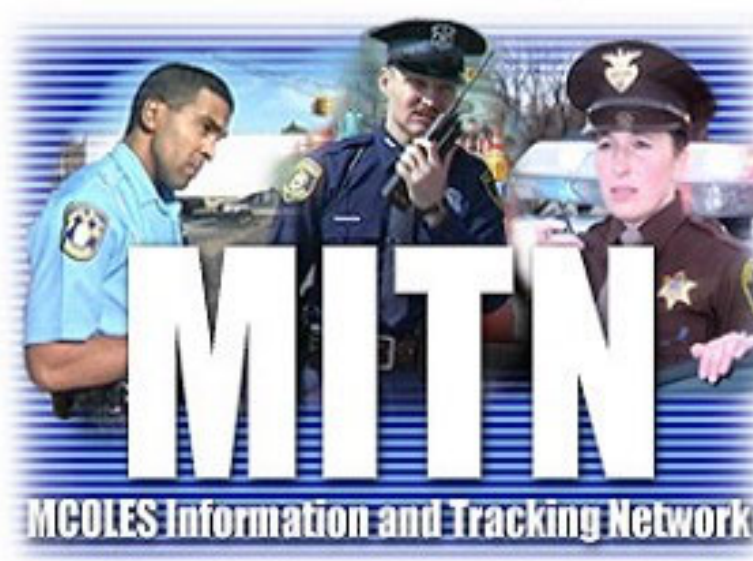




MCOLES Information and Tracking Network



Law Enforcement Agency User Guide

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Introduction

The Michigan Commission on Law Enforcement Standards (MCOLES) was created in 1965. The responsibilities of the Commission, a twenty-three member body appointed by the governor, include researching and implementing statewide standards for the selection, employment, training, licensing and retention of all of Michigan's public safety officers. The Commission is also responsible for the distribution of funding to eligible entities in the public safety community through two grant programs and two special funding programs.

The Governor's Executive Order 2001-5 required MCOLES to implement a web-based information system that will allow the Commission to accomplish its goals and communicate with Michigan law enforcement organizations in a more efficient manner. This dovetailed with the MCOLES 2001 Strategic Plan initiative, resulting in the MCOLES Information and Tracking Network (MITN)

MITN is a comprehensive system that handles all aspects of licensing law enforcement officers and maintaining training, continuing education and employment history information for all public safety professionals. The system has the capability to track inspections, audits, investigations and complaints in an integrated system as well as allowing for specific reports and licenses to be easily assembled and printed.

It also allows agencies to store and report additional training, skill, specialty and educational information that is beyond the mandate of the MCOLES but may be of service or use to agencies for officers in their employ.

Additional features may be identified by agencies may also be developed and added in future stages, since the system is relational in structure and is designed to allow growth and added functionality.

General Overview

This User Guide details four main sections for the MCOLES Information and Tracking Network (MITN) functions for law enforcement agencies:

- Hiring and licensing of Michigan law enforcement officers:
 - Hiring of employed recruits to sponsor to basic law enforcement training,
 - Licensing of candidates eligible to be licensed or re-licensed through RPTE, and
 - Hiring of current law enforcement officers and those whose license has not lapsed.

- Maintaining your agency rosters:
 - Currently employed law enforcement officers,
 - Empowering officers at other law enforcement agencies, and
 - Recruit roster of employed recruits enrolled in basic law enforcement academies.

- Annual Registration:
 - Confirmation of agency and roster information,
 - Reporting compliance with legal mandates and training, and
 - Law Enforcement Distribution reporting.

- MCOLES Training Resources:
 - In-service Training Course Registry
 - In-Service Training List

The User Guide is meant to address both the business practices for transactions and how to perform them in the system.

How to move around in the system and maintain account security are also included.

System Requirements and Security

The system is designed so that there is no cost, provided that the agency has an existing internet connection.

Internet connection:

The system will work with any speed or type of connection. If your agency is using a wireless connection at any point in your network, the wireless system must be operating at least at 128-bit encryption.

Web browser:

The system was designed to operate with Internet Explorer¹ version 11.0 or higher. This is available as a free download from Microsoft at www.microsoft.com.

Mozilla Firefox, Google Chrome, or other web browsers may not display pages correctly or function properly.

Report printing:

In order to print the various reports within the system, Adobe Acrobat Reader version 4.0 or higher is required. This is available as a free download from Adobe at www.adobe.com.

¹ All software listed herein are represented under their respective copyrights, trademarks and registered trademarks, and their use are subject to their End User License Agreements (EULA).

Logon Security

You are allowed three attempts to log into the system, after which your account will be locked, and you will have to contact MCOLES to have your password reset.

Passwords are case sensitive. If you are not allowed to log in, be sure you are using capital or lowercase letters where appropriate. Also, check your keyboard to see if the “Caps Lock” button has been pressed (a light on the keyboard should indicate if this function is on).

Passwords must be changed at least once every 90 days. A warning message will begin appearing within 7 days of the end of the cycle. If you do not change your password within 90 days, the next time you log in you will be prompted to enter a new one.

Password format:

- Must contain at least 8 characters and are no more than 30 characters; and
- Must contain characters from at least three of the following:
 - Uppercase alphabet characters (A-Z)
 - Lowercase alphabet characters (a-z)
 - Arabic numerals (0-9)
 - Non alphanumeric characters (e.g. !@#\$\$%^&*+=?).

Note: You will have to change your password immediately the first time you log into the system.

The system is designed so that if there is no activity within 45 minutes, you will be automatically logged off, to prevent others from accessing the system.

“No activity” is identified by the system through your navigation to different pages or the saving and/or submitting of information. *Be sure to frequently save information you are working on;* if you remain on a page and are entering large amounts of information, the system will not be able to detect that you are still working and will log you out. If this happens, the information you are entering will be lost.

If you close the web browser instead of logging out of the system using the EXIT MITN button, it will not recognize you as having logged out. You will not be allowed to log in until the 45-minute “no activity” period has lapsed and the system times out your session and logs you off.

Information Security

The agency head must designate employees as Operators through the completion of an Operator Agreement for each individual. Since sensitive information such as dates of birth and Social Security numbers are available in the system, MCOLES strongly recommends limiting the Operators to those with a need to access personnel records.

The agency, its Operators and other employees are bound to the MCOLES Security Policy and User Agency Agreement submitted by the agency. Operators shall not share their logon IDs or passwords to other employees; other employees gaining access to the system and using the personal information are subject to criminal penalties.

To add Operators at any time, complete an Operator Agreement and fax/email to the MCOLES Licensing & Administrative Services Section. If an Operator leaves your agency, their rights should be terminated immediately so that their Operator ID can be disabled; otherwise they will still have access to your information and functions. This is performed through the MITN Operators section in MITN.

Change in Agency Head

A change in your agency head must be reported to MCOLES. If this occurs, a User Agency Agreement Addendum must be faxed or emailed to MCOLES, signed by the new agency head.

If any new Operators need to be added, the new operator is required to complete the online MITN Operator Training and email a copy of the MITN Operator Training Certificate of Completion and a MITN Operator Agreement to MCOLES. More information regarding the MITN Operator Training can be found on the MCOLES website at www.michigan.gov/mcoles.

If the previous agency head is a licensed law enforcement officer and has left the agency, the Separation Affidavit must be completed and submitted to MCOLES.

Moving Around in MITN

Logging into the MITN System

The entrance point for MITN is through the MCOLES public web site at www.michigan.gov/mcoles.

Selecting the Login Here link in the MCOLES Network section will take you to the Logon Page:

Welcome to MCOLES Information & Tracking Network

Welcome to the MCOLES Information and Tracking Network

A special message may show here.

If you are already registered as an authorized user, please log in by entering your MITN User ID and Password.

The screenshot shows the login interface for the MITN system. It features a central heading 'Please log in to the system' and a warning about the browser's back button. Below this, there are two required input fields: 'MITN User ID' and 'Password'. A blue 'Login' button is positioned to the left of a 'Help, I forgot my password' link. Three numbered callout boxes provide instructions: 1. Enter your Logon ID (provided by MCOLES) here. 2. Enter your password here. 3. Click on the Login button here.

Please log in to the system

While visiting this site, do not use your browser's Back button to view a previous screen.

* = Required

* MITN User ID:

* Password:

[Help, I forgot my password](#)

1. Enter your Logon ID (provided by MCOLES) here.
2. Enter your password here.
3. Click on the Login button here.

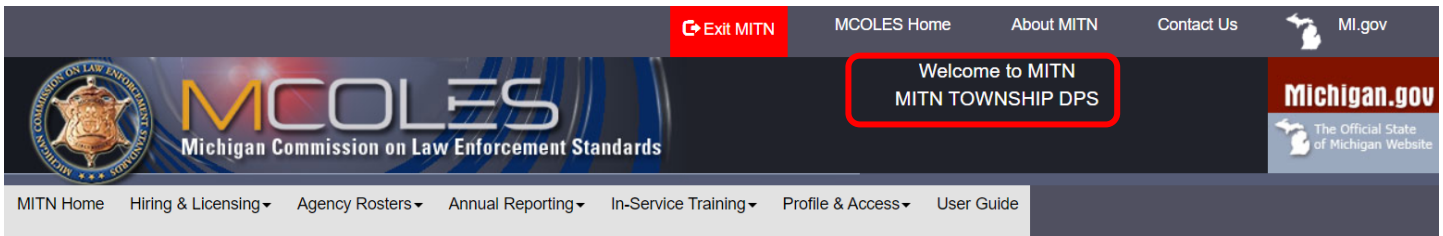
If you are a new user to MITN and do not have security access, please return to the [MCOLES Network home page](#).

The Law Enforcement Agency Home Page

Overview:

This is the initial web page that you will see once you successfully log in to MITN. From this page, you will be able to access all of the functions available to you. Only you and your designated personnel will have access to this screen and any links to your information. Notice that your agency name should appear on the top of the MITN home page.

No information is entered or changed from this page. It is a starting point to choose the page or function you want to do.



Agency Home

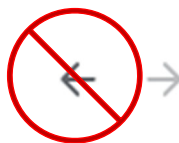
Welcome MITN TOWNSHIP DPS to the MCOLES Information & Tracking Network

The main navigation is located in the above menu.

If you have questions, please go to the "Help" link at the top of any page on this site. If you do not find an answer there, you can click the "Contact Us" link to send us an e-mail with your question.



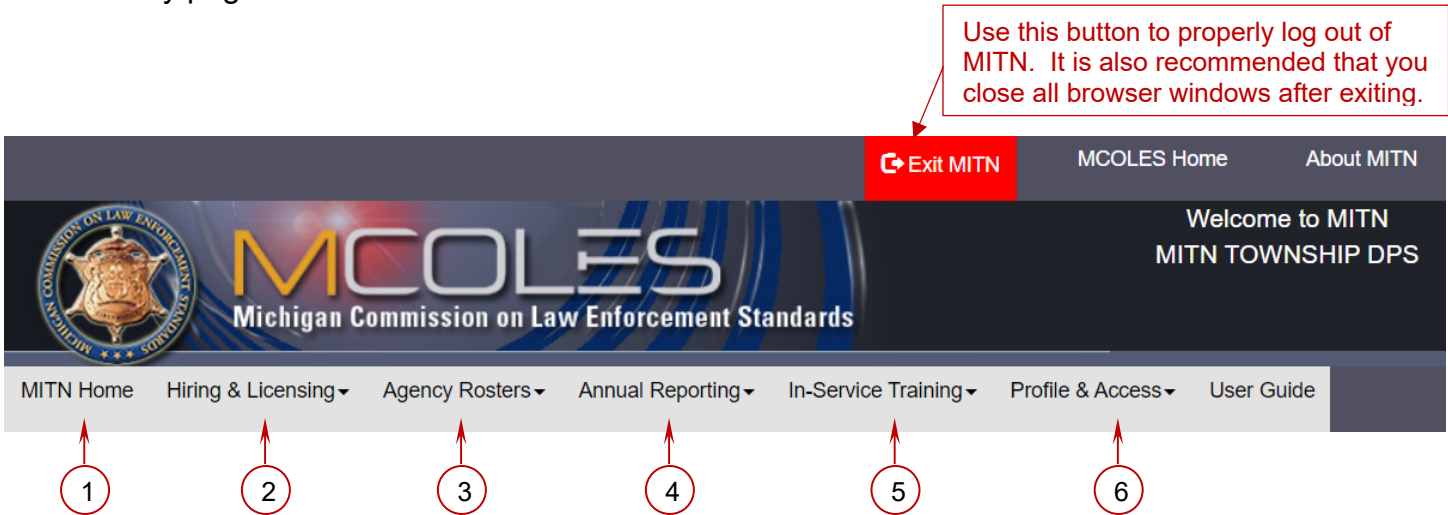
You should not use the "Back" button on your web browser while in MITN. This will undo any entries or changes from the page you are leaving, cause an error, or lock you out of MITN. Use the links within MITN to go to another screen.



Menu Bar

Overview:

There are six options available on the menu bar, which will appear under the banner at the top of every page within MITN.



1. *MITN Home*

This link will return you to the first page you see when you log in to MITN.

2. *Hiring & Licensing*

This is the starting point for hiring employed recruits your agency will be sponsoring to a basic law enforcement training academy, hiring individuals currently licensed or whose license has not lapsed, or for licensing individuals eligible through completion of basic law enforcement training or the Recognition of Prior Basic Training & Experience (RPTE) Program.

3. *Agency Rosters*

This provides options for viewing and maintaining rosters of officers employed by your agency, officers employed at other agencies but who draw their law enforcement authority through being empowered by your agency, or basic training recruits from your agency.

4. *Annual Reporting*

Options here are to complete the mandatory law enforcement agency annual registration, including Law Enforcement Distribution (LED) reporting, and entering current year LED Expenditures.

5. *In-Service Training*

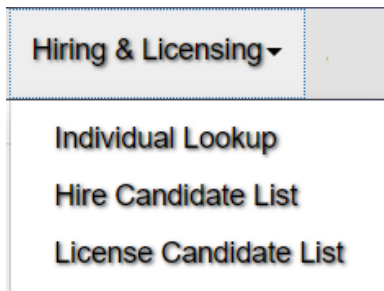
This section is for entering in-service training courses for registration with MCOLES, searching for MCOLES-registered courses, or viewing the status of officers' completion of mandatory in-service training.

6. *Profile & Access*

This provides the options to update your agency's profile information, view MITN Operators, and change your password.

