

# Michigan Commission on Law Enforcement Standards

## CANDIDATE'S PERSONAL HISTORY STATEMENT AND AFFIDAVIT

(Rev. 05-20-13)

### **Instructions to the Applicant:**

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

One of the selection requirements involves "good moral character." The state of Michigan Administrative Code (Rule 28.14203(e)) requires that candidates must "Possess good moral character as determined by a favorable comprehensive background investigation covering school and employment records, home environment, and personal traits and integrity. Consideration will be given to a history of, and circumstances pertaining to, having been a respondent to a restraining or personal protection order. Consideration shall also be given to all law violations, including traffic and conservation law convictions as indicating a lack of good character."

The information you provide in this personal history statement will be used in evaluating your background and will assist staff in determining your suitability for the position of law enforcement officer. The information you provide in this document will subsequently be discussed with you and you will be required to file an affidavit in support of the information provided.

Please fill out the questionnaire completely and accurately. Return the completed personal history statement with your application to your academy 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, committing fraud, or failing to disclose requested information are grounds for denying your enrollment into or dismissing you from the training program, including the Recognition of Prior Training and Experience program. Further sanctions by the Commission may be imposed including a two-year ineligibility from applying for enrollment in any training program, or permanently denying your application. Subsequent license revocation may also be imposed for making a material false statement or committing fraud in the application process. (R 28.14602 – 28.14609)

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

*NOTE: Use extra sheets of paper, if necessary, to completely answer the questions on the attached pages.*

Do not leave any question responses blank, or enter "N/A". If a question appears not to apply to you, contact the academy director/background investigator who will make a determination if your lack of response or applicability is appropriate.

**PLEASE PRINT IN INK OR TYPE YOUR RESPONSES TO THIS QUESTIONNAIRE!**

**Michigan Commission on Law Enforcement Standards**  
 106 W. Allegan Street, Suite 600, PO Box 30633, Lansing, MI 48909  
 (517) 322-1417

**APPLICANT INFORMATION SHEET AND  
 AUTHORIZATION FOR RELEASE OF INFORMATION**

*Type or print only:*

Name: Last:	First:	Middle:	Suffix (Jr, Sr, III):
Social Security No.*:	Date of Birth:	Gender <sup>‡</sup> :	Race <sup>‡</sup> :
Residence Address (Street, City, State, Zip):		Phone No.:	Highest Degree:
Driver's License No.:	Issuing State:	E-Mail:	

*Authorization for release of information:*

I hereby authorize any individual, agency or organization to furnish the Michigan Commission on Law Enforcement Standards, its representatives and/or agents (including, but not limited to, its academies or contractors) any and all information pertaining to my background and ability to comply with the standards for selection, employment, training and licensing as a law enforcement officer. Such information includes, but is not necessarily limited to: employment, criminal, academic, military, and personal histories; academic, attendance, and driving records; and medical records (includes medical/emotional, including diagnosis and prognosis, if any).

I hereby authorize any individual, agency or organization to release such information upon request. This authorization is executed with the full knowledge and understanding that the information is for official use by the Michigan Commission on Law Enforcement Standards.

Further, I hereby authorize the Michigan Commission on Law Enforcement Standards to release any and all records collected pursuant to this authorization to any individual, agency or organization for the legitimate purposes of fulfilling the Commission's statutory and administrative objectives.

I hereby release any individual, agency or organization, including its officers, employees and related personnel, both individually and collectively, from any and all damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this Authorization for Release of Information, or any attempt to comply with it.

This Authorization shall continue in effect until revoked by me in writing. A photostatic copy of this Authorization shall have the same force as the original.

Signature:	Today's Date:
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AUTHORITY: 203 PA 1965  
 COMPLIANCE: Voluntary  
 PENALTY: No License Activation/  
 Academy Enrollment

\* This information is confidential. Confidential information is protected by the Federal Privacy Act.

<sup>‡</sup> This information is for the purposes of EEO reporting only.



