

LANSING COMMUNITY COLLEGE

Requirements and Procedures for the 90th MID-MICHIGAN POLICE ACADEMY

In addition to fulfilling the standards of the State of Michigan, the following requirements and procedures must be successfully completed for entry into the Police Academy at Lansing Community College.

The Academy is 18 weeks long beginning on July 30, 2012 with a graduation date of December 5, 2012. **Mandatory orientation** will take place on July 25, 2012.

Please note you must have an Associates Degree or higher or you must have accumulated 37 semester credits with an overall GPA of 2.0 and completed LCC's core requirements to make an application to the Police Academy. **If you do not have an associate's degree, you must make an appointment with a Lansing Community College criminal justice law enforcement advisor at 483-1570 to determine whether you have met the LCC core requirements.** In addition, all candidates must meet the minimum employment standards set by the State of Michigan.

The following information is for individuals eligible to apply to the 90th Police Academy. To be considered for Admission, documents must be submitted **NO** later than **May 14, 2012**.

APPLY FOR ADMISSION TO LCC

If you are not already a student at LCC, apply for admission to LCC at the Admissions Office in Room 2200 of the Gannon Building on main campus, or online at www.lcc.edu.

APPLY FOR SELECTIVE ADMISSION TO LCC

All students must submit an application for Selective Admission Programs with a \$50.00 non-refundable application fee. Students should submit their Selective Admission Application along with their \$50.00 non-refundable application fee to: Student Finance at LCC's Main Campus in the Gannon Building 2nd Floor window #8. Or by mail to:

7120 – Student Finance
Lansing Community College
PO Box 40010, Lansing, MI 48901-7210

Make sure you receive a receipt for your payment.

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED TO THE MID-MICHIGAN POLICE ACADEMY OFFICE AT WEST CAMPUS (M127) BY: MAY 14, 2012

- Letter of Intent
- Minimum Standards of Employment (initial)
- Background Supplement

- MCOLES Reading and Writing Test Scores (Test schedule will be on MCOLES web site, www.michigan.gov/mcoles)
- MCOLES Physical Agility Test Scores (Test schedule will be on MCOLES web site, www.michigan.gov/mcoles)
- Lansing Community College Application for Admission (online) if not a student already
- Official transcripts from all colleges/universities attended (see further instructions below)

Two **official** transcripts are required from **all colleges/universities of attendance** and must be mailed directly from the colleges to Lansing Community College. **Please note that the transcripts must be sent to two (2) separate addresses. (If your college transcripts are from Lansing Community College, you only need to send one to the second address).** Send one (1) to:

1121B – Enrollment Services
Lansing Community College
P.O. Box 40010
Lansing, MI 48901 - 7210

The second transcript is to be sent to:

3500W – Mid-Michigan Police Academy
Lansing Community College
P.O. Box 40010
Lansing, MI 48901 - 7210

After receipt of your application packet, transcripts and after the application deadline, you will be contacted for an oral board interview appointment. Oral Board Interviews will take place in June 2012. A letter with your scheduled time and date will be sent including additional forms for you to complete and bring with you to your interview.

THE DOCUMENTS NEEDED FOR YOUR ORAL BOARD INTERVIEW:

- a copy of your valid driver's license
- a copy of your driving record from the Michigan Secretary of State's office
- a physical examination form signed by an occupational physician stating you are medically able to perform physical training while in the Academy. This form also includes a statement of vision test results, both corrected and uncorrected which must be correctable to 20/20 and statement indicating you have normal color vision and normal hearing (*form provided by the Academy in oral board packet*)
- receipt of fingerprints taken (*information provided by the Academy in oral board packet*)
- three letters of recommendation from professional and/or personal references
- MCOLES Personal History Statement (*form provided by the Academy in oral board packet*)

An active accumulation of more than six points on your driving record will disqualify you from the selection process.

Applicants will be notified in June 2012 as to whether they have been accepted by the Academy.

The Academy is a full-time commitment and you are discouraged from being employed during this time. There will be some days that the academy begins at 6:30 am and some day's class goes until midnight. There may also be some Saturday and/or Sunday classes. Any absence during the Academy is subject to review and must be approved. Mandatory attendance is required by MCOLES.