Link Sections

Each of the below functions will be explained in greater detail in following sections of this guide. Be careful to save any changes on the page you are working on before using the links to go elsewhere in MITN.



Individual Lookup

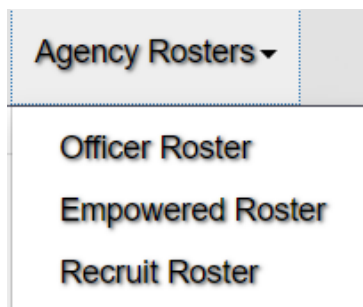
This link takes you to the beginning point for checking for a person's status in MITN, from which individuals can be hired, added, screened for compliance standards, or for license activation.

Hire Candidate List

This is for continued screening and selection of individuals who will become employed recruits of your agency being sponsored through a basic law enforcement training academy.

License Candidate List

This is for either continued screening and license activation of an individual who has completed basic law enforcement training or the RPTE Program, or employed recruits of your agency upon completion of training.



Officer Roster

The Officer Roster is the current listing of law enforcement officers employed by your agency. It is also a starting point for additional transactions for your officers, including separation from employment and removal of law enforcement authority.

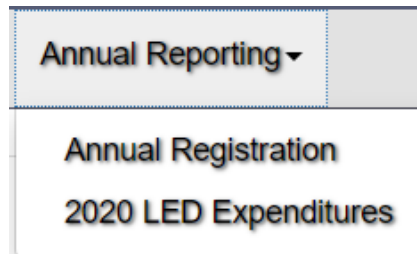
Empowered Roster

This list shows those officers that are employed by another agency but receive their authority to be licensed in Michigan through your agency via cross-deputation or oath of office. These individuals include tribal law enforcement officers, fire arson investigators, and private college campus police outlined in the MCOLES act, 1965 PA 203 (9b), 9(c) or 9(d), respectively. This list is not for cross-deputization with other Michigan law enforcement agencies.

The link will only appear for agencies with the authority to confer law enforcement authority on another entity's law enforcement officers.

Recruit Roster

This list shows employed recruits that your agency currently has enrolled in a basic law enforcement training academy. This allows you to change their employment or enrollment status as well as view their current progress in the academy session.

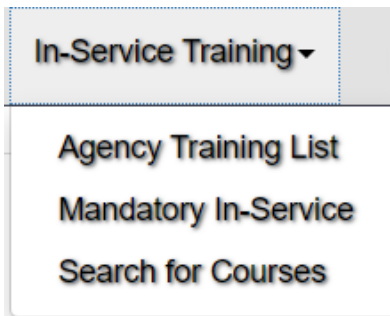


Annual Registration

This takes you to the starting point for the required annual verification of your roster of employed law enforcement officers and your agency profile, as well as annual LED Expenditure Details and Expenditure Summary functions.

[Year] Training Expenditures

Expenditures for in-service training that your agency uses LED funds for may be entered throughout the course of the year for the *current* year. These expenditures will then appear on the following year's Annual Registration as prior year expenditures.



Agency Training List

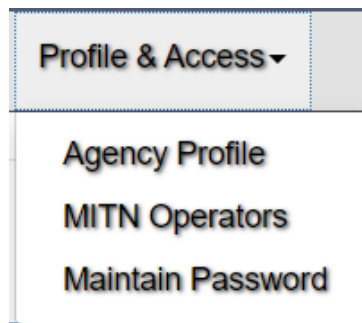
This is a list of law enforcement training courses submitted by your agency to MCOLES for registration. If your agency has a training office or section, you may designate those operators with different rights, so that they may not see the personnel information.

Mandatory In-Service

This section lists all of your agency's current officers who require completion of any MCOLES mandated training curriculum. As officers attend the training, their name is removed from this list.

Search for Courses

This link takes you to the MCOLES Course Registry. This is a listing of MCOLES-registered training courses available, which can be searched by category, subcategory, training provider, or location.



Agency Profile

This link will take you to a page where you can update information about your agency or required individual contacts.

MITN Operators

This is a list of current MITN operators with your agency. The Agency Head or Key MITN Operator roles can also remove operators here.

Maintain Password

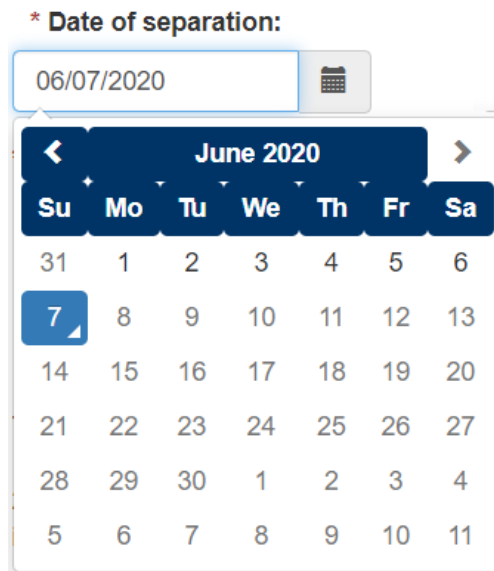
This is to update your individual MITN password.

Entering Data

For web pages where you are entering information, there are certain requirements or tips.

- A field with a white background is enterable.
- A field with a gray background is either currently stored information or is not updateable.
- Asterisked fields must be filled out on that form.

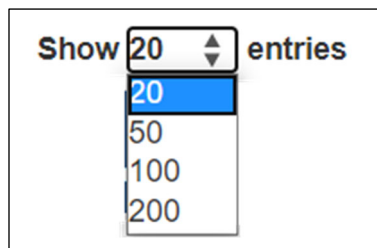
For entry fields where dates are required, there is a calendar icon next to the date field. Clicking on this will open a calendar from which you can select a date by clicking on it.



For large data fields where a significant amount of information is to be entered, text from a word processing document can be copied and pasted into the field. *This is highly recommended to ensure that you are not timed out of MITN while typing.*

List Items

Where there are lists that may contain many rows, there will be an option at the top left of the list to select more or fewer rows to display.



Selecting, Hiring, and Licensing Law Enforcement Officers

Overview: There are six types of individuals who may apply for employment as a law enforcement officer in Michigan:

- An MCOLES-licensed law enforcement officer with an active or inactive license;
- An employed recruit candidate who will be sponsored by your agency to a basic law enforcement training program;
- A pre-service basic training academy graduate;
- A previously MCOLES-licensed law enforcement officer whose license has lapsed;
- An out-of-state licensed law enforcement officer; or
- An officer of a Michigan tribal law enforcement agency, fire arson investigator, or private college campus police officer defined in the MCOLES Act, 1965 PA 203, sections 9(b), 9(c), or 9(d), respectively.

Section I: Hiring Law Enforcement Officer with an Active or Inactive MCOLES License

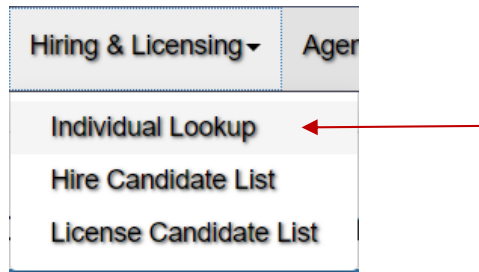
A law enforcement officer with an active or inactive license may be directly employed by your agency while completing fewer of the selection and employment screening standards required by the MCOLES Act and Administrative Rules.

A law enforcement officer has an active license if the person is currently employed as a law enforcement officer with one or more law enforcement agencies, whose law enforcement authority has not been removed.

A law enforcement officer has an inactive license if they are not currently employed as a law enforcement officer but are within the timeframe that they would not have to attend the Recognition of Prior Law Enforcement Training and Experience program. The timeframes are as follows:

<u>Aggregate Hours Worked</u>	<u>Eligibility Timeframe</u>
Fewer than 2080:	1 year
2080 or greater:	2 years

To check the person's eligibility status, go to the Individual Lookup link in the Hiring & Licensing section.



To protect the privacy of any applicant, four specific pieces of information are required to look up the person in MITN: last name, first name, date of birth, and either social security number or MCOLES number.

Individual Lookup

Search Criteria

Enter the name as it appears on the Driver's License:

* Last Name: * First Name: * Date of Birth (MM/DD/YYYY):

Also enter either Social Security No. or MCOLES No.:

Social Security No.: - OR - MCOLES No.:

Last and First Name

To prevent duplicates and to ensure that you are looking for the right person, the first and last name must be entered *exactly* as they appear on the candidate's driver's license.

Date of Birth

The candidate's date of birth must be entered in the full mm/dd/yyyy format, where mm is the two-digit month, the dd is the two-digit day, and the yyyy is the full 4-digit year. The date may also be selected by clicking the calendar icon and navigating to the date.

Social Security Number or MCOLES #

The fourth required piece of information can be either the person's Social Security Number or their MCOLES number. All Michigan licensed law enforcement officers will have an MCOLES number.

Search

Once the four pieces of information have been entered, click on the Do Lookup button to locate the officer's record in MITN with their current status.

Clear

To erase the information entered or to look up another person, click on the Clear button.

On selecting Search, if the individual exists in MITN you will be taken to that person's Individual Detail & Eligibility Status page.

If there is an issue with the person's record in MITN, then you may receive a message to contact MCOLES. This is **not** to be interpreted that there may be negative information on the person. There are some records that may need to be corrected, such as two individuals with the same Social Security number listed.

Individual Detail & Eligibility Status

Individual Detail			
Name:	KNULL, JASON LOUIS	License Code:	Law Enforcement Officers
MCOLES No.:	16062	License Type:	Law Enforcement Officer

Eligibility Status
This individual is currently an MCOLES licensed law enforcement officer who is actively employed with another law enforcement agency.
This individual is eligible to be immediately hired and empowered by your agency.
If you wish to hire and empower this individual you must conduct a background investigation and complete the officer new hire and empowerment process. (I)
Expiration Date of Initial Eligibility Period:

Individual History
Use the button below to view Reading and Writing results.
Reading and Writing Results
Individual Employment History
Individual Employment Inquiry History

[Proceed with Hiring](#)

The Eligibility Status message will indicate where in the hiring, training, or licensing process an individual is in and their ability to be hired and/or licensed by your agency. If an individual is not eligible, the Proceed with Hiring button will not appear below.

The Individual History section contains three options for additional information on the person.

Reading and Writing Results

This will display a pop-up window with any existing test scores from the MCOLES Reading & Writing test. A current test result is not required for individuals other than basic training recruit hiring or academy enrollment.

Reading and Writing Results

Last Name:	First Name:	Pass/Fail	Band	Test Date
KNULL	JASON	P	A	05/22/2020
KNULL	JASON	P	B	03/01/2020

[Run Reading and Writing Results Report](#) [Return](#)

A printable report is available from this page if desired for a background file.

Return closes the pop-up window and takes the user back to the Individual Detail & Eligibility Status page.

Individual Employment History

This button navigates to a separate page with license information, standards compliance reviews, basic law enforcement training, law enforcement agency employments, and in-service training.


A printable report is also available on this page. Once reviewed a Return button takes the user back to the Individual Detail & Eligibility Status page.

Individual Employment History

Individual Information					
Name	KNULL, JASON LOUIS	License Code	Law Enforcement Officers	Original Activation Date	08/24/1999
MCOLES No.	16062	License Type	Law Enforcement Officer	Original Activating Agency	PORTAGE POLICE DEPARTMENT
Also Known As (AKA)		License Status	Active		

[Employment History Report](#)

Standards Compliance Reviews		
Received Date	Disposition Date	Disposition
No data available in table		

Basic Training				
Provider	Session ID	Enrollment Status	End Date	Print Student Record
FERRIS STATE COLLEGE	FSC 79-1	Completed	05/19/1979	

Agency Relationship & In-Service Training							
Agency Name	PORTAGE POLICE DEPARTMENT	Employment Status	Current				
ORI Number	3967800	Start	08/24/1979				
Show <input type="text" value="10"/> entries		End	-				
Title	Training Provider	Hours	Pass / Fail	Begin Date	End Date	MCOLES Curriculum	
MCOLES Active Duty Firearms Course	PORTAGE POLICE DEPARTMENT	4	Pass	11/17/2009	11/24/2009	Firearms	
Police Supervision (aka Achieving Supervisory Exce	MACNLOW ASSOCIATES	24	Pass	06/02/2009	06/04/2009		
Legal Update	KALAMAZOO VALLEY COMMUNITY COLLEGE	8	Fail	03/04/2009	03/04/2009		
Legal Update	KALAMAZOO VALLEY COMMUNITY COLLEGE	8	Pass	11/09/2007	11/09/2007		
Why Managers Fail & Effective Leadership	MICHIGAN STATE POLICE	6	Pass	10/19/2006	10/19/2006		
Leadership Development	MICHIGAN STATE POLICE	36	Pass	03/13/2006	03/17/2006		
Biased Based Profile Awareness and Diversity	PORTAGE POLICE DEPARTMENT	1	Pass	06/08/2005	06/23/2005		
ASR Certification Course	PORTAGE POLICE DEPARTMENT	4	Pass	05/11/2005	05/31/2005		
Supervisor Development	MICHIGAN STATE POLICE	36	Pass	01/10/2005	01/14/2005		
Legal Update	KALAMAZOO VALLEY COMMUNITY COLLEGE	8	Fail	11/10/2004	11/10/2004		
Showing 1 to 10 of 16 entries				Previous	<input type="text" value="1"/>	2	Next

Other In-Service Training								
Show <input type="text" value="10"/> entries								
Title	Training Provider	Hours	Pass / Fail	Begin Date	End Date	MCOLES Curriculum		
LEGAL UPDATE	KELLOGG COMMUNITY COLLEGE	6	Pass	05/23/2003	05/23/2003			
DIVERSIY/POLICE/COMM RELATIONS	T.E. CARNEGIE CONSULTING, LLC	4	Pass	10/28/2002	11/07/2002			
MEDICOLEGAL INV OF DEATH	WAYNE STATE UNIVERSITY SCHOOL OF MEDICINE	18	Pass	04/08/2002	04/10/2002			
LEGAL UPDATE	MICHIGAN STATE POLICE/TRAINING DIVISION	6	Pass	03/21/2002	03/21/2002			
PISTOL CERT QUALIFICATION	PORTAGE POLICE DEPARTMENT	4	Pass	12/03/2001	01/17/2002			
Showing 1 to 10 of 28 entries				Previous	<input type="text" value="1"/>	2	3	Next

[Return](#)

Individual Employment Inquiry History

This navigates to a page showing which law enforcement agencies or academies have performed a query on the person, and which, if any, have begun or completed standards compliance screening. This is meant to be a pointer tool for agencies when conducting background investigations. Multiple entries should not be taken to mean that an individual was found unqualified, as there are many reasons that person may not have continued in a hiring or enrollment process.