**EMPLOYMENT HISTORY**

Have you ever been talked to, interviewed, or suspected by an employer of any crime in the workplace? Yes                  No

Have you ever been talked to, interviewed, or suspected by an employer of any form of workplace harassment (inappropriate sexual behavior, sexual harassment, ethnic harassment) or workplace violence (threatening behavior or assaultive behavior)? Yes                  No

Have you ever been fired, asked to resign in lieu of termination, or decided to resign during an inquiry into your behavior from any place of employment? Yes                  No

If "Yes" to any of the above, please give the details (include when, where, and the circumstances – use a separate sheet if necessary):

Have you ever been an unsuccessful candidate for a law enforcement position (either volunteer or paid) because you did not meet the background requirements or other non-medical employment qualification? Yes                  No

If "Yes," please give the details (include when, name of agency or academy and the circumstances):

Please list your previous employers for the last 10 years (current or most recent first). Be specific for the reasons for leaving (resignation in good standing; resignation prior to discipline or termination; termination for violation of rules/policies/law; promoted; reassigned; etc.). Include life-time employment history (paid or volunteer) with any law enforcement agency. Use a separate sheet of paper if necessary.

<b>Employer Name</b>	<b>Address</b>	<b>Position Held</b>	<b>Dates</b>	
			<b>From</b>	<b>To</b>
<b>Supervisor to Contact</b>	<b>Telephone Number</b>	<b>Reason for Leaving</b>		
	(    )			

<b>Employer Name</b>	<b>Address</b>	<b>Position Held</b>	<b>Dates</b>	
			<b>From</b>	<b>To</b>
<b>Supervisor to Contact</b>	<b>Telephone Number</b>	<b>Reason for Leaving</b>		
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<b>Supervisor to Contact</b>	<b>Telephone Number</b>	<b>Reason for Leaving</b>		
	(    )			

<b>MILITARY SERVICE</b>		
<b>Applicants with prior military service should submit a copy of their DD Form 214 with their application to the academy or with their application to the MCOLES Recognition of Prior Training and Experience program.</b>		
Have you ever served in the armed forces, National Guard, or military reserves?	<b>Yes</b>	<b>No</b>
If “Yes”, have you ever been the subject of any judicial or non-judicial disciplinary action, or discharged for less than honorable service?	<b>Yes</b>	<b>No</b>
If “Yes”, please give the details (include branch of service, when, where, and the circumstances):		

<b>MOTOR VEHICLE OPERATION</b>				
<b>Please list all traffic citations (exclude parking violations) you have received: (Attach a separate sheet if necessary)</b>				
APPROXIMATE DATE	NATURE OF VIOLATION (Initial Cause for Stop, Charge or Citation)	TICKETED Y/N	JURISDICTION/AGENCY WHERE VIOLATION OCCURRED	DISPOSITION (Final Disposition - Fine, Points, Probation, Other)
Do you currently have active violation points on your driver’s license? <span style="float: right;"><b>Yes</b>      <b>No</b></span>				
If “Yes”, how many points do you have? <span style="float: right;">_____ pts</span>				
Has your driver’s license ever been denied, suspended or revoked in this state or any other state, the District of Columbia, a possession or territory of the U.S., or Canada? <span style="float: right;"><b>Yes</b>      <b>No</b></span>				
If “Yes”, please provide the details (what, when, where, and why):				
Do you currently have any <i>restrictions</i> placed on your driver’s license? <span style="float: right;"><b>Yes</b>      <b>No</b></span>				
If “Yes”, please explain (nature of restriction and why):				
Have you been involved, as a driver at fault, in a motor vehicle accident? <span style="float: right;"><b>Yes</b>      <b>No</b></span>				
If “Yes”, please provide the following information:				
APPROXIMATE DATE	LOCATION		INVESTIGATING POLICE AGENCY	INDICATE INJURIES

**LEGAL HISTORY**

Please provide the following information if you have ever been

- interviewed by a police agency as a suspect in, or questioned about, any criminal offense (misdemeanor or felony);
- been arrested or charged with any criminal offense (misdemeanor or felony);
- convicted of any criminal offense (misdemeanor or felony) including: expungements or conviction set asides (MCL780.621); Holmes Youthful Trainee Act dispositions (MCL762.11); or drug court dispositions (MCL333.7411).

Criminal offenses and charges include, but not limited to: conservation law violations; appearance tickets; or criminal traffic violations. (NOTE: Include any diversion programs, delayed or deferred sentencing. Do not include traffic offenses that are treated as civil infractions, see Motor Vehicle Operation above). Attach a separate sheet if necessary.

APPROXIMATE DATE	POLICE AGENCY OR JURISDICTION	INITIAL CHARGE/VIOLATION OR REASON FOR QUESTIONING	FINAL DISPOSITION (Conviction, dismissal, fines, probation, jail, etc.)