Approximate cost for this Academy is listed below. Cost includes tuition, lab fees, books, supplies, and firearms supplies. **These are projected costs and are subject to change, these costs do not include the cost of uniforms (approximately \$400.00).**

In-District Cost:	\$6,764.00
Out-of-District Cost:	\$9,805.50
Out-of-State Cost:	\$12,847.50

Medical insurance coverage is required while you are in the Academy.

The intent of the faculty and staff is that you become a highly capable and qualified graduate of the finest police academy in the state and are eligible for employment upon successful completion.

If you have any further questions, please call the Police Academy office at (517) 483-5253.

Lansing Community College is an equal opportunity, Affirmative Action College.



3500W – Mid-Michigan Police Academy
Lansing Community College
P. O. Box 40010
Lansing, Michigan 48901-7210
Phone: (517) 483-1570 Fax: (517) 483-9766

MID-MICHIGAN POLICE ACADEMY LETTER OF INTENT FORM

SOCIAL SECURITY NUMBER: _____ DATE OF BIRTH: _____

LCC STUDENT NUMBER: X00 _____ LCC TUID: _____

NAME: _____
First Name Middle Initial Last Name

ADDRESS: _____

CITY: _____ STATE: _____ ZIP _____

PHONE: Primary () _____ Secondary () _____

COLLEGE(S)
ATTENDED _____

CLASSES IN WHICH YOU ARE NOW
ENROLLED: _____

CURRENT OVERALL GPA: _____

This letter serves as a statement of my intention to attend the Mid-Michigan Police Academy at Lansing Community College. I understand that the Academy is a full-time project, exceeding 40 hours per week and continuing for at least 18 weeks. I also understand that successful completion of the Academy qualifies me to apply for law enforcement employment but does not assure me of acceptance by any law enforcement agency.

Further, I understand that entrance into the Academy will be based upon the following: **oral board interview, grade point average, academic degree, Michigan Commission on Law Enforcement Standards (M.C.O.L.E.S.) Reading/Writing Test and residency.**

_____ Date _____
Signature

A portion of this information is protected by federal privacy laws and/or state confidentiality requirements.

**STATE OF MICHIGAN
PUBLIC ACT 203**

MINIMUM STANDARDS OF EMPLOYMENT

R 28.4101. General Provisions

Rule 1. As used in these rules, "Act" means Act No. 203 of the Public Acts of 1965, as amended being sections 28.601 to 28.616 to the Compiled Laws of 1948. The terms defined in the act have the same meaning when used in these rules.

R 28.4102. Employment Qualifications

Rule 2. A Person employed as a police officer under the act shall:

- a. Be a citizen of the United States;
- b. Have attained the minimum age as established by the hiring agency, which shall be not less than 18 years or as otherwise provided by law;
- c. Have obtained a high school diploma or have attained a passing score on the General Education Development Test indicating a high school graduation level;
- d. Have no prior felony convictions;
- e. Possess good moral character as determined by a favorable comprehensive background investigation covering school and employment records, home environment, personal traits, and integrity. Consideration will be given to all law violations, including traffic and conservation law convictions, as indicating a lack of good character;

Initial: _____

Mid-Michigan Police Academy

Background Supplement

INSTRUCTIONS: Read every question carefully. Answer every question. If the question does not apply to you, write "n/a" in the answer space. **Do not leave blank answer spaces.** Please print clearly. Attach additional pages if you need to continue an answer, please note the question you are referring to. **Applications that are incomplete or cannot be read will not be accepted.**

PERSONAL DATA:

1. Name (last, first, middle):

2. Nickname / casual name: _____

3. Age: _____

4. Date of Birth: _____

5. Place of Birth (city, county, state, country):

6. Social Security Number: _____

7. List *all* states in which you have had a Driver's License:

8. Have any of your driver licenses ever been suspended or revoked? YES NO

If yes, please explain (include which state, dates, reason, and status):

9. Have you ever possessed a Professional License (ex. law enforcement, medical, attorney, accountant, etc) in any state? YES NO

If yes, please explain (include which state, dates, and status):

RESIDENCE DATA:

10. Please list the addresses for every place you have lived since birth. Include addresses at which you stayed in excess of 30 days, and travel to a foreign country. Begin with your present address and work backwards.

