_Web.pdf

_____ Copies of any and ALL **police incident report** containing my name in ANY capacity other than as a victim. If you have extensive police contacts due to a law enforcement related job, contact the Director.

_____ Two **Personal Letters of Recommendation** (Sealed & Signed over Seal by Author)

_____ **Candidate's Personal History Statement (MCOLES form)** Make certain all questions are answered completely and truthfully but **do not sign the form until present with our MCOLES Field Representative.** This form must be

signed in the presence of the Field Representative. Turn it in completed EXCEPT for the signature. You will be denied entry to the program, or dismissed from the program, if inconsistent or untruthful responses are found. Errors or omissions on this form are considered incidents of fraud.

Found at https://www.michigan.gov/-/media/Project/Websites/mcoles/TD-Webpage/personal_history_statement-rev-5-20-13.pdf?rev=68d24d557d4a4a8cbfaaf4c27a74c2eb

Turn all required documents in by 5:00 p.m. EDT, April 5, 2024. Submit in person to Director Brad Byerle at the Todd Center on LMC's Benton Harbor campus. Call ahead 269.927.8154 to confirm Director's schedule and availability.