Individual Employment Inquiry History

Individual Information			
Name	KNULL, JASON LOUIS	License Code	Law Enforcement Officers
MCOLES No.	16062	License Type	Law Enforcement Officer

Inquiry History

Show 10 entries

Agency	Date
PORTAGE POLICE DEPARTMENT	12/14/2018

Showing 1 to 1 of 1 entries Previous 1 Next

Screening History

Show 10 entries

Agency	Date
No data available in table	

Showing 0 to 0 of 0 entries Previous Next

[Run Inquiry History Report](#)

[Return](#)

Once again there is a printable report of this page, and Return takes the user back to the Individual Detail & Eligibility Status page.

Proceed with Hiring

This button initiates the hiring process, creating an applicant relationship with your agency. A new block is added at the bottom of the page, with steps necessary to continue with hiring. A checkbox will be marked when the step has been completed.

LEO New Hire Process Flow

- Hiring Initiated
- Individual Employment History - Select to proceed
- Individual Employment Inquiry History - Select to proceed
- Agency Affidavit Requesting License Activation - Select to proceed

Each item must be completed in order. Gray items are MCOLES-only items or agency items that are not yet eligible to be completed. Blue items may be proceeded with.

If you had not already visited the Individual Employment History or Individual Employment Inquiry History, selecting these items will take you to the aforementioned pages. Once those have been reviewed, the boxes will be checked and the final option, Law Enforcement Officer New Hire, will change to blue and can be selected.



The screenshot shows a form titled "LEO New Hire Process Flow" with a blue header. Below the header, there are four items listed, each with a checkbox:

- Hiring Initiated
- Individual Employment History - Select to proceed
- Individual Employment Inquiry History - Select to proceed
- Agency Affidavit Requesting License Activation - Select to proceed

Selecting Agency Affidavit Requesting License Activation - Select to Proceed will navigate to the web page shown on the following page. There are four sections that need to be completed:

- Date of Fully Empowered Status: This is the date of the oath of office as a *fully-empowered* law enforcement officer with your agency.
- Employment Status: Select if the officer will be Full-Time or Part-Time
- For each following statement, select the checkbox after reading and agreeing with the text.
- In the table that lists the Previous Employing Agencies (agencies the officer separated from since January 15, 2018) enter the date you received the PA 128 Separation of Service Record

One additional step is required for those agencies employing licensed officers who derive their authority (empowerment) from another agency shown on page 22.

There are three buttons at the bottom of the page. Cancel clears the entries from the page; Save & Submit to MCOLES completes the new hire transaction, and Return takes the user back to the Individual Detail & Eligibility Status page.

Agency Affidavit Requesting License Activation

Individual Information			
Name	KNULL, JASON LOUIS	License Code	Law Enforcement Officers
MCOLES No.	16062	License Type	Law Enforcement Officer
Employing Agency	MITN TOWNSHIP DPS		

*** Date of Fully Empowered Status**

*** Employment Status**

Full Time
 Part Time

I certify that this individual is employed by this agency and will be paid at least minimum wage (as defined by the Fair Labor Standards Act of 1938, as amended, 29 USC 206) for all hours worked at the agency.

I certify that a comprehensive background investigation was completed on this individual by this agency, and that I have personally reviewed and accept the findings and wish to license this individual.

Employing Agencies (All agencies the individual has worked for or is currently working for):	Employment Start Date:	Employment End Date:
GRAND HAVEN DPS	06/03/1998	01/28/2000
SPRING LAKE-FERRYSBURG POLICE DEPARTMENT	01/01/1999	03/01/1999
SPRING LAKE-FERRYSBURG POLICE DEPARTMENT	03/01/1999	10/23/2022
GRAND TRAVERSE BAND TRIBAL POLICE DEPARTMENT	10/27/2002	08/09/2023
TRAVERSE CITY POLICE DEPARTMENT	08/25/2003	

I have verified that this individual has not been convicted of a crime, or is otherwise the subject of a court order, which may make the individual ineligible to possess a firearm.

I certify that compliance with all employment standards were verified prior to administering the Oath of Office.

I have requested and received from all of the below previous employing law enforcement agencies the reasons for and circumstances surrounding this individual's separation from employment, as required under PA 128 of 2017, as amended, MCL 28.561-28.565, and I accept the findings.

Previous Employing Agencies (agencies the officer separated from since January 15, 2018):	Date Received:
SPRING LAKE-FERRYSBURG POLICE DEPARTMENT	<input type="text"/>
GRAND TRAVERSE BAND TRIBAL POLICE DEPARTMENT	<input type="text"/>

I have verified that the individual is free from an adjudication of guilt for any disqualifying offenses pursuant to MCL 28.609(12), including expunged or set aside convictions.

(a) The individual obtained the license by making a materially false oral or written statement or committing fraud in an affidavit, disclosure, or application to a law enforcement training academy, the commission, or a law enforcement agency at any stage of recruitment, selection, appointment, enrollment, training, or licensure application.

(b) The individual obtained the license because another individual made a materially false oral or written statement or committed fraud in an affidavit, disclosure, or application to a law enforcement training academy, the commission, or a law enforcement agency at any stage of recruitment, selection, appointment, enrollment, training, or licensure application.

(c) The individual has been subjected to an adjudication of guilt for a violation or attempted violation of a penal law of this state or another jurisdiction that is punishable by imprisonment for more than 1 year.

(d) The individual has been subjected to an adjudication of guilt for violation or attempted violation of 1 or more of the following penal laws of this state or laws of another jurisdiction substantially corresponding to the penal laws of this state:

[OWI/OUID Second Offense]
 (i) Section 625(1) or (8) of the Michigan vehicle code, 1949 GPA 300, MCL 257.625, if the individual has a prior conviction, as that term is defined in section 625(25)(b) of the Michigan vehicle code, 1949 PA 300, MCL 257.625, that occurred within 7 years of the adjudication as described in section 625(9)(b) of the Michigan vehicle code, 1949 PA 300, MCL 257.625.

[Certain Controlled Substance Violations]
 (ii) Sections 7403(2)(c) and 7404(2)(a), (b), or (c) of the public health code, 1978 PA 368, MCL 333.7403 and 333.7404.

[Domestic Violence, 2nd Offense, Aggravated Assault, Aggravated Domestic Violence and Stalking]
 (iii) Sections 81(4) and 81a or a misdemeanor violation of section 411h of the Michigan penal code, 1931 PA 328, MCL 750.81, 750.81a, and 750.411h.





If Save & Submit to MCOLES is selected, a blue message will appear at the top that the new hire was successfully submitted to MCOLES. A report button will then appear; the report must be printed, signed by the agency head, and mailed, faxed, or emailed to MCOLES. The report must be printed prior to leaving the web page.



Until MCOLES has received and approved the officer new hire transaction, the individual will appear on the top of the agency’s Officer Roster with an Employment Status of Pending.

Officer Roster

Show 20 entries

Select Officer	Name	MCOLES No.	Employment Status	Employment Date
	KNULL, JASON LOUIS	16062	Pending	06/01/2020
	RICE, TERRENCE KEVIN	24745	Pending	11/19/2001
	ANDERS, JAMES WILLIAM	32567	Current	02/15/1998
	BACKUS, DAVID BACH	39349	Current	05/19/2010

In four cases, MCOLES-licensed law enforcement officers receive their law enforcement authority (empowerment) from entities outside of the employing agencies:

- Prosecuting Attorney investigators receiving authority from the county sheriff;
- Tribal law enforcement officers cross-deputized by city and/or county law enforcement agencies;
- Fire arson investigators receiving authority from a city and/or county law enforcement agency; and
- Private college campus police receiving authority from a city and/or county law enforcement agency.

The **employing** agency is responsible for screening the candidate to all of the minimum selection and employment standards, and will indicate the **empowering** agency/agencies. The **empowering** agency has a roster available in MITN to track these officers, and have the ability to revoke authority via MITN.

For agencies where this is required, on the New Hire web page, the entities from which the officer will be receiving authority are designated by the employing agency in an additional section beneath the individual's information.

Agency Affidavit Requesting License Activation

Individual Information			
Name	WILLIAMS, GEORGE ANDREW JR	License Code	Law Enforcement Officers
MCOLES No.	43531	License Type	Law Enforcement Officer
Employing Agency	DETROIT FIRE DEPARTMENT		

Empowering Agencies
Add Empowering Agency

* Date of Fully Empowered Status	<input type="text" value="MM/DD/YYYY"/>	* Employment Status	<input checked="" type="radio"/> Full Time <input type="radio"/> Part Time
----------------------------------	-----------------------------------------	---------------------	----------------------------------------------------------------------------

Click on Add Empowering Agency, and a pop-up window will open from which an agency may be selected. Click on Select to add that agency.

Choose an empowering agency

Enter search criteria to find the empowering agency.

Show entries

Search:

	Name	City	State	Registration Code	Registration Type
<input type="button" value="+ Select"/>	ADDISON POLICE DEPARTMENT	LANSING	MI	Law Enforcement Agencies	Village
<input type="button" value="+ Select"/>	ADRIAN POLICE DEPARTMENT	ADRIAN	MI	Law Enforcement Agencies	City
<input type="button" value="+ Select"/>	ADRIAN TOWNSHIP POLICE DEPARTMENT	ADRIAN	MI	Law Enforcement Agencies	Township
<input type="button" value="+ Select"/>	AKRON-FAIRGROVE TOWNSHIP POLICE DEPARTMENT	AKRON	MI	Law Enforcement Agencies	Village
<input type="button" value="+ Select"/>	ALANSON-PELLSTON POLICE DEPARTMENT	ALANSON	MI	Law Enforcement Agencies	Village

Previous 2 3 4 5 ... 147 Next

The selected agency will appear, along with an option to remove the agency if it was incorrect. Additional empowering agencies may be added, such as a tribal agency that might span multiple counties.

Empowering Agencies					
<input type="button" value="Add Empowering Agency"/>					
	Name	City	State	Registration Code	Registration Type
<input type="button" value="Remove"/>	ADDISON POLICE DEPARTMENT	LANSING	MI	Law Enforcement Agencies	Village

Selecting, Hiring, and Licensing Law Enforcement Officers

Section II: Hiring Employed Recruits to Sponsor to a Basic Law Enforcement Academy

Overview: This procedure is for hiring employed recruits that your agency will be sending to a basic law enforcement training academy. Employed recruits must be paid at least minimum wage for all hours worked.

To start, your agency would verify the applicant's status through MITN that they are eligible to be employed as a recruit.

As the applicant returns screening documentation, the responses are entered into MITN. For those screening standards with dates, the screening must have been completed no more than 180 days prior to license activation or start of an academy session.

Once the selection and employment standards are verified, the applicant is eligible to be hired by your agency.

MCOLES Application and Screening Documentation

Since most information from the MCOLES application and selection and employment screening documents are being entered into MITN and no longer submitted to MCOLES on paper, the original documentation must be maintained by the licensing or employing agency. An Employment History Record as required through the act². See Appendix A for additional information.

Although the required documentation does not necessarily have to be a separate file (some items may be within a personnel file, while others may be in a medical file), the items required are subject to inspection by MCOLES.

For the hiring and license activation of law enforcement officers, the required documentation includes:

- A copy of the position description into which the officer was hired and sworn;
- Proof of conferral of authority, e.g., the oath of office;
- The Commission application for licensing completed by the agency to document that the applicant met the selection and employment standards required by the administrative rules;

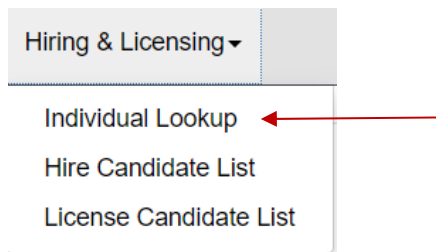
² R28.14502 (1): "A recognized law enforcement agency shall maintain an employment history record for each law enforcement officer employed, subject to inspection by the Commission."

- A copy of the required state and federal fingerprint search results;
- A copy of the required background investigation for no less than 5 years;
- A copy of the required drug screen report;
- Proof of compliance with the education requirements;
- Proof of United States citizenship; and
- A copy of the officer's valid operator's or chauffeur's license.

The applicant must sign a waiver and release of information as part of the application for licensing and retained per the MCOLES Administrative Rules as well as the Separation of Service Record Act (2017 PA 128).

A report of the screening standards compliance is to be printed through MITN, signed by the agency head, and mailed or faxed to MCOLES.

To check the person's eligibility status in MITN, go to the Individual Lookup link in the Hiring & Licensing section.



To protect the privacy of any applicant, four specific pieces of information are required to look up the person in MITN: last name, first name, date of birth, and either social security number or MCOLES number.

Individual Lookup

Search Criteria

Enter the name as it appears on the Driver's License:

* Last Name:	* First Name:	* Date of Birth (MM/DD/YYYY):
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

Also enter either Social Security No. or MCOLES No.:

Social Security No.:	- OR -	MCOLES No.:
<input style="width: 90%;" type="text"/>		<input style="width: 90%;" type="text"/>

25

Last and First Name

To prevent duplicates and to ensure that you are looking for the right person, the first and last name must be entered *exactly* as they appear on the candidate's driver's license.

Date of Birth

The candidate's date of birth must be entered in the full mm/dd/yyyy format, where mm is the two-digit month, the dd is the two-digit day, and the yyyy is the full 4-digit year. The date may also be selected by clicking the calendar icon and navigating to the date.

Social Security Number or MCOLES #

The fourth required piece of information can be either the person's Social Security Number or their MCOLES number. All Michigan licensed law enforcement officers will have an MCOLES number.

Search

Once the four pieces of information have been entered, click on the Do Lookup button to locate the officer's record in MITN with their current status.

Clear

To erase the information entered or to look up another person, click on the Clear button.

On selecting Search, if the individual exists in MITN you will be taken to that person's Individual Detail & Eligibility Status page. If a record is not found in MITN, you will be able to add them as a new individual.

If there is an issue with the person's record in MITN, then you may receive a message to contact MCOLES. This is **not** to be interpreted that there may be negative information on the person. There are some records that need to be corrected, such as two individuals with the same Social Security number listed.