From _____ to Present Address _____

From _____ to _____ Address _____

From _____ to _____ Address _____

From _____ to _____ Address _____

From _____ to _____ Address _____

11. Excluding family members, list all persons you have lived with during the past five years. If you have more names than form allows please attach a separate sheet.

Name	Street Address, City, State, Zip Code	Home & Cell Phone Numbers	Relationship

12. List all colleges, universities, or trade schools you have attended. Begin with the most recent.

School	Dates Attended	Course of Study & Cumulative GPA	Degree Received or Total Credit Hours & Reason for Leaving

EMPLOYMENT / UNEMPLOYMENT DATA:

13. Please list all employment and periods of unemployment since your 18th birthday. Begin with your present status, and work backwards.

From _____ **to** _____ **Employed / Unemployed**

Name of Business: _____

Address: _____

Phone No.: _____

Supervisor's Name: _____

Job Title / Duties: _____

Full Time _____ Part Time _____

Reason for Leaving: _____

From _____ to _____

Employed / Unemployed

Name of Business: _____

Address: _____

Phone No.: _____

Supervisor's Name: _____

Job Title / Duties: _____

Full Time _____ Part Time _____

Reason for Leaving: _____

From _____ to _____

Employed / Unemployed

Name of Business: _____

Address: _____

Phone No.: _____

Supervisor's Name: _____

Job Title / Duties: _____

Full Time _____ Part Time _____

Reason for Leaving: _____

From _____ to _____

Employed / Unemployed

Name of Business: _____

Address: _____

Phone No.: _____

Supervisor's Name: _____

Job Title / Duties: _____

Full Time _____ Part Time _____

Reason for Leaving: _____

From _____ to _____ Employed / Unemployed

Name of Business: _____

Address: _____

Phone No.: _____

Supervisor's Name: _____

Job Title / Duties: _____

Full Time _____ Part Time _____

Reason for Leaving: _____

From _____ to _____

Employed / Unemployed

Name of Business: _____

Address: _____

Phone No.: _____

Supervisor's Name: _____

Job Title / Duties: _____

Full Time _____ Part Time _____

Reason for Leaving: _____

From _____ to _____

Employed / Unemployed

Name of Business: _____

Address: _____

Phone No.: _____

Supervisor's Name: _____

Job Title / Duties: _____

Full Time _____ Part Time _____

Reason for Leaving: _____

MILITARY SERVICE DATA:

14. Have you ever served on active duty with the United States Military or as a member of the Reserves or National Guard? YES NO

Active Duty:

Branch of Service _____

Dates of Service _____

Type of Discharge * _____

* If other than "Honorable Discharge," please explain: _____

Highest Rank Held _____

Rank at Separation _____

Reserves / National Guard:

Branch of Service _____

Dates of Service _____

Type of Discharge * _____

* If other than "Honorable Discharge," please explain: _____

Highest Rank Held _____

Rank at Separation _____

15. Were you ever arrested, cited or apprehended by military police? YES* NO

* If YES please explain: _____

16. Were you ever the subject of a report or investigation by military police or other investigative service (i.e., CID, CIS, OSI.)? YES* NO

* If YES please explain: _____

17. Did you ever receive a court martial or non-judicial punishment for a violation of the Uniform Code of Military Justice (UCMJ)? YES* NO

* If YES please explain: _____

DRUG & ALCOHOL USE

18. Have you ever gone into work with a hangover from drinking the night before?

YES NO

19. Did you ever drink alcohol while you were at work without authorization?

YES NO

20. Has anyone ever suggested to you that you might have a problem with drinking?

YES NO

21. Have you ever tried, used, or experimented with any illegal drugs or controlled substances?

YES NO

22. Have you ever tried, used, or experimented with marijuana in any form?

YES NO

23. List all controlled / illegal substances you have ever tried, used, or experimented with and the date last used:

Drug	Frequency of Use	Date Last Used
<i>Marijuana</i>		
<i>Cocaine</i>		
<i>Amphetamines</i>		
<i>Methamphetamines</i>		
<i>Heroin</i>		
<i>LSD</i>		
<i>PCP</i>		
<i>Peyote</i>		
<i>Mushrooms</i>		
<i>Ecstasy</i>		
<i>Steroids</i>		
<i>Inhalants</i>		
<i>Other</i> _____		
<i>Other</i> _____		
<i>Other</i> _____		

