



Police Academy Pre-Service Application

INITIAL CHECKLIST – Contact Academy Director for Specific Due Dates

Applicant Name: _____

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

- _____ **Identify Yourself to Academy Director** – prior to moving forward with any other step, identify yourself as an interested pre-service candidate for the upcoming Police Academy session.
- _____ **MCOLES Reading & Writing Test Results** – testing information found at: <https://www.michigan.gov/mcoles/standard-training/testing/reading-and-writing-test>. (*Fee involved*).
- _____ **MCOLES Pre-Enrollment Physical Fitness Test Results** – testing information found at: <https://www.michigan.gov/mcoles/standard-training/testing/pre-enrollment-physical-fitness-test>. (*Fee involved*).
- _____ **Program Application & Background Supplement** – completed, signed, and notarized.
- _____ **Autobiography** – approximately 500 words (see detail in application).
- _____ **Michigan ICHAT Criminal History Results** – found at: www.michigan.gov/ichat (*Fee involved*).
- _____ **Driving Record** – found at: www.michigan.gov/sos (*Fee involved*).
- _____ **Police Incident Reports** – copy of ALL police reports containing my name in ANY capacity. If you have extensive police contacts due to a law enforcement related job, contact the Director.
- _____ **Personal Letters of Recommendation** – two letters required; submit in a sealed envelope signed over the seal by the author.
- _____ **Candidate's Waiver & Personal History Statement** – make certain all questions are answered completely and truthfully. Once complete, this form must be notarized prior to submission; found at: [MCOLES Waiver & PH Statement](#).

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.