



Pre-Service Candidate Verification Form

Revised July 13, 2017

I hereby verify I have read and understand the following Minimum Hiring Standards for Local Corrections Officers and further understand that failure to comply with any of the standards may disqualify me from becoming a Local Corrections Officer in the State of Michigan.

Minimum Hiring Standards for Local Corrections Officers

To become a Local Corrections Officer, each new candidate is required to meet all of the minimum standards established and adopted by the Michigan Sheriffs' Coordinating and Training Council (MSCTC) under the authority of Section 8 of Public Act 125 of 2003. The Sheriff's Office has the responsibility to screen candidates to ensure compliance with all minimum standards.

County Sheriff's Offices have the discretion to establish standards that exceed the MSCTC minimum standards as long as the agency can justify the higher standard in relation to the position.

Following are the minimum standards required:

Age	Not less than 18 years old. No maximum age.
Citizenship	United States Citizenship.
Education	High school diploma or equivalency.
Driver's License	Possess a valid operator's license.
Oral Interview	Conduct an oral interview to determine the applicant's acceptability for a corrections officer position.
Criminal Convictions	No prior felony convictions.

Date: _____ **Initial:** _____

Good Moral Character	<p>Possess good moral character as determined by a favorable comprehensive background investigation covering school and employment records, home environment, and personal traits and integrity.</p> <p>Consideration will be given to all criminal and civil law violations as indicating a lack of good character.</p>
Fingerprinting	<p>Fingerprint the applicant with a search of state and federal fingerprint files to disclose criminal record.</p>
Drug Testing	<p>Cause the applicant to be tested for the use of illegal controlled substances.</p> <p>The testing will be completed after a conditional offer of employment (ADA Requirement).</p>

Mental Fitness

Each local corrections officer candidate is required to demonstrate his or her mental fitness by successfully completing both of the following requirements:

1. Prior to employment, the MSCTC written examination, which tests the candidate's mental fitness in the areas of reading comprehension, writing skills, and situational reasoning. This exam is administered by EMPCO, Inc., and additional information is available at www.empco.net.
2. After a conditional offer of employment, an evaluation by a licensed health care professional which demonstrates that the candidate is free from mental or emotional instabilities which may impair the performance of the essential job functions of a local corrections officer.

It is the candidate's responsibility to provide proof of successful completion of these requirements to a potential employer.

Date: _____ Initial: _____

Local Corrections Officer Physical Ability Test (LCOPAT)

Beginning March 1, 2014, each local corrections officer candidate is required to demonstrate their physical ability by successfully completing the Michigan Sheriffs' Coordinating and Training Council (MSCTC) Local Corrections Officer Physical Ability Test (LCOPAT) before being hired as a local corrections officer. *No other physical fitness/physical ability test will meet the requirements.* The LCOPAT is designed to simulate the physical aspects of the local corrections officer profession and is made up of different components that address a specific physical ability or job task.

It is the candidate's responsibility to provide proof of successful completion of the LCOPAT to a potential employer. The test results of the LCOPAT are valid for one (1) year from successful completion of the test.

LCOPAT Candidate Guide and YouTube Video

The MSCTC has prepared a Candidates Guide and YouTube Video for candidates preparing to take the LCOPAT. The guide and video can be viewed on the MSCTC web site, www.misctc.org.

Name of Candidate: (please print) _____

Candidate Signature: _____ Date: _____

Driver License #: _____ State Issued: _____

Date of Birth: _____ Sex: (circle) M / F Email: _____

Academy Director Witness (please print) _____

Witness Signature _____ DATE _____

IMPORTANT- PERMISSION NEEDED

The Michigan Sheriffs Coordinating and Training Council may provide my contact information to Sheriff Offices within the State of Michigan interested in hiring Corrections Officers. I also understand that, once distributed, this information might be circulated within the public domain.

Print Name: _____

Phone Number _____

Email Address: _____

Signature: _____

For MSCTC USE ONLY: Date Received _____