24. Have you ever used medications that were not prescribed to you?

YES* NO

* If yes, please explain

25. Do you have a substance abuse problem (alcohol, illegal / controlled drugs, medications)? YES NO

THEFT

26. Have you ever stolen property from an individual or business? YES NO

* If yes, what was the most valuable item you can remember stealing?

27. Have you ever been involved in any type of shoplifting? YES NO

* If yes, please explain

28. Have you ever stolen any currency from an employer? YES NO

29. Other than pens and pencils, have you ever stolen any supplies or merchandise from a place of employment? YES NO

* If yes, please explain

GENERAL

30. Have you ever been arrested for a misdemeanor? YES NO

31. Have you ever been arrested for a felony? YES NO

32. Have you ever been interviewed as a suspect or accused in any offense? YES NO

33. Have you ever committed a crime for which you were never arrested? YES NO

* If yes, please explain

34. Do you have any knowledge or information, in addition to that specifically required in this application packet, which is or may be relevant, directly or indirectly, to an investigation of your eligibility or fitness for the police academy or a career in law enforcement? This includes, but is not limited to: character traits, temperance habits, employment, education, subversive activities, family, associations, or traffic violations?

YES NO

* If yes, provide a full explanation on an attached page.

Applicant Signature _____

MID-MICHIGAN POLICE ACADEMY

SELECTION PROCESS

Phase I - Admission Requirements

1. Students can download an application from www.lcc.edu/publicservice/criminal_justice/police_academy or pick up an application at the Police Academy Office located in the West Campus Building room M127. All applications need to be returned to the Police Academy Office located in room M127 in Public Service Careers located at the West Campus, or mailed to:

3500W – Mid-Michigan Police Academy
Lansing Community College
P.O. Box 40010
Lansing, MI 48901 - 7210

2. Selective Admission Application along with \$50.00 nonrefundable application fee is completed and returned to Student Finance at LCC's Main Campus in the Gannon Building 2nd Floor window #8. Make sure you receive a receipt for your payment.

Or by mail to: 7120 – Student Finance

Lansing Community College
PO Box 40010, Lansing, MI 48901-7210

One (1) **official transcript must be** sent to Enrollment Services and one (1) to the Police Academy. The Police Academy address is shown above.

3. Application is screened for:

a. Minimum 2.0 GPA (college courses)

b. Degree requirement met:

1. Associates Degree or higher completed.

2. Eligible for an Associates Degree upon completion of the Academy.

If you do not have an Associates Degree, you must make an appointment with an LCC Criminal Justice, Law Enforcement advisor at 483-1570 to determine whether you have met the **core requirements**.

4. Applications meeting the above minimum requirements will continue for further processing.

5. The Police Academy staff will schedule applicants for an oral board interview.

6. At the interview, the following documents will be required:

a. A copy of your valid drivers license

b. A copy of your driving record

c. Receipt of fingerprints taken

d. Three (3) letters of recommendation

e. An MCOLES Personal History Statement Form

f. Physical Exam Form

Phase II - Admission Ranking

1. RESIDENCY

(residency status is based on where you have resided for the six months prior to the first day of classes)

Within the LCC resident district	10 pts.
Within Michigan, but not within the LCC resident district	5 pts.

2. GRADE POINT AVERAGE

3.6 - 4.0	15 pts.
3.0 - 3.5	2 pts.
2.0 - 2.9	10 pts.

3. MCOLES PRE-EMPLOYMENT READING/WRITING

BAND A	10 pts.
BAND B	8 pts.
BAND C	6 pts.

4. EDUCATIONAL LEVEL

Masters Degree or higher	15 pts.
Bachelors	12 pts.
Associates Degree	10 pts.
Associates Degree upon completion of Academy	8 pts.