Have you ever had a felony conviction “expunged” or “set aside”? Yes      No

If “Yes,” please provide the details (nature of crime, county where expunged, and when):

Have you ever been placed on court probation as an adult, or been on parole? Yes      No

If “Yes,” please provide the details (when, where, why):

Have you ever been on bail, or personal recognizance, or other release conditions from a court-ordered custody? If “Yes,” explain here: Yes      No

Have you ever been required to appear before a juvenile court? Yes      No

If “Yes,” please provide the details (when, where, why) and final disposition:

Are you now or have you ever been a plaintiff or defendant in any civil court action? Yes      No

If “Yes,” please provide the details (when, where, why):

Have you ever been a respondent to a restraining or personal protection order in this state or any other state or tribal court? A respondent is the person enjoined or prohibited from certain behaviors or actions. Yes      No

If “Yes,” please provide dates, court of jurisdiction, and circumstances of the order and final disposition. Use a separate sheet of paper if necessary.

<b>FINANCIAL HISTORY</b>		
<b>The basic training academy or MCOLES may require you to submit a current financial or credit history statement to verify the information provided below.</b>		
Have you ever filed for or declared bankruptcy?	Yes	No
Have any of your bills ever been turned over to a collection agency?	Yes	No
Have you ever been evicted for non-payment of rent?	Yes	No
Have you ever had a credit card canceled by the company for unpaid balances?	Yes	No
Have you ever had purchased goods repossessed?	Yes	No
If you answered "Yes" to any of the above questions, please give the details (when, firms/businesses involved, and the circumstances and final disposition):		

<b>EDUCATION HISTORY</b>			
Please list your educational achievements here. A high school diploma or GED is required for enrollment into an MCOLES approved academy and for licensing. Official college transcripts are required for enrollment into the academy as a preservice recruit, and official transcripts confirming the award of a degree are required for license eligibility. Only recognized accredited colleges and universities are accepted. College degrees are evidence of meeting the high school requirement.			
<b>High School</b>	<b>Location</b>	<b>Diploma or GED?</b>	<b>Date</b>
		Yes      No	
<b>College</b>	<b>Location</b>	<b>Degree / Credit Hours</b>	<b>Date</b>
<b>Vocational/Trade School/Other</b>	<b>Location</b>	<b>Degree or Certificate</b>	<b>Date</b>
Have you ever been suspended or expelled from any high school or post-secondary school? (Post-secondary schools include colleges, universities, graduate schools, business and vocational schools.)			
		Yes	No
Have you ever been subject to formal discipline procedures, short of suspension or expulsion from school for unacceptable behavior at any high school or post-secondary school?			
		Yes	No
If "Yes" to either of the above questions, please explain (include school, date, and circumstances):			
Have you ever been denied admission to, withdrew from, or dismissed from, a police training academy or criminal justice academic program?			
		Yes	No
If "Yes", please explain (include school/academy, date, and circumstances):			

<b>MCOLES STANDARDS AND ELIGIBILITY</b>		
<p>The basic training academy and the MCOLES representative must determine if you meet the MCOLES standards and are able to perform the essential job functions of a law enforcement officer. Please answer the following questions. If you have any questions about this information, please contact the Standards Compliance Section (517) 322-1417.</p>		
<p>Have you read and fully understand the current Michigan Commission on Law Enforcement Standards' Minimum Selection and Employment Standards to qualify for law enforcement licensing, and do you attest that you comply with these provisions?</p>	Yes	No
<p>Have you ever failed to submit to, or tested positive on a drug screen test for employment or licensing?</p>	Yes	No
<p>If "Yes," provide details here.</p>		
<p>Have you ever sought and received a written determination from the Michigan Commission on Law Enforcement Standards regarding any situation which may affect compliance with the minimum selection and employment standards?</p>	Yes	No
<p>To your knowledge, have you ever been investigated by the Michigan Commission on Law Enforcement Standards for an alleged standards violation, or to determine whether you could meet the selection and employment standards?</p>	Yes	No
<p>If "Yes," please provide details here and copies of previous written determination.</p>		
<p>Have you ever been removed from, or withdrawn from, an employment application process for any position with a law enforcement agency or with a law enforcement training academy in this state or any other state?</p>	Yes	No
<p>If "Yes," please provide details here.</p>		
<p>Have you ever had your law enforcement license or certification in Michigan, or any other state, territory or tribe, denied, suspended, revoked, or restricted by administrative action or stipulation?</p>	Yes	No
<p>If "Yes," please provide details here.</p>		
<p>Have you ever been convicted of a crime that is a misdemeanor under either Federal or State law that has as an element the use or attempted use of physical force, or the threatened use of a deadly weapon against a current or former spouse, parent, guardian or person with who you cohabitated or have cohabitated or with whom you have a child in common or against any person similarly situated to a spouse, parent or guardian (commonly known as domestic violence)?</p>	Yes	No
<p>If "Yes," please provide details here. A determination must be made whether you are eligible to possess a firearm under federal law.</p>		
<p>Have you ever been notified by the Michigan State Police that you are subject to restrictions on the purchase of a pistol pursuant to MCL 28.422b?</p>	Yes	No