The person's status will depend on whether they are being considered as a candidate for licensing or as an employed recruit. For a pre-service basic training graduate or an RPTE candidate for licensing, the appropriate status messages will likely appear, and you may continue with the respective license activation steps.

Most employed recruit candidates who are applying to an agency for the first time will not show in MITN, and their initial entry with information will have to be completed. If they have applied at a different agency or a basic training academy, they will be in MITN and a different status message will appear.

Results where no individual was found:

Individual Lookup

Search Criteria

Enter the name as it appears on the Driver's License:

* Last Name: * First Name: * Date of Birth (MM/DD/YYYY):

Also enter either Social Security No. or MCOLES No.:

Social Security No.: - OR - MCOLES No.:

Results

No individuals were found who match the criteria you entered. To add a new individual use the button below.

Use the button below to view Reading and Writing results.

If you feel that you have received this message in error please contact MCOLES at 517-636-7867

The Add New Individual will allow you to proceed with entering the person. The Reading and Writing Results also appear here. Results may be available for a person who has taken the MCOLES Reading and Writing test but not yet been added to MITN by an agency or academy.

Clicking on the Reading and Writing Results button will open a selection below it showing the test dates and scores:

Results

No individuals were found who match the criteria you entered. To add a new individual use the button below.

Add New Individual

Use the button below to view Reading and Writing results.

Reading and Writing Results

Last Name: ▾	First Name: ▾	Pass/Fail ▾	Band ▾	Test Date ▾
FRAZIER	JOSEPH	P	A	09/22/2019
FRAZIER	JOSEPH	P	B	01/22/2019

Run Reading and Writing Results Report

If you feel that you have received this message in error please contact MCOLES at 517-636-7867

If test results are found, there will also be a button to run a report if desired.

For employed recruit candidates who are not in MITN, select the Add New Person to proceed. For pre-service graduates, RPTE candidates, and employed recruits who are already in MITN, proceed to page 29.

Add New Person to MITN

From the Individual Lookup where no match was found, select the Add New Individual button.

Individual Lookup

Search Criteria

Enter the name as it appears on the Driver's License:

* Last Name: * First Name: * Date of Birth (MM/DD/YYYY):

Also enter either Social Security No. or MCOLES No.:

Social Security No.: - OR - MCOLES No.:

Search

Results

No individuals were found who match the criteria you entered. To add a new individual use the button below.

Add New Individual

Use the button below to view Reading and Writing results.

Reading and Writing Results

If you feel that you have received this message in error please contact MCOLES at 517-636-7867

The four pieces of information that were entered on the search carry forward to the Add New Individual page and cannot be changed. If there is an error in those fields at this point, select Cancel and perform another search.

Add New Individual

Code: Candidates for Screening

Type: Employed Recruit Candidate for Training

Begin by adding the person information exactly as it appears on their Driver's License:

Last Name: HAMILTON	First Name: GENE	Middle Name: Enter Middle Name	Suffix (Jr, Sr, III): Enter Suffix
Prefix: Enter Prefix	Social Security No.: 904-50-7805	Date of Birth: 08/19/1995	* Gender: Male
* Race: Black	* Driver's License No.: H134480648050	* Driver's License Authority: Michigan	
Highest Degree Attained: Baccalaureate	E-Mail: hamiltong@email.com		

Mailing Address

* Address Line 1: 143 Third Street	Address Line 2: PO Box 1422	Address Line 3:	
City: LANSING	State: MI	* Zip: 48917	Zip Extension:
Phone No. (NNN-NNN-NNNN): 517 - 886 - 5044	Ext:		

The name and information from the driver's license being entered exactly is essential to reducing the possibility of duplicate individuals when another agency or academy searches for the person and does not find them.

Fields with asterisks are required. If the Driver's License Authority is Michigan, the Driver's License Number must follow the 1 letter 12 number format of A123456789012 on the license.

The City and State fields are not enterable but will be filled upon entering the ZIP code.

When the information is complete, select the Save and Submit to MCOLES button.

When a new person is added to MITN, you will not be able to continue with the hiring process until MCOLES reviews the person to ensure that there are no duplicate entries, open standards compliance investigation, etc.

Hire Candidate List

Once MCOLES has reviewed the new individual, they will appear on your Hire Candidate List so you won't have to do a search for them again. Go to Hiring & Licensing on the menu and select Hire Candidate List.



This page shows those individuals that you have started the hiring process.

Hire Candidate List

Showing 10 entries Search:

Consider For		Name	SSN (last 4 digits)	Driver's License	Driver's License Authority	Date of Birth (MM/DD)
Hire	Remove	ETHAN, ALAN	0341	E134055135080	MI	06/07
Hire	Remove	FREEMAN, EMILY	4801	F908408948021	MI	09/09
Hire	Remove	HAMILTON, GENE	7805	H134480648050	MI	08/19
Hire	Remove	LEEDS, MARY	5904	L504908450189	MI	07/07
Hire	Remove	MELLENDEZ, ALEXANDER	8601	M540808915084	MI	05/05
Hire	Remove	PRESTON, WARREN	8416	P948066480345	MI	05/15

Showing 1 to 6 of 6 entries Previous **1** Next

If you no longer want to consider the person for hire you can select the Remove button. Otherwise, select the Hire button to continue.

This will take you to the Individual Detail & Eligibility Status page again, but will now show the person is a recruit candidate of your agency. Additional options are now available in the Individual History section as well to view the person's Individual Employment History and Individual Employment Inquiry History.

Individual Detail & Eligibility Status

Individual Detail			
Name:	HAMILTON, GENE	License Code:	Candidates for Training
SSN (last 4 digits):	7805	License Type:	Employed Recruit Candidate for Training

Eligibility Status

This individual is a recruit candidate of your agency. Compliance with the selection and employment standards must be verified and approved by the MCOLES before this individual is eligible for hire and/or enrollment into a basic law enforcement training program.

This individual must successfully complete the mandatory basic law enforcement training program and be approved by the MCOLES for licensing as a law enforcement officer. (AZ)

Expiration Date of Initial Eligibility Period:

Individual History

Use the button below to view Reading and Writing results.

[Reading and Writing Results](#)

[Individual Employment History](#) [Individual Employment Inquiry History](#)

[Proceed with Hiring](#)

Select the Proceed with Hiring button, and a new section of Hiring Process Flow will appear beneath the Individual History section. This is a checklist of the steps to be taken to proceed through the hiring process.

Hiring Process Flow

- Hiring Initiated
- Individual Employment History - Select to proceed
- Individual Employment Inquiry History - Select to proceed
- Standards Compliance - Select to proceed
- MCOLES Compliance Review
- Hire Candidate - Select to proceed

Items in blue are steps that you can proceed with. Clicking on the item will take you to the related web page. When you have completed a step the checkbox will be marked.

Items in gray are steps that either you must complete previous steps or are MCOLES steps that require review before you can continue.

Individual Employment History

This button navigates to a separate page with license information, standards compliance reviews, basic law enforcement training, law enforcement agency employments, and in-service training. For most new individuals there will be no information.

Individual Employment History

Individual Information				
Name	HAMILTON, GENE	License Code	Candidates for Training	Original Activation Date
SSN (last 4 digits)	7805	License Type	Employed Recruit Candidate for Training	Original Activating Agency
Also Known As (AKA)	GENE HAMILTON	License Status		

📄 Employment History Report

Standards Compliance Reviews		
Received Date	Disposition Date	Disposition
No data available in table		

Basic Training				
Provider	Session ID	Enrollment Status	End Date	Print Student Record
No data available in table				

Agency Relationship & In-Service Training

Other In-Service Training						
Title	Training Provider	Hours	Pass / Fail	Begin Date	End Date	MCOLES Curriculum
No data available in table						

Return

A printable report is available on this page. Once reviewed a Return button takes the user back to the Individual Detail & Eligibility Status page. Note that the Individual Employment History has now been checked and you can proceed to the Individual Employment Inquiry History.

Hiring Process Flow

- Hiring Initiated
- Individual Employment History - Select to proceed
- Individual Employment Inquiry History - Select to proceed
- Standards Compliance - Select to proceed
- MCOLES Compliance Review
- Hire Candidate - Select to proceed

Individual Employment Inquiry History

This navigates to a page showing which law enforcement agencies or academies have performed a query on the person, and which, if any, have begun or completed standards compliance screening. This is meant to be a pointer tool for agencies when conducting background investigations. Multiple entries should not be taken to mean that an individual was found unqualified, as there are many reasons that person may not have continued in a hiring or enrollment process.

Individual Employment Inquiry History

Individual Information

Name	HAMILTON, GENE	License Code	Candidates for Training
SSN (last 4 digits)	7805	License Type	Employed Recruit Candidate for Training

Inquiry History

Show 10 entries

Agency	Date
MITN TOWNSHIP DPS	06/10/2020
THREE RIVERS POLICE DEPARTMENT	06/10/2020

Showing 1 to 2 of 2 entries

Previous 1 Next

Screening History

Show 10 entries

Agency	Date
No data available in table	

Showing 0 to 0 of 0 entries

Previous Next

[Run Inquiry History Report](#)

[Return](#)

There is a printable report on this page as well. Return will again take you the Individual Detail & Eligibility Status page. The Individual Employment Inquiry History is now checked and you can proceed to the Screening Standards Compliance page.

Hiring Process Flow

- Hiring Initiated
- Individual Employment History - Select to proceed
- Individual Employment Inquiry History - Select to proceed
- Standards Compliance - Select to proceed
- MCOLES Compliance Review
- Hire Candidate - Select to proceed

Screening Standards Compliance

The MCOLES Act and the MCOLES administrative rules establish non-medical and medical selection and employment standards that all employed recruits must meet (1965 PA 203, MCL 28.609 (9) - (9)(d) and R 28.14203 -14204). The employing agency is responsible for causing the individual to be screened to these standards.

The results of the screening standards are entered on this page. Certain standards are time-sensitive and must be completed no sooner than 180 days from the start of the academy session in which they are enrolled. On initially coming to this page the answer sections will be blank except the Reading and Writing test score if the person has already taken the exam.

Screening Standards Compliance

Individual Information					
Name	HAMILTON, GENE	License Code	Candidates for Training	Screening Type	Enrollment
SSN (last 4 digits)	7805	License Type	Employed Recruit Candidate for Training		

Public Act 203 of 1965, as amended, mandates that a law enforcement officer applicant must comply with all of the minimum selection, training and employment standards published by the Michigan Commission on Law Enforcement Standards. It is the responsibility of the hiring law enforcement agency to screen an applicant for standards compliance and submit verification documentation to the Commission in the manner prescribed by the Commission.

MCOLES Screening Standards				
	Standards	Answer	Date Completed	Comment
Update	Background Investigation			
Update	Drug Screen			
Update	Fair Labor Standards Act - Employed Recruit			
Update	Fingerprints and Records Search			
Update	Free from Adjudication of Guilt for Disqualifying Offense			
Update	Good Moral Character			
Update	Good Moral Character at Enrollment			
Update	High School Diploma or GED			
Update	Medical Examination			
Update	Minimum Age			
Update	Oral Interview			
Update	Pre-Enrollment Physical Fitness Assessment			
Update	Psychological Assessment			
Update	Reading and Writing	Yes	04/13/2020	
Update	United States Citizen			
Update	Valid Driver's License			
Update	Valid Michigan Driver's License			

Submit to MCOLES

New Screening

Return

Screening Standards Report

To begin entering the responses, select the Update button next to one of the standards. This will open a window with the description of the standard and fields for the Yes/No answer for whether the person met the standard, a Date Completed field if it is one of the standards required to be completed within 180 days, and an optional Comment section.

Update Screening Standards Compliance

Standard: Drug Screen

The employing agency causes the applicant to be tested for the illicit use of controlled substances within 180 days prior to academy enrollment or license activation. The test must be conducted by an MCOLES recognized laboratory and must comply with Commission testing procedures. A candidate who tests positive or refuses to submit to a test shall not be eligible for training or licensing for 2 years after a positive test or the refusal to submit to the test.

Answer

Yes

Date Completed

05/14/2020

Comment

Save Save and Update Another Cancel

The date is enterable or may be selected by clicking on the calendar icon.

Date Completed

05/14/2020

May 2020

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

To continue, selecting Save will return you to the Screening Standards page. Selecting Save and Update Another will cycle through each of the standards to be answered. Cancel will return you to the Screening Standards page with no changes.

*Note: If in screening a candidate they were determined to not meet a screening standard please enter a “No” response to that standard and save before removing the person from your Hire Candidate list. This will help other agencies that may consider the individual in the future.

When you return to the Screening Standards page, any standard that you updated now appears with the responses.

MCOLES Screening Standards				
	Standards	Answer	Date Completed	Comment
Update	Background Investigation	Yes		
Update	Drug Screen	Yes	05/11/2020	
Update	Fair Labor Standards Act - Employed Recruit	Yes		
Update	Fingerprints and Records Search	Yes	06/01/2020	
Update	Valid Michigan Driver's License	Yes		

[Submit to MCOLES](#)
[New Screening](#)
[Return](#)

[Screening Standards Report](#)

When you have completed entering the standards, select Submit to MCOLES. Then print the Screening Standards Report, which must be signed by the recruit candidate and the agency head.

Select Return to go back to the Individual Detail & Eligibility Status. The Standards Compliance checkbox will be checked only if Submit to MCOLES was completed on the Screening Standards page.

Once the standards have been submitted, the next checkbox is for MCOLES Compliance Review. You will not be able to proceed with the Hire Candidate checkbox until MCOLES has conducted the review. You will know it has been completed when that checkbox is marked.

Hiring Process Flow

- Hiring Initiated
- Individual Employment History - Select to proceed
- Individual Employment Inquiry History - Select to proceed
- Standards Compliance - Select to proceed
- MCOLES Compliance Review
- Hire Candidate - Select to proceed

Candidate New Hire

The last step in the checklist is the Hire Candidate. Select the item and you will be taken to the Candidate New Hire page.


Enter the Hire Date in the appropriate field by typing or using the calendar icon. The date of hire can not be a future date. Read and check each of the confirmation items then select Save and Submit to MCOLES. If you are not ready for this step you may select Cancel which will clear your responses without saving, or select Return to go back to the Individual Detail & Eligibility Status page.

*Note: This does not activate an individual's license. You will need to complete the license activation process once the employed recruit has completed the academy and passed the MCOLES licensing exam.