5. INTERVIEW 50 pts.

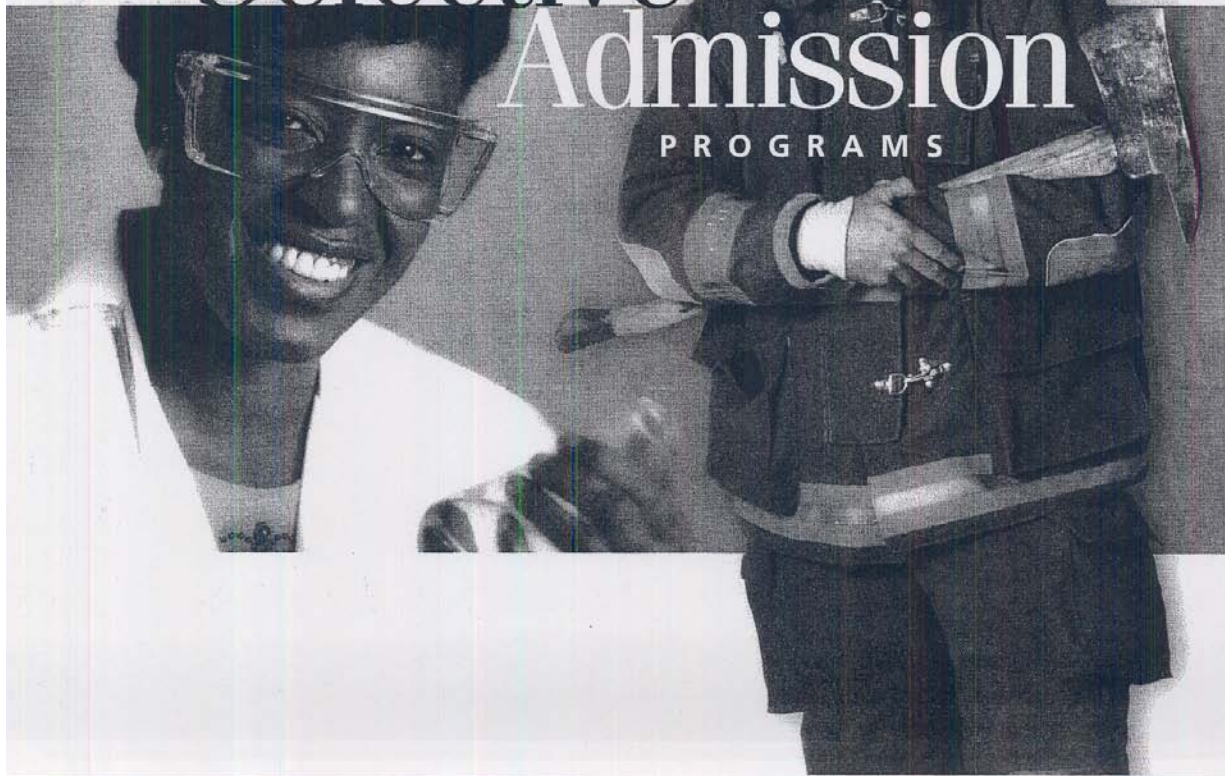
Academy staff will tally all scores and rank the order of applicants.

Letters of admission will be sent to accepted applicants with additional instructions.

Students not accepted will need to reapply for a future academy.



APPLICATION FOR
Selective
Admission
PROGRAMS



Application for Selective Admission Program

Please note: You must also complete a general admission application if you have not already done so.

Applicants should have received and reviewed specific program information prior to completing this application.

If specific program information did not accompany this application, please contact the Enrollment Services Office at (517) 483-1200, and it will be sent immediately.

Name: _____
(last) (first) (middle) (maiden)

Soc. Sec. No.: _____ Student No.: _____

Present Address: _____

(city) (state) (zip)

Telephone Numbers: _____
(home) (work)

Email Address: _____

Permanent Address (where your mail can be forwarded, if different from above) _____

(city) (state) (zip)

Permanent Telephone Numbers: _____
(home) (work)

A. Program choice and curriculum code:

(Please check the appropriate box. A separate application must be completed for each program applied for.)