<b>LOCAL ACADEMY QUESTIONS: Academy Name_</b> <a href="#">Click here to enter text.</a> _____
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<b>EMPLOYED RECRUITS AND RECOGNITION OF PRIOR TRAINING AND EXPERIENCE CANDIDATES</b>		
<p><b>Any previous employment with any law enforcement /public safety agency (police, corrections, fire, etc.) held, either in Michigan or elsewhere, was in accordance with the Federal Fair Labor Standards Act (minimum wages for all hours worked).</b></p>	Yes	No
<p><b>I understand that to be in compliance with MCOLES administrative rules 28.14102(a), (b), and (c), and for the purposes of this section R 28.14206, that on the first day of training, I meet all the Federal Fair Labor Standards Act requirements. This statement means: 1) I am receiving at least minimum wages from the employer I have identified on my application for all hours spent in the academy and any additional hours worked outside the academy; 2) I am not volunteering to work time for my employer; 3) I have not entered into any contractual agreement (signed or unsigned, verbal or written) with my employer that would obligate me to donate money to compensate my employer for tuition and wages, or volunteer time outside or after the academy, to compensate or repay my employer.</b></p>		
<p><b>Even in if there is no agreement with my employer, I have not and will not, nor have or will I allow anyone in my name, to voluntarily reimburse my employer in an form for tuition and wages provided to me to attend the academy.</b></p>	Yes	No
<p><b>I understand these requirements and am verifying that my employment meets these requirements at the time of entry into this training session. I also understand that I will be required to produce, to the training director, a copy of proof that wages are being paid to me by my employing agency sometime during this approved training session.</b></p>		
<p><b>Furthermore, I understand that if there is any change in my employment status during this training session, I must notify the training director and the Commission immediately.</b></p>		
<p><b>I recognize that any misrepresentation on my part to obtain licensing or a state subsidy of tuition costs constitutes fraud and is punishable as a felony under MCL § 750.218.</b></p>		

**AUTHORITY: 1965 PA 203**

When filling out this Personal History Statement please keep in mind that:

- 1. completion is mandatory,
- 2. all statements are subject to verification, and
- 3. deliberately making false statements, committing fraud, or failing to disclose requested information are grounds for denying your enrollment into or dismissing you from the training program, including the Recognition of Prior Training and Experience program. Further sanctions by the Commission may be imposed including a two-year ineligibility from applying for enrollment in any training program, or permanently denying your application. Subsequent license revocation may also be imposed for making a material false statement or committing fraud in the application process. (R 28.14602 – 28.14609)

Candidate's Signature	Date
Academy Director's Signature	Date

**PLEASE WAIT TO SIGN BELOW**

This section is to be completed by the candidate after reviewing the Personal History Statement Information with the MCOLES Field Representative

STATE OF MICHIGAN )  
 ) ss.  
 COUNTY OF \_\_\_\_\_ )

Applicant's Social Security Number: \_\_\_\_\_

Employing Agency or Training Center: \_\_\_\_\_

Now comes \_\_\_\_\_ and being first duly sworn certifies as follows:  
 Print Candidate's Name

I agree that the information I have provided above in this Personal History Statement is true, accurate and complete and this document constitutes an official statement within the purview of Michigan statutes and is subject to verification by any employing agency and/or the Michigan Commission on Law Enforcement Standards, and that a failure to fully disclose information required by this affidavit constitutes misrepresentation or fraud as prohibited by MCL 28.609b(1)(d), and, if so, shall constitute grounds for revocation of license as a law enforcement officer in Michigan pursuant to MCL 28.609b(1)(d).

Candidate's Name (print) \_\_\_\_\_

Candidate's Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

The foregoing affidavit was acknowledged before me this \_\_\_\_\_ (Date), by \_\_\_\_\_

(Name of Person) who is personally known to me or who has produced \_\_\_\_\_ (Type of identification) as identification and who did (did not) take an oath.

Signature of Notary \_\_\_\_\_

Commission in \_\_\_\_\_ County

Acting in \_\_\_\_\_ County

Commission Expires \_\_\_\_\_

(Notary's Stamp/Seal)