Candidate New Hire

Individual Information			
Name	HAMILTON, GENE	License Code	Candidates for Training
SSN (last 4 digits)	7805	License Type	Employed Recruit Candidate for Training
Employing Agency	MITN TOWNSHIP DPS		

*** Hire Date**

06/08/2020 

I have requested and received from all previous employing law enforcement agencies the circumstances surrounding this individual's separation from employment, as required under PA 128 of 2017, and accept the findings.

I have conducted the necessary standards compliance screening and have made conditional offer of employment to this individual pending commission approval.

I have verified that the individual is free from disqualifying offenses pursuant to MCL 28.609(12), including expunged or set aside convictions:

(a) The individual obtained the license by making a materially false oral or written statement or committing fraud in an affidavit, disclosure, or application to a law enforcement training academy, the commission, or a law enforcement agency at any stage of recruitment, selection, appointment, enrollment, training, or licensure application.

(b) The individual obtained the license because another individual made a materially false oral or written statement or committed fraud in an affidavit, disclosure, or application to a law enforcement training academy, the commission, or a law enforcement agency at any stage of recruitment, selection, appointment, enrollment, training, or licensure application.

(c) The individual has been subjected to an adjudication of guilt for a violation or attempted violation of a penal law of this state or another jurisdiction that is punishable by imprisonment for more than 1 year.

(d) The individual has been subjected to an adjudication of guilt for violation or attempted violation of 1 or more of the following penal laws of this state or laws of another jurisdiction substantially corresponding to the penal laws of this state:

[OWI/OUID Second Offense]
*(i)*Section 625(1) or (8) of the Michigan vehicle code, 1949 GPA 300, MCL 257.625, if the individual has a prior conviction, as that term is defined in section 625(25)(b) of the Michigan vehicle code, 1949 PA 300, MCL 257.625, that occurred within 7 years of the adjudication as described in section 625(9)(b) of the Michigan vehicle code, 1949 PA 300, MCL 257.625.

[Certain Controlled Substance Violations]
*(ii)*Sections 7403(2)(c) and 7404(2)(a), (b), or (c) of the public health code, 1978 PA 368, MCL 333.7403 and 333.7404.

[Domestic Violence, 2nd Offense, Aggravated Assault, Aggravated Domestic Violence and Stalking]
*(iii)*Sections 81(4) and 81a or a misdemeanor violation of section 411h of the Michigan penal code, 1931 PA 328, MCL 750.81, 750.81a, and 750.411h.

Note: This does not activate an individual's license. You must return to the License Activation Page once the individual has successfully completed basic law enforcement training and passed the law enforcement officer licensing exam.

Monitoring Employed Recruits in an Academy Session

Once the Employed Recruit Candidate New Hire has been completed, the agency must contact an academy to enroll the recruit in a session. The academy will then be responsible for ongoing entry of attendance and grades as the recruit progresses.



The recruits will appear on the Employed Recruit Roster page, which is available from the Agency Rosters menu.



Employed Recruit Roster

Show 10 entries

Search:

	Print Change Recruit Status	Full Name	SSN (last 4 digits)	Enrolled Academy	Session No.	Enrollment Status	Status Date	Print Student Record
Change Recruit Status		ARON, BRIAN	8301	NORTHERN MICHIGAN UNIVERSITY	58	Enrolled	8/28/2020	
Change Recruit Status		HAMILTON, GENE	7805			Not Enrolled		
Change Recruit Status		KING, ALICIA	4604	DELTA COLLEGE POLICE ACADEMY	94	Completed	6/5/2020	
Change Recruit Status		THOMAS, GREGORY	0132			Not Enrolled		

Showing 1 to 4 of 4 entries

Previous 1 Next

Enrolled Academy and Session Number

These columns show which police training academy and specific session number the recruit is enrolled in. Where the academy is listed as "Not Enrolled" and no session number listed, the recruit has been hired by the agency but not yet entered into a session by the academy.

Enrollment Status and Date

The Enrollment Status indicates where the recruit is in the training process. The statuses include the following:

- Enrolled: The recruit is currently attending an academy session.
- Completed: The recruit has completed the basic training session. The recruit must have successfully completed the MCOLES licensing exam to be eligible for license activation.

- Academic Dismissal: The recruit failed to pass required written or skill examinations or who did not meet the attendance requirements.
- Incomplete: The recruit was unable to complete the basic law enforcement program due to an eligible injury, military call to duty, or other circumstance not meeting one of the other statuses.
- Expelled: The recruit was removed from the basic training program due to a violation of school or MCOLES policies and procedures. This status is for incidents other than student performance in the academy

Print Student Record

This allows you to view and print an employed recruit's student record from a basic law enforcement training academy. This includes training courses provided, course attendance, exam scores, and other information entered by the academy.

Michigan Commission On Law Enforcement Standards

Student Record MACOMB COMMUNITY COLLEGE Session: 80

09/16/2008
08:47 AM

Page 1 of 5

Begin Date: 08/14/2006 -- End Date 12/06/2006

Enrollment Status: **Enrolled**

**THIS RECORD IS NOT PROOF OF
LAW ENFORCEMENT OFFICER LICENSING**

Student Name: BENSON, MARK

Social Security #: XXX-XX-1595

Courses & Attendance Record

<u>Unit ID</u>	<u>Course Name</u>	<u>Hours</u>	<u>Hours Absent</u>	<u>Met Attend.</u>	<u>Unit ID</u>	<u>Course Name</u>	<u>Hours</u>	<u>Hours Absent</u>	<u>Met Attend.</u>
101	Testing & Administrative	8			241	Court Functions and Civil Law	6		
102	Director Testing	10			251	Crime Scene Search	6		
201	Constitutional Law	2			252	Recording the Crime Scene	4		
211	Laws Regarding Crimes Against Persons	6			253	Collection and Preservation of Evidence	6		
212	Laws Regarding Crimes Against Property	6			254	Processing Property	4		
213	Laws Regarding Contraband and Regulatory Crimes	5	1	Yes	261	Child Abuse Investigation	4		
214	Laws Regarding Public Order Crimes	2	1.5	Yes	262	Sexual Assault Investigation	4		
215	Laws of Evidence	4			263	Narcotics and Dangerous Drugs	3		
216	Juvenile Law	2			271	Nature and Prevalence of Domestic Violence	4		
221	Laws of Admissions and Confessions	4	2	Yes	272	Laws Regarding Domestic Violence	3		
222	Interrogation Procedures	3			273	Domestic Violence Response Procedures	12		
223	Laws of Arrest	4			301	Preparation for Patrol	1		
224	Arrest Procedures	2			302	Radio/Telephone Communications	8		
225	Laws on Search Warrants	2			303	Patrol Operation Administrative Duties	1		
226	Search Warrant Procedures	2			311	Ethics in Policing	4		

Michigan Commission On Law Enforcement Standards

09/16/2008

Student Record MACOMB COMMUNITY COLLEGE Session: 80

08:47 AM

Page 4 of 5

Begin Date: 08/14/2006 -- End Date 12/06/2006

Enrollment Status: **Enrolled**

**THIS RECORD IS NOT PROOF OF
LAW ENFORCEMENT OFFICER LICENSING**

Student Name: BENSON, MARK

Social Security #: XXX-XX-1595

Courses & Attendance Record

Total Hours: 653 Total Hours Absent: 5.00 Percent Missed: 0.77 %

<u>Exams</u>	<u>Grade %</u>	<u>Pass/Fail</u>	<u>General Remarks</u>
Subject Control Skills		Pass	11/8/06 5 hrs. Out Noon personal.
Subject Control Written	81.00	Pass	
EVO Skills		Pass	
EVO Written	100.00	Pass	
Exit Physical Fitness		Pass	
First Aid Skills		Pass	
First Aid Written	98.00	Pass	
Firearms Skills		Pass	
Firearms Written	98.00	Pass	
Legal	84.00	Pass	
Periodic #1	94.00	Pass	
Periodic #2	92.00	Pass	
Periodic #3	82.00	Pass	
Periodic #4	90.00	Pass	
Periodic #5	84.00	Pass	
Periodic #6	81.00	Pass	
Periodic #7	84.00	Pass	
Periodic #8	98.00	Pass	

Change Recruit Status

This button navigates to a page that allows your agency to change a recruit's standing with the agency if the recruit is no longer to be employed, or with the academy if the recruit is to be withdrawn from the present session.

Change Employed Recruit Status

Individual Information

Name	ARON, BRIAN	License Code	Basic Training Students
SSN (last 4 digits)	8301	License Type	Employed Recruit Student
Employing Agency	MITN TOWNSHIP DPS		

Enrollment Information

Enrolled Academy	NORTHERN MICHIGAN UNIVERSITY	Academy Session	58
		Enrollment Status	Enrolled

If you would like to enroll this recruit into another basic training academy session, please contact the Standards Compliance Section at 517-636-7864

Change in Employment and/or Enrollment Status

* Change in Status Reason

- This recruit is no longer employed by the MITN TOWNSHIP DPS.
- This recruit is removed from the current academy session, but is still employed by the MITN TOWNSHIP DPS as a law enforcement officer recruit. The recruit must be re-screened to those selection and employment standards that lapse between the current academy session and any future academy session.

* Date of Change in Status



Comments

I recognize that any misrepresentation on my part constitutes fraud and is punishable as a felony under Section MCL 750.218 and/or MCL 750.248.

Select the Change in Status Reason; these reasons may vary depending on the Enrollment Status of the employed recruit. Enter the date of the change in status, any pertinent comments, and click on Save. Click cancel to remain on the page without changes, or Return to go back to the Employed Recruit Roster without saving any changes.

After saving the change in status you will return to the Employed Recruit Roster. A new button will appear on that recruit's row to print the report for the Change Recruit Status. Print the report, obtain appropriate signatures, and return to MCOLES.

Page 1 of 1	Michigan Commission On Law Enforcement Standards Change in Employed Recruit Status	06/12/2020 03:45 PM
-------------	----------------------------------------------------------------------------------------------	------------------------

Name : BRIAN ARON
Social Security # : XXX-XX-8301
Employing Agency : MITN TOWNSHIP DPS

Enrolled Academy : NORTHERN MICHIGAN UNIVERSITY
Academy Session : 58
Enrollment Status : Enrolled

Change in Employment and/or Enrollment Status:
This recruit is no longer employed by the Mitn Township Dps.

Date of Change in Employed Recruit Status : 06/10/2020

Comments :
Due to budget constraints, the position is to be eliminated.

I recognize that any misrepresentation on my part constitutes fraud and is punishable as a felony under Section MCL 750.218 and/or MCL 750.248.

Signature of Agency Head

Date

Print Name and Title

AUTHORITY: 1965 PA 203, as amended
COMPLIANCE: Mandatory
Revised: August 2, 2005

Once the employed recruit has successfully completed the academy session and passed the MCOLES Licensing Exam, they will move from the Recruit Roster to the License Candidate list. That process is described beginning on page 56.

Selecting, Hiring, and Licensing Law Enforcement Officers

Section III: Hiring Individuals who are Eligible to be Licensed

There are four types of individuals who may be eligible for licensing by your agency:

- Your agency's employed recruits (go to page 56):
Employed recruits must have completed the basic academy and passed the MCOLES licensing exam and be licensed within one year following completion of the basic academy session.
- Pre-Employment Basic Academy and Track Program graduates:
Pre-service graduates who have passed the MCOLES licensing exam have one year following completion of training to become employed and their law enforcement license activated. If more than one year passes, the applicant must successfully complete the RPTE program.
- Recognition of Prior Training and Experience (RPTE) Program candidates:
The RPTE program is for those individuals below to gain one year following completion of the program to be employed and their law enforcement license activated:
 - Previously licensed Michigan officers whose license has lapsed;
 - Out-of-state licensed officers seeking licensure in Michigan; and
 - Pre-service graduates whose initial one year of eligibility has expired.
 - Additional information on RPTE candidates can be found on page 60.
- Individuals employed by an agency that draw their empowerment as a licensed officer through another agency:
 - Michigan tribal law enforcement officers;
 - Michigan fire arson investigators;
 - Private College Campus Police; and
 - Prosecuting Attorney Investigators.
 - An additional step is necessary for these individuals, following the instructions for licensing the other types.

If the applicant is eligible for licensing, provide the MCOLES application forms, including the selection and employment screening standards forms (see Appendix B).

As the applicant returns the screening documentation, the responses should be entered into MITN. Once the selection and employment standards are verified, the applicant is eligible to be licensed by your agency. For those screening standards with dates, the screening must have been completed no more than 180 days prior to license activation or start of an academy session.

MCOLES Application and Screening Documentation

Since most information from the MCOLES application and selection and employment screening documents are being entered into MITN and no longer submitted to MCOLES on paper, the original documentation must be maintained by the licensing or employing agency. An Employment History Record as required through the act³. See Appendix A for additional information.

Although the required documentation does not necessarily have to be a separate file (some items may be within a personnel file, while others may be in a medical file), the items required are subject to inspection by MCOLES.

For the hiring and license activation of law enforcement officers, the required documentation includes:

- A copy of the position description into which the officer was hired and sworn;
- Proof of conferral of authority, e.g., the oath of office;
- The Commission application for licensing completed by the agency to document that the applicant met the selection and employment standards required by the administrative rules;
- A copy of the required state and federal fingerprint search results;
- A copy of the required background investigation for no less than 5 years;
- A copy of the required drug screen report;
- Proof of compliance with the education requirements;
- Proof of United States citizenship; and
- A copy of the officer's valid operator's or chauffeur's license.

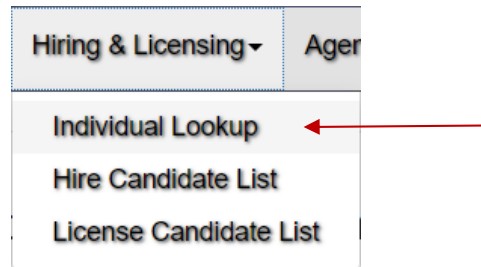
The applicant must sign a waiver and release of information as part of the application for licensing and retained per the MCOLES Administrative Rules as well as the Separation of Service Record Act (2017 PA 128).

A report of the screening standards compliance is to be printed through MITN, signed by the agency head, and mailed or faxed to MCOLES.

³ R28.14502 (1): "A recognized law enforcement agency shall maintain an employment history record for each law enforcement officer employed, subject to inspection by the Commission."

Individual Lookup

To check the person's eligibility status, go to the Individual Lookup link in the Hiring & Licensing section.



To protect the privacy of any applicant, four specific pieces of information are required to look up the person in MITN: last name, first name, date of birth, and either social security number or MCOLES number.

Individual Lookup

Search Criteria

Enter the name as it appears on the Driver's License:

* Last Name: * First Name: * Date of Birth (MM/DD/YYYY):

Also enter either Social Security No. or MCOLES No.:

Social Security No.: - OR - MCOLES No.:

Last and First Name

To prevent duplicates and to ensure that you are looking for the right person, the first and last name must be entered *exactly* as they appear on the candidate's driver's license.

Date of Birth

The candidate's date of birth must be entered in the full mm/dd/yyyy format, where mm is the two-digit month, the dd is the two-digit day, and the yyyy is the full 4-digit year. The date may also be selected by clicking the calendar icon and navigating to the date.

Social Security Number or MCOLES #

The fourth required piece of information can be either the person's Social Security Number or their MCOLES number. All Michigan licensed law enforcement officers will have an MCOLES number.

Search

Once the four pieces of information have been entered, click on the Do Lookup button to locate the officer's record in MITN with their current status.

Clear

To erase the information entered or to look up another person, click on the Clear button.

On selecting Search, if the individual exists in MITN you will be taken to that person's Individual Detail & Eligibility Status page.

If there is an issue with the person's record in MITN, then you may receive a message to contact MCOLES. This is **not** to be interpreted that there may be negative information on the person. There are some records that need to be corrected, such as two individuals with the same Social Security number listed.

Individual Detail & Eligibility Status

This page shows the individual's eligibility status, which will depend on that person's route to licensing. There are also options to review information including MCOLES pre-enrollment Reading and Writing test, their employment history and employment inquiry history described in more detail below.

Note: Candidates for licensing do not need current pre-employment test, including both Reading and Writing and Physical Agility tests. These were either completed prior to basic academy enrollment or are not required for previously-Michigan licensed officers or RPTE graduates. There may be no scores for some of these individuals.

Individual Detail & Eligibility Status

Individual Detail			
Name:	THURSON, WILLIAM JOHN	License Code:	Candidates for Licensing
SSN (last 4 digits):	6705	License Type:	Pre-Employment Track Candidate for Licensing

Eligibility Status
<p>This individual has completed the mandatory basic law enforcement training program and is eligible for employment and licensing as a law enforcement officer.</p> <p>To activate this individual's license all standards compliance screening, hiring, and empowerment must be completed by your agency and accepted by the MCOLES before 06/23/2020.</p> <p>Standards compliance must be verified and approved by the MCOLES before this individual can be empowered. If empowerment is not completed by the expiration date indicated, this individual will have to successfully complete the Recognition of Prior Training and Experience program to gain an additional year of eligibility.</p> <p>To proceed with hiring this individual follow the links to the conditional offer of employment and then submit to the MCOLES for final verification. (A)</p> <p>Expiration Date of Initial Eligibility Period: 06/23/2020</p>

Individual History
<p>Use the button below to view Reading and Writing results.</p> <p>Reading and Writing Results</p> <p>Individual Employment History Individual Employment Inquiry History</p>

[Proceed with Hiring](#)

To view any existing Reading and Writing test results, clicking that button will open a pop-up window showing the test scores and dates.

Reading and Writing Results				
Last Name:	First Name:	Pass/Fail	Band	Test Date
THURSON	WILLIAM	P	A	06/22/2015
THURSON	WILLIAM	P	B	02/13/2014

[Run Reading and Writing Results Report](#) [Return](#)

A printable report can be created from the report button. Clicking Return will take you back to the Individual Detail & Eligibility Status page.

The options for Individual Employment History and Individual Employment History will be described below.

Select the Proceed with Hiring button, and a new section of Hiring Process Flow will appear beneath the Individual History section. This is a checklist of the steps to be taken to proceed through the licensing process.



The screenshot shows a blue header titled "Licensing Process Flow". Below the header is a checklist with six items. The first item, "Hiring / License Activation Initiated", has a checked checkbox and is in black text. The remaining five items have unchecked checkboxes and are in blue text: "Individual Employment History - Select to proceed", "Individual Employment Inquiry History - Select to proceed", "Standards Compliance - Select to proceed", "MCOLES Compliance Review", and "License Activation - Select to proceed".

Items in blue are steps that you can proceed with. Clicking on the item will take you to the related web page. When you have completed a step the checkbox will be marked. Items in gray are steps that either you must complete previous steps or are MCOLES steps that require review before you can continue.

Individual Employment History

This button navigates to a separate page with license information, standards compliance reviews, basic law enforcement training, law enforcement agency employments, and in-service training.

If there is a record in the Standards Compliance Reviews section, it is not to be taken as an indicator of the person's suitability. The review may have been for cases such as reasonable accommodation for vision or hearing that were granted. Contact MCOLES for details on the review.

A candidate's basic academy Student Record may be available to view and print if the person attended an MCOLES academy beginning in 2004 or later.

A printable report of the Individual Employment History page is also available.

Individual Employment History

Individual Information				
Name	THURSON, WILLIAM JOHN	License Code	Candidates for Licensing	Original Activation Date
SSN (last 4 digits)	6705	License Type	Pre-Employment Track	Original Activating Agency
Also Known As (AKA)		License Status	Candidate for Licensing	

[🔍 Employment History Report](#)

Standards Compliance Reviews		
Received Date	Disposition Date	Disposition
No data available in table		

Basic Training				
Provider	Session ID	Enrollment Status	End Date	Print Student Record
LAKE SUPERIOR STATE UNIVERSITY	43	Completed	06/23/2019	🖨️

Agency Relationship & In-Service Training

Other In-Service Training						
Title	Training Provider	Hours	Pass / Fail	Begin Date	End Date	MCOLES Curriculum
No data available in table						

[Return](#)

Once you have reviewed the page, click on Return and you will be taken back to the Individual Detail & Eligibility Status page. Note that the Individual Employment History has now been checked and you can proceed to the Individual Employment Inquiry History.

Licensing Process Flow
<input checked="" type="checkbox"/> Hiring / License Activation Initiated
<input checked="" type="checkbox"/> Individual Employment History - Select to proceed
<input type="checkbox"/> Individual Employment Inquiry History - Select to proceed
<input type="checkbox"/> Standards Compliance - Select to proceed
<input type="checkbox"/> MCOLES Compliance Review
<input type="checkbox"/> License Activation - Select to proceed

Individual Employment Inquiry History

This navigates to a page showing which law enforcement agencies or academies have performed a query on the person, and which, if any, have begun or completed standards compliance screening. This is meant to be a pointer tool for agencies when conducting background investigations. Multiple entries should not be taken to mean that an individual was found unqualified, as there are many reasons that person may not have continued in a hiring or enrollment process.

Individual Employment Inquiry History

Individual Information

Name	THURSON, WILLIAM JOHN	License Code	Candidates for Licensing
SSN (last 4 digits)	6705	License Type	Pre-Employment Track Candidate for Licensing

Inquiry History

Show 10 entries

Agency	Date
LAKE SUPERIOR STATE UNIVERSITY	01/03/2011
LAKE SUPERIOR STATE UNIVERSITY	12/13/2010
LAKE SUPERIOR STATE UNIVERSITY	12/06/2010
LAKE SUPERIOR STATE UNIVERSITY	12/06/2010

Showing 1 to 6 of 6 entries Previous 1 Next

Screening History

Show 10 entries

Agency	Date
LAKE SUPERIOR STATE UNIVERSITY	12/06/2010

Showing 1 to 1 of 1 entries Previous 1 Next

[Run Inquiry History Report](#)

[Return](#)

There is a printable report on this page as well. Return will again take you the Individual Detail & Eligibility Status page. The Individual Employment Inquiry History is now checked and you can proceed to the Screening Standards Compliance page.

Hiring Process Flow

- Hiring Initiated
- Individual Employment History - Select to proceed
- Individual Employment Inquiry History - Select to proceed
- Standards Compliance - Select to proceed
- MCOLES Compliance Review
- Hire Candidate - Select to proceed

Screening Standards Compliance

The MCOLES Act and the MCOLES administrative rules establish non-medical and medical selection and employment standards that all licensed law enforcement officers must meet (1965 PA 203, MCL 28.609 (9) - (9)(d) and R 28.14203 -14204). The employing agency is responsible for causing the individual to be screened to these standards.

The results of the screening standards are entered on this page. Certain standards are time-sensitive and must be completed no sooner than 180 days from the start of the academy session in which they are enrolled. On initially coming to this page the answer sections will be blank except for Basic Police Training and the Licensing Exam if the person has already completed training and taken the exam.

Screening Standards Compliance

Individual Information					
Name	THURSON, WILLIAM JOHN	License Code	Candidates for Licensing	Screening Type	License Activation
SSN (last 4 digits)	6705	License Type	Pre-Employment Track Candidate for Licensing		

Public Act 203 of 1965, as amended, mandates that a law enforcement officer applicant must comply with all of the minimum selection, training and employment standards published by the Michigan Commission on Law Enforcement Standards. It is the responsibility of the hiring law enforcement agency to screen an applicant for standards compliance and submit verification documentation to the Commission in the manner prescribed by the Commission.

MCOLES Screening Standards				
	Standards	Answer	Date Completed	Comment
Update	Background Investigation			
Update	Basic Police Training	Yes	06/23/2019	
Update	College Degree			
Update	Drug Screen			
Update	Fair Labor Standards Act			
Update	Fingerprints and Records Search			
Update	Free from Adjudication of Guilt for Disqualifying Offense			
Update	Good Moral Character			
Update	High School Diploma or GED			
Update	MCOLES Licensing Exam	Yes	07/15/2011	
Update	Medical Examination			
Update	Minimum Age			
Update	Oral Interview			
Update	Psychological Assessment			
Update	Reading and Writing			
Update	United States Citizen			
Update	Valid Driver's License			
Update	Valid Michigan Driver's License			

[Submit to MCOLES](#)

[New Screening](#)

[Return](#)

[Screening Standards Report](#)

To begin entering the responses, select the Update button next to one of the standards. This will open a window with the description of the standard and fields for the Yes/No answer for whether the person met the standard, a Date Completed field if it is one of the standards required to be completed within 180 days, and an optional Comment section.

Update Screening Standards Compliance

Standard: Drug Screen

The employing agency causes the applicant to be tested for the illicit use of controlled substances within 180 days prior to academy enrollment or license activation. The test must be conducted by an MCOLES recognized laboratory and must comply with Commission testing procedures. A candidate who tests positive or refuses to submit to a test shall not be eligible for training or licensing for 2 years after a positive test or the refusal to submit to the test.

Answer

Yes

Date Completed

05/14/2020

Comment

Save Save and Update Another Cancel

The date is enterable or may be selected by clicking on the calendar icon.

Date Completed

05/14/2020

May 2020

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

To continue, selecting Save will return you to the Screening Standards page. Selecting Save and Update Another will cycle through each of the standards to be answered. Cancel will return you to the Screening Standards page with no changes.

*Note: If in screening a candidate they were determined to not meet a screening standard please enter a “No” response to that standard and save before removing the person from your Hire Candidate list. This will help other agencies that may consider the individual in the future.

When you return to the Screening Standards page, any standard that you updated now appears with the responses.

Screening Standards Compliance

Individual Information					
Name	THURSON, WILLIAM JOHN	License Code	Candidates for Licensing	Screening Type	License Activation
SSN (last 4 digits)	6705	License Type	Pre-Employment Track		
			Candidate for Licensing		

Public Act 203 of 1965, as amended, mandates that a law enforcement officer applicant must comply with all of the minimum selection, training and employment standards published by the Michigan Commission on Law Enforcement Standards. It is the responsibility of the hiring law enforcement agency to screen an applicant for standards compliance and submit verification documentation to the Commission in the manner prescribed by the Commission.

MCOLES Screening Standards				
	Standards	Answer	Date Completed	Comment
Update	Background Investigation	Yes		
Update	Basic Police Training	Yes	06/23/2019	
Update	College Degree	Yes		
Update	Drug Screen	Yes	06/03/2020	
Update	Fair Labor Standards Act	Yes		
Update	Fingerprints and Records Search	Yes	06/02/2020	
Update	Valid Michigan Driver's License	Yes		

[Submit to MCOLES](#)
[New Screening](#)
[Return](#)

[Screening Standards Report](#)

When you have completed entering the standards, select Submit to MCOLES. Then print the Screening Standards Report, which must be signed by the individual and the agency head.

Select Return to go back to the Individual Detail & Eligibility Status. The Standards Compliance checkbox will be checked only if Submit to MCOLES was completed on the Screening Standards page.

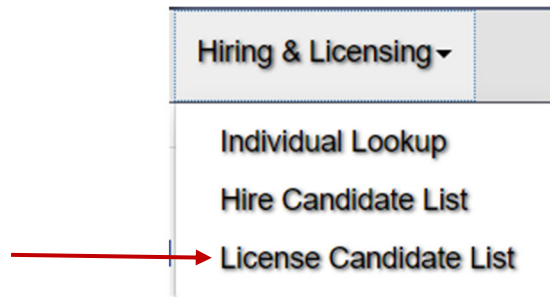
Once the standards have been submitted, the next checkbox is for MCOLES Compliance Review. You will not be able to proceed with the License Candidate checkbox until MCOLES has conducted the review. You will know it has been completed when that checkbox is marked. The License Activation selection will also become available.

Licensing Process Flow

- Hiring / License Activation Initiated
- Individual Employment History - Select to proceed
- Individual Employment Inquiry History - Select to proceed
- Standards Compliance - Select to proceed
- MCOLES Compliance Review
- License Activation - Select to proceed

License Activation

The License Activation is the final verification that a person has met all of the selection and employment standards, including the completion of basic training. This includes your agency's employed recruits who have successfully completed the basic law enforcement training program as well as other individuals in your licensing process. They can be found on the License Candidate list from the menu.



License Candidate List

Show entries Search:

Consider For		Name	SSN (last 4 digits)	Driver's License	Driver's License Authority	Date of Birth (MM/DD)
<input type="button" value="License Activation"/>	<input type="button" value="Remove"/>	DRAKE, JEFFREY	2527	D039285445493	MI	01/02
<input type="button" value="License Activation"/>	<input type="button" value="Remove"/>	THURSON, WILLIAM JOHN	6705	T524802429000	MI	09/18

Showing 1 to 2 of 2 entries Previous Next

Selecting License Activation will return you to the Individual Detail & Eligibility Status page, where the final selection, License Activation, is available. Selecting that will take you to the License Activation page.

Licensing Process Flow

- Hiring / License Activation Initiated
- Individual Employment History - Select to proceed
- Individual Employment Inquiry History - Select to proceed
- Standards Compliance - Select to proceed
- MCOLES Compliance Review
- License Activation - Select to proceed

Enter the date of fully empowered status as a law enforcement officer, via oath of office, and select whether the officer will be Full-Time or Part-Time. Carefully review the verification items before checking.

License Activation

Individual Information			
Name	THURSON, WILLIAM JOHN	License Code	Candidates for Licensing
SSN (last 4 digits)	6705	License Type	Pre-Employment Track Candidate for Licensing
Employing Agency	MITN TOWNSHIP DPS		

*** Date of Fully Empowered Status**

*** Employment Status**

Full Time
 Part Time

- I have requested and received from all previous employing law enforcement agencies the circumstances surrounding this individual's separation from employment, as required under PA 128 of 2017, and accept the findings.
- I have verified and maintain supporting documentation that this individual is in compliance with all the MCOLES training and employment standards.
- I have verified that this individual has not been convicted of a misdemeanor offense of domestic violence, or is otherwise the subject of a court order, which may make the individual ineligible to possess a firearm.
- I certify that the oath of office has been administered to this individual bestowing full, unrestricted police power with the authority to enforce all the general criminal laws of the state of Michigan.
- I certify that this individual is employed and paid minimum wage (as defined by the Fair Labor Standards Act of 1938, as amended, 29 USC 206) by the agency as of the Date of Fully Empowered Status listed above.
- I have verified that the individual is free from disqualifying offenses pursuant to MCL 28.609(12), including expunged or set aside convictions.
 - (a) The individual obtained the license by making a materially false oral or written statement or committing fraud in an affidavit, disclosure, or application to a law enforcement training academy, the commission, or a law enforcement agency at any stage of recruitment, selection, appointment, enrollment, training, or licensure application.
 - (b) The individual obtained the license because another individual made a materially false oral or written statement or committed fraud in an affidavit, disclosure, or application to a law enforcement training academy, the commission, or a law enforcement agency at any stage of recruitment, selection, appointment, enrollment, training, or licensure application.
 - (c) The individual has been subjected to an adjudication of guilt for a violation or attempted violation of a penal law of this state or another jurisdiction that is punishable by imprisonment for more than 1 year.
 - (d) The individual has been subjected to an adjudication of guilt for violation or attempted violation of 1 or more of the following penal laws of this state or laws of another jurisdiction substantially corresponding to the penal laws of this state:
 - [OWI/OUID Second Offense]
 - (i) Section 625(1) or (8) of the Michigan vehicle code, 1949 GPA 300, MCL 257.625, if the individual has a prior conviction, as that term is defined in section 625(25)(b) of the Michigan vehicle code, 1949 PA 300, MCL 257.625, that occurred within 7 years of the adjudication as described in section 625(9)(b) of the Michigan vehicle code, 1949 PA 300, MCL 257.625.
 - [Certain Controlled Substance Violations]
 - (ii) Sections 7403(2)(c) and 7404(2)(a), (b), or (c) of the public health code, 1978 PA 368, MCL 333.7403 and 333.7404.
 - [Domestic Violence, 2nd Offense, Aggravated Assault, Aggravated Domestic Violence and Stalking]
 - (iii) Sections 81(4) and 81a or a misdemeanor violation of section 411h of the Michigan penal code, 1931 PA 328, MCL 750.81, 750.81a, and 750.411h.

Select Save and Submit to MCOLES. Once saved, there will be a new button on the bottom for the License Activation report.

 License Activation Report

It must be printed *before* leaving the screen, signed by the agency head, and submitted to MCOLES via mail, fax, or email with the other required documents for license activation.

The License Activation page will appear slightly differently for agencies where an MCOLES-licensed law enforcement officer receive their law enforcement authority (empowerment) from entities outside of the employing agencies:

- Tribal law enforcement officers cross-deputized by city and/or county law enforcement agencies;
- Fire arson investigators receiving authority from a city and/or county law enforcement agency; and
- Private college campus police receiving authority from a city and/or county law enforcement agency.


The **employing** agency is responsible for screening the candidate to all of the minimum selection and employment standards, and will indicate the **empowering** agency/agencies. The **empowering** agency has a roster available in MITN to track these officers, and have the ability to revoke authority via MITN.

For agencies where this is required, on the License Activation web page, the entities from which the officer will be receiving authority are designated by the employing agency in an additional section beneath the individual’s information.

Law Enforcement Officer New Hire Notification

Individual Information			
Name	WILLIAMS, GEORGE ANDREW JR	License Code	Law Enforcement Officers
MCOLES No.	43531	License Type	Law Enforcement Officer
Employing Agency	DETROIT FIRE DEPARTMENT		

Empowering Agencies
<input type="button" value="Add Empowering Agency"/>

* Date of Fully Empowered Status	* Employment Status
<input type="text" value="MM/DD/YYYY"/> 	<input checked="" type="radio"/> Full Time <input type="radio"/> Part Time

Click on Add Empowering Agency, and a pop-up window will open from which an agency may be selected. Click on Select to add that agency.

Choose an empowering agency

Enter search criteria to find the empowering agency.

Show entries Search:

	Name	City	State	Registration Code	Registration Type
<input type="button" value="+ Select"/>	ADDISON POLICE DEPARTMENT	LANSING	MI	Law Enforcement Agencies	Village
<input type="button" value="+ Select"/>	ADRIAN POLICE DEPARTMENT	ADRIAN	MI	Law Enforcement Agencies	City
<input type="button" value="+ Select"/>	ADRIAN TOWNSHIP POLICE DEPARTMENT	ADRIAN	MI	Law Enforcement Agencies	Township
<input type="button" value="+ Select"/>	AKRON-FAIRGROVE TOWNSHIP POLICE DEPARTMENT	AKRON	MI	Law Enforcement Agencies	Village
<input type="button" value="+ Select"/>	ALANSON-PELLSTON POLICE DEPARTMENT	ALANSON	MI	Law Enforcement Agencies	Village

Previous 2 3 4 5 ... 147 Next

The selected agency will appear, along with an option to remove the agency if it was incorrect. Additional empowering agencies may be added, such as a tribal agency that might span multiple counties.

Empowering Agencies					
<input type="button" value="Add Empowering Agency"/>					
	Name	City	State	Registration Code	Registration Type
<input type="button" value="Remove"/>	ADDISON POLICE DEPARTMENT	LANSING	MI	Law Enforcement Agencies	Village

The employing agency is responsible for collecting the oath of office from the empowering agency and submitting a copy to MCOLES along with the License Activation or New Hire materials.

Recognition of Prior Basic Law Enforcement Training and Experience Program

Four types of applicants for law enforcement officer positions require the completion of the Recognition of Prior Basic Law Enforcement Training and Experience (RPTE) program:

- A Michigan law enforcement officer whose license has lapsed;
- A pre-service basic training graduate whose initial year of eligibility has lapsed;
- An out-of-state law enforcement officer, whether currently employed or lapsed; and
- A law enforcement officer of a Michigan Indian Tribal Police Force, whether currently employed or lapsed.

The RPTE program consists of an abbreviated training curriculum, skill areas and licensing exams.

In each case, the **individual** must apply to MCOLES for entrance into the RPTE program. The individual has one year from the completion of the RPTE program or first attempt at the licensing exam, whichever comes first, to successfully complete the program and be employed as a law enforcement officer.

A **law enforcement agency** must complete the standards compliance screening prior to license activation/reactivation. This follows the same steps as a pre-service basic training graduate as described beginning on page 46. The agency may not empower the individual as a law enforcement officer until they have successfully completed the Recognition program and been screened to all applicable selection and employment standards.

Note: For admittance into the RPTE program, MCOLES checks that an individual meets the eligibility requirements as set forth in the act. This **does not** include a comprehensive background check. Admittance into the Recognition program is not to be considered sufficient to meet this standard.

Law Enforcement Agency Rosters

There are up to three rosters for individuals associated with your agency. The Officer Roster is for your agency's licensed law enforcement officers, the Empowered Roster, if your agency is authorized to provide empowerment to other agencies for the purposes of licensing, and the Recruit Roster for your employed recruits attending a basic law enforcement academy. The Recruit Roster is covered on page 39.

Section I: Officer Roster and Individual Officer Detail

Overview:

The Officer Roster page shows a listing of the MCOLES-licensed law enforcement officers currently employed by your agency. It also shows those officers who left employment with your agency during the previous and current calendar year.

The Officer Roster screen is a summary page. Information items cannot be updated directly on this screen; information is updated on the Officer Detail page linked from this roster.

Officer Roster

Select Officer	Name	MCOLES No.	Employment Status	Employment Date	Separation Date	Law Enforcement (LE) Authority Removed
→	RICE, TERRENCE KEVIN	24745	Pending	11/19/2019		No
→	THURSON, WILLIAM JOHN		Pending	06/12/2020		No
→	ANDERS, JAMES WILLIAM	32567	Current	02/15/1998		No
→	BACKUS, DAVID BACH	39349	Current	05/19/2010		No
→	DRATINI, JESSICA ALLISON	34850	Current	12/15/2015		No
→	FETHER, JOSEPH MICHAEL	43661	Current	04/28/2004		No
→	MILLINGTON, GENE BRANDON	42508	Current	09/18/2014		Yes
→	NORRIS, JAMES MARTIN	42862	Current	06/13/2019		No
→	ODOYLE, LEWIS DONALD	43550	Current	05/17/2018	04/22/2020	Yes

Showing 1 to 9 of 9 entries

Previous 1 Next

[Officer Roster Report](#)

The MCOLES Number is the officer's individual identifier that is assigned when the officer's license is initially activated. It is used for in-service training course attendance and other various reporting needs.

Employment Status shows the officer's current status with MCOLES as it related to your agency. These will be described below.

The Employment Date and Separation Date are the starting and ending date of this employment with the agency. If the officer had prior employment with your agency it would appear on the officer's Individual Employment History, later in this section.

If your agency has reported the taking away of an officer's law enforcement authority, whether for disciplinary proceedings, active military duty, or other reasons, the removal column will indicate Yes.

Select the blue arrow next to an officer's name to go to their Officer Detail

Officer Detail

This page shows the individual's license and employment status information, profile information (some of which can be changed here), actions that can be taken (separation from employment and removal of law enforcement authority), and additional information pages that can be viewed (individual employment history and individual employment inquiry history), each of which are described below.

Officer Detail

Officer Employment			
Name:	NORRIS, JAMES MARTIN	License Code:	Law Enforcement Officers
MCOLES No.:	42862	License Type:	Law Enforcement Officer
Employment Status:	Current	LE Authority Removal Date:	Separation Date:
Employment Date:	06/13/2019	LE Authority Reinstatement Date:	06/13/2019

Profile			
* First Name:	Middle Name:	* Last Name:	Suffix (Jr, Sr, III):
<input type="text" value="JAMES"/>	<input type="text" value="MARTIN"/>	<input type="text" value="NORRIS"/>	<input type="text"/>
SSN (last 4 digits)	Date of Birth (MM/DD)	Also Known As (AKA)	
<input type="text" value="4470"/>	<input type="text" value="04/02"/>	<input type="text"/>	
* Driver's License No.:	* Driver's License Authority:		
<input type="text" value="N655441367072"/>	<input type="text" value="Michigan"/>		
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>		

- [Separation from Employment](#)
- [Change LE Authority](#)
- [Individual Employment History](#)
- [Individual Employment Inquiry History](#)

Separation from Employment

Overview:

Notification that a law enforcement officer is no longer employed by an agency must be reported to MCOLES. Per Administrative Rules, the separation notice must be submitted to MCOLES within three business days.

A law enforcement officer may leave employment from an agency through retirement, separation for any reason, or if the officer becomes deceased.

If a law enforcement officer is separated from employment by a conviction or plea of guilty, or by a plea of no contest to a felony or a disqualifying offense listed below, or for making a materially false statement or committing fraud during the application for license process, their license shall be revoked.

Disqualifying offenses include adjudication of guilt for a violation or attempted violation of a penal law of this state or another jurisdiction that is punishable by imprisonment for more than 1 year (includes all felonies).

Disqualifying offenses also include adjudications of guilt for violations or attempted violations of any of the following misdemeanors under Michigan law or substantially corresponding laws of another jurisdiction:

- Operating While Intoxicated, 2nd offense (MCL 257.625(1), (8), (9)(b), (25));
- Possession of Controlled Substances (MCL 333.7403(2)(c) (does not include marijuana);
- Use of Controlled Substances (MCL 333.7404(2)(a), (b), (c));
- Domestic Violence, 2nd Offense (MCL 750.81(4));
- Aggravated Assault (MCL 750.81a(1));
- Aggravated Domestic Violence (MCL 750.81a(1)); and
- Stalking (MCL 750.411h)

To start the separation, click on the Separation from Employment button on the Officer Detail, which will take you to the Separation from Employment page.

Separation from Employment

Individual Information			
Name:	NORRIS, JAMES MARTIN	License Code:	Law Enforcement Officers
MCOLES No.:	42862	License Type:	Law Enforcement Officer
Employing Agency:	MITN TOWNSHIP DPS		

Separation Details

* Date of separation: **1** * Hours worked: **2**

* Separation Reason **3**

Deceased

Retirement

Retired in good standing
 Retired while under investigation
 Retired while under criminal charges
 Retired in lieu of termination

Was this person's law enforcement authority removed/suspended in relation to this transaction prior to this date?

If yes, list the date it was removed:

* Fully and completely describe the circumstances leading to the retirement: **4**

Resignation - (Employee chooses to voluntarily leave employment)

Resigned in good standing
 Resigned while under investigation
 Resigned while under criminal charges
 Resigned in lieu of termination

Was this person's law enforcement authority removed/suspended in relation to this transaction prior to this date?

If yes, list the date it was removed:

* Fully and completely describe the circumstances leading to the resignation:

Separation - (Employee/Employer relationship is terminated by the employer)

- Separation due to position eliminated/seasonal position
- Separation due to department policy violation
- Separation due to criminal violation(s) for non-revocable offenses
- Separation due to medical circumstances

Was this person's law enforcement authority removed/suspended in relation to this transaction prior to this date?

If yes, list the date it was removed:

MM/DD/YYYY

* Fully and completely describe the circumstances leading to the termination:

[Empty text box for describing termination circumstances]

Separation - For Adjudication of Guilt for a Revocable Offense or Fraud in Obtaining Licensure

- Separation for Revocable Offense
- Separation for Fraud in Obtaining Law Enforcement Licensure

Separation for Revocable Offense

The separation from employment with this agency is a result of an adjudication of guilt for a revocable offense as defined in MCL 28.609(12)(c) or (d):

28.609(12)(c) The individual has been subjected to an adjudication of guilt for a violation or attempted violation of a penal law of this state or another jurisdiction that is punishable by imprisonment for more than 1 year.

28.609(12)(d) The individual has been subjected to an adjudication of guilt for violation or attempted violation of 1 or more of the following penal laws of this state or laws of another jurisdiction substantially corresponding to the penal laws of this state:

[OWI/OUID Second Offense] (i) Section 625(1) or (8) of the Michigan vehicle code, 1949 GPA 300, MCL 257.625, if the individual has a prior conviction, as that term is defined in section 625(25)(b) of the Michigan vehicle code, 1949 PA 300, MCL 257.625, that occurred within 7 years of the adjudication as described in section 625(9)(b) of the Michigan vehicle code, 1949 PA 300, MCL 257.625.

[Certain Controlled Substance Violations] (ii) Sections 7403(2)(c) and 7404(2)(a), (b), and (c) of the public health code, 1978 PA 368, MCL 333.7403 and 333.7404.

[Assault and Battery (DV) and Stalking] (iii) Sections 81(4) and 81a and a misdemeanor violation of section 411h of the Michigan penal code, 1931 PA 328, MCL 750.81, 750.81a, and 750.411h.

Please indicate the court of record:

[Empty text box for court of record]

Separation for Fraud in Obtaining Law Enforcement Licensure

The separation from employment with this agency is the result of a violation of MCL 28.609(12)(a) or (b), based on a materially false statement or fraud during the licensing process:

28.609(12)(a) The individual obtained the license by making a materially false oral or written statement or committing fraud in an affidavit, disclosure, or application to a law enforcement training academy, the commission, or a law enforcement agency at any stage of recruitment, selection, appointment, enrollment, training, or licensure application, or

28.609(12)(b) The individual obtained the license because another individual made a materially false oral or written statement or committed fraud in an affidavit, disclosure, or application to a law enforcement training academy, the commission, or a law enforcement agency at any stage of recruitment, selection, appointment, enrollment, training, or licensure application.

Was this person's law enforcement authority removed/suspended in relation to this transaction prior to this date?

If yes, list the date it was removed:

* Fully and completely describe the circumstances leading to the separation:

Save

Cancel

Return

1. Date of Separation

Enter the date that the individual was no longer employed by your agency as a law enforcement officer. This cannot be a future date.

2. Number of hours worked as a LEO this year prior to separation.

For the Annual Registration, enter the number of hours the officer worked in the current calendar year. This number may not exceed 2080 hours, and is also used to calculate FTEs for the Law Enforcement Distribution

3. Separation Reason.

There are five reasons listed where an individual may leave employment as a law enforcement officer. Only one may be selected on this page.

- a. Deceased: The individual becomes deceased while a current employee of your agency.
- b. Retirement: The law enforcement officer retired from your agency following your agency's required years of service. The officer can have Retired in good standing, while under investigation, while under criminal charges or in lieu of termination
- c. Resignation: The law enforcement officer voluntarily choose to leave employment. An officer can resign in good standing, while under investigation, while under criminal charges or in lieu of termination
- d. Separation: The employee/employer relationship was terminated by the employed. An employer may have terminated employment due to position eliminated/seasonal position, due to department policy violation, due to criminal violation(s) for non-revocable offenses or Separation due to medical circumstances
- e. Separation - For Adjudication of Guilt for a Revocable Offense or Fraud in Obtaining Licensure
 - i. Separation for Revocable Offense:
If the individual has an adjudication of guilt as outlined above select this reason. Also indicate the court of record for the adjudication.
 - ii. Separation for Fraud:
If the individual is found to have made a materially false statement or committed fraud during the application for a law enforcement officer license, the individual's license is revoked and the person is ineligible to be employed as a law enforcement officer.

4. Separation Comments.

Each section has a comments section and you must enter comments that fully and completely explain the circumstances surrounding the individual's separation from employment. This is different from the requirements of the Separation of Service Record Act, 2017 PA 128.

Select Save to submit the separation to MCOLES, Cancel to clear the changes, or return to go back to the Officer Detail page without changes. Once you submit the separation, you will be returned to the Officer Detail. A printable report of the separation is now available in place of the Separation from Employment button. This must be printed, signed by the agency head, and returned to MCOLES via mail, fax, or email within three days of the separation.

Separation Report

Individual Employment History

Individual Employment Inquiry History

Return

Page 1 of 2

**Michigan Commission On Law Enforcement Standards
MCOLES Information and Tracking Network
Separation Affidavit**

01/25/2024

03:50 PM

Name: JANE SMITH
MCOLES No.: 12547
Employing Agency: MITN TOWNSHIP POLICE DEPARTMENT

Date of separation from employment: 01/17/2024
Number of hours worked as a fully empowered law enforcement officer during the calendar year in which the separation took place: 100

*** Separation Reason:**

Deceased

Retirement

Resignation - (Employee chooses to voluntarily leave employment)

Resigned in good standing

Resigned while under investigation

Resigned while under criminal charges

Resigned in lieu of termination

Yes Was this person's law enforcement authority removed/suspended in relation to this transaction prior to this date?

If yes, list the date it was removed

11/06/2023

* Fully and completely describe the circumstances leading to the resignation:

This individual was put on administrative leave beginning November 6, 2023 for multiple policy violations. On January 17, 2024 the individual turned in their resignation of employment. The investigation documentation will be forwarded to MCOLES once it has been completed.

Separation - (Employee/Employer relationship is terminated by the employer)

Separation - For Adjudication of Guilt for a Revocable Offense or Fraud in Obtaining Licensure

Under penalties of perjury, I state I have reviewed this affidavit, including all documents referenced in the affidavit, and to the best of my knowledge and belief the answers I give within this affidavit are true. I recognize any misrepresentation on my part constitutes fraud and is punishable as a felony under Section MCL 750.218 and/or MCL 750.248.

Signature of Agency Head

Date

Print Name and Title

AUTHORITY: 1965 PA 203, as amended
COMPLIANCE: Mandatory
REVISED: November 19, 2020

On returning to the Officer Roster, the separated officer will move to the bottom of the list, alphabetically below the current officers, with the separation reason as checked on the Separation from Employment.

Officer Roster

Show 20 entries Search:

Select Officer	Name	MCOL No.	Employment Status	Employment Date	Separation Date	Law Enforcement (LE) Authority Removed
	RICE, TERRENCE KEVIN	24745	Pending	11/19/2019		No
	THURSON, WILLIAM JOHN		Pending	06/12/2020		No
	ANDERS, JAMES WILLIAM	32567	Current	02/15/1998		No
	BACKUS, DAVID BACH	39349	Current	05/19/2010		No
	DRATINI, JESSICA ALLISON	34850	Current	12/15/2015		No
	FETHER, JOSEPH MICHAEL	43661	Current	04/28/2004		No
	MILLINGTON, GENE BRANDON	42508	Current	09/18/2014		Yes
	NORRIS, JAMES MARTIN	42862	Separated	06/13/2019	06/05/2020	Yes
	ODOYLE, LEWIS DONALD	43550	Separated	05/17/2018	04/22/2020	Yes

Showing 1 to 9 of 9 entries Previous **1** Next

Change Law Enforcement Authority Status

Overview:

A change in a law enforcement officer's authority status is different than Separation from Employment. The individual may still be employed by the agency, but not as a fully-empowered law enforcement officer. This status reporting is not meant for internal personnel matters such as short-term suspensions, unless it is for reasons that may impact their MCOLES license such as criminal charges for a disqualifying offense.

A law enforcement officer's authority is considered **removed** when:

- There is a change in fully sworn status or empowerment is restricted; or
- The officer's status changes in a manner that may result in exceeding the licensing timeframes specified in the act⁴:
 - Indefinite suspension;
 - Serious injury;
 - Military activation;
 - Leave of absence;
 - Removal of law enforcement authority by the empowering law enforcement agency; or
 - Otherwise unable to report for duty.

Return of full law enforcement authority may require completion of the Recognition of Prior Training and Experience (RPTE) program if the person is not restored to full authority within the time limits:

<u>Aggregate Hours Worked</u>	<u>Eligibility Timeframe</u>
Fewer than 2080:	1 year
2080 or greater:	2 years

The Change Law Enforcement Authority page can be accessed from the Officer Detail page.

The same page is used both for removal and reinstatement of law enforcement authority, though it will look slightly different depending on which action is being taken.

⁴ Reference MCL 28.609

Change Law Enforcement Authority Status

Individual Information			
Name:	FETHER, JOSEPH MICHAEL	License Code:	Law Enforcement Officers
MCOLES No.:	43661	License Type:	Law Enforcement Officer
Employing Agency:	MITN TOWNSHIP DPS		
Empowering Agencies:	MITN TOWNSHIP DPS		

Remove Law Enforcement Authority

*** Date of removal of law enforcement authority:**
1 MM/DD/YYYY

*** Reason for removal of law enforcement authority:**
2 Select Removal Reason

*** Comments:**
3

*** This individual has been notified of the removal of their law enforcement authority.**
4 Yes No

Reinstate Law Enforcement Authority

Date of reinstatement of full law enforcement authority:
MM/DD/YYYY

Comments:

This individual has been notified of the reinstatement of their full law enforcement authority.
 Yes No

For Remove Law Enforcement Authority:

1. Enter the date the authority was removed or diminished. This cannot be a future date.
2. Select the reason of removal from the drop-down list.

Select Removal Reason

- Select Removal Reason
- Active Military Duty
- Authority Suspended
- Authority Suspended for Criminal Charges
- Authority Suspended Pending Investigation
- Empowering Agency Rescinded Authority
- Extended Leave of Absence
- Extended Leave of Absence - Medical

3. Enter comments regarding the circumstances of removal of authority.

4. Indicate whether the officer was or was not notified of the removal of their authority. On Save and Submit to MCOLES, you will return to the Officer Detail and there will be a printable report of the change in law enforcement authority is now available in place of the Change Law Enforcement Authority button. This must be printed, signed by the agency head, and returned to MCOLES via mail, fax, or email within three days of the removal of law enforcement authority.

[Separation from Employment](#)
[Change in Law Enforcement Authority Status](#)
[Individual Employment History](#)
[Individual Employment Inquiry History](#)

[Return](#)

If you go to the Officer Roster, there will now be a Yes under Law Enforcement (LE) Authority Removed for that officer.

Officer Roster

Show 20 entries Search:

Select Officer	Name	MCOLES No.	Employment Status	Employment Date	Separation Date	Law Enforcement (LE) Authority Removed
→	RICE, TERRENCE KEVIN	24745	Pending	11/19/2019		No
→	THURSON, WILLIAM JOHN		Pending	06/12/2020		No
→	ANDERS, JAMES WILLIAM	32567	Current	02/15/1998		No
→	BACKUS, DAVID BACH	39349	Current	05/19/2010		No
→	DRATINI, JESSICA ALLISON	34850	Current	12/15/2015		No
→	FETHER, JOSEPH MICHAEL	43661	Current	04/28/2004		Yes

For Reinstate Law Enforcement Authority:

From the Officer Detail, select the Change Law Enforcement Authority button the same as when the authority was removed. The previous removal date, reason, and comment will still appear for the Remove Law Enforcement Authority but that section will be grayed out and the Reinstate Authority will be enterable.

Change Law Enforcement Authority Status

Individual Information			
Name:	FETHER, JOSEPH MICHAEL	License Code:	Law Enforcement Officers
MCOLES No.:	43661	License Type:	Law Enforcement Officer
Employing Agency:	MITN TOWNSHIP DPS		
Empowering Agencies:	MITN TOWNSHIP DPS		

Remove Law Enforcement Authority	Reinstate Law Enforcement Authority
<p>Date of removal of law enforcement authority:</p> <input type="text" value="06/03/2020"/>	<p>* Date of reinstatement of full law enforcement authority:</p> <input type="text" value="MM/DD/YYYY"/>
<p>Reason for removal of law enforcement authority:</p> <input type="text" value="Active Military Duty"/>	<p>* Comments:</p> <div style="border: 1px solid #ccc; height: 50px;"></div>
<p>Comments:</p> <div style="border: 1px solid #ccc; padding: 5px;">Received six month active duty deployment orders effective 6/3/20.</div>	<p>* This individual has been notified of the reinstatement of their full law enforcement authority.</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
<p>This individual has been notified of the removal of their law enforcement authority.</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	

1. Enter the date the law enforcement authority was reinstated. This cannot be a future date.
2. Enter comments surrounding the reinstatement of authority.
3. Indicate whether the officer was or was not notified of the removal of their authority.

On Save and Submit to MCOLES, you will return to the Officer Detail and there will be a printable report of the change in law enforcement authority is now available in place of the Change Law Enforcement Authority button. This must be printed, signed by the agency head, and returned to MCOLES via mail, fax, or email within three days of the reinstatement of law enforcement authority.

If you return to the Officer Roster, you will see that the Law Enforcement Authority Removed indicator has changed back to No for the officer.

Officer Roster

Show entries Search:

Select Officer	Name	MCOLES No.	Employment Status	Employment Date	Separation Date	Law Enforcement (LE) Authority Removed
<input type="button" value="→"/>	FETHER, JOSEPH MICHAEL	43661	Current	04/28/2004		No

Individual Employment History

Overview: This screen shows the total law enforcement history for an officer, recruit or applicant, beginning with the person's initial application for basic law enforcement training through all agency employment and in-service training.

This screen is used not only for your current employees, but also for those officers or candidates you are looking to hire. For current employees, the link to the Individual Employment History is reached through the Employee Profile (see previous page).

For current officers with your agency, the Individual Employment History is reached through the Officer Detail page. Since there are multiple sections to the page, they will be shown in sections below.

Individual Information

Individual Employment History

Individual Information					
Name	DRATINI, JESSICA ALLISON	License Code	Law Enforcement Officers	Original Activation Date	05/14/1999
MCOLES No.	34850	License Type	Law Enforcement Officer	Original Activating Agency	INGHAM COUNTY SHERIFFS OFFICE
Also Known As (AKA)		License Status	Active		

[↩ Employment History Report](#)

This section includes information on the individual's license status, as well as which agency screened the individual to the selection and employment