- 0738 Applicant to Criminal Justice, Mid-Michigan Police Academy
- 0209 Applicant to Dental Hygienist Program
- 0792 Applicant to Diagnostic Medical Sonography Program
- 0719 Applicant to Fire Academy
- 0925 Applicant to Histologic Technology Program
- 0231 Applicant to Career Ladder Nursing Program
- 0231 Applicant to LPN/Paramedic to RN Completion Program
- 0722 Applicant to Music Commercial Performance Program
- 0830 Applicant to Sacred Music
- 0862 Applicant to Music Management Program
- 0721 Applicant to Music Transfer Program
- 0223 Applicant to Paramedic Program
- 0198 Applicant to Radiologic Technology
- 0214 Applicant to Surgical Technology Program
- 0718 Applicant to Truck Driver Training Program
- 0972 Applicant to Stage Technology Program (MSTAP)
- 0965 Applicant to Histologic Technician

B. List high school, colleges, and other training in chronological order. Official transcripts (mailed from school directly to LCC) must be provided by applicant as required by program.

Schools	Dates	Major Areas of Study	Degree

C. List observation or job experiences specifically related to your career choice. Please document with reference from supervisor.

Employer	Type of Work	Location	Supervisor	Dates

D. Briefly outline your career goals and alternate plans. Also describe why you have chosen this profession.

E. (Note: This question does not apply to any of the music programs.)
Do you have any physical, medical, emotional, or personal conditions/problems that would:

- 1. Prevent you from completing ANY or ALL course requirements? Yes No
- 2. Jeopardize other's health or safety? Yes No
- 3. Jeopardize your own health or safety? Yes No

If yes to any of the above, please explain.

F. Have you ever been convicted of a criminal offense? Yes No

If yes, please explain. (Note: Failure to provide this information may result in termination from the application process/program.)

Signature _____ Date _____



I understand that I must meet the basic requirements for admission to my program of choice before my application can be ranked under Phase II (as explained in Selective Admission application materials). I further realize that the ranking of my application will depend upon my place of residency and other criteria developed by the Selective Admission Program I want to enter.

I also understand that I must take full responsibility for the following:

1. Having official transcripts for high school and all college or professional school work sent as required to the Enrollment Services Office.
2. Notifying the Admissions Office of any changes in health since my original application that may affect my ability to complete the program.
3. Updating information on the Selective Admission Application (including current address and telephone number) if any changes occur prior to my starting the program.
4. Meeting all application deadlines established for my program of choice.

I understand that if I am not admitted to my program of choice during an admission cycle, I will be required to reapply for admission during a subsequent admission cycle.

I give Lansing Community College my permission to contact the employer references that I have provided in this application.

The information that I have provided in this application is true and accurate to the best of my knowledge.

Applicant Signature: _____ Date: _____

Please return the completed application with your signature in the indicated places to the Lansing Community College Enrollment Services Office:

1121- ENROLLMENT SERVICES OFFICE
SELECTIVE ADMISSIONS PROGRAMS
LANSING COMMUNITY COLLEGE
PO BOX 40010
LANSING MI 48901-7210

If you have questions, please contact the Enrollment Services Office at (517) 483-1254 or (517) 483-1256
Or email us at selectiveadmissions@lansing.cc.mi.us

Note: Lansing Community College reserves the right to establish or modify program admission requirements for any programs offered through the college.



Board of Trustees: Brian C. Jeffries, Chairperson; Mark H. Casady, Secretary/Treasurer;
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Pete O. Cunningham, President, Lansing Community College
An equal educational opportunity affirmative action college. Discrimination on the basis of religion, race, color, national origin, age, sex, height,
weight, marital status, handicap, sexual orientation, or any other category protected by law is prohibited. Title IX/Section 504 coordinator is
located in the Lansing Vocational-Technical Center, Suite 2370, (517) 483-1650. The Lansing Community College Safety Report, as required by
the Campus Safety Act of 1990, is available upon request from the Human Resources Department, the dean's office of the Student and
Academic Support Division and the Police and Public Safety Department. Statistics from the report can be viewed at <http://www.lcc.edu/academic/safety/safety.htm>. Lansing Community College is accredited by North Central Association of Colleges and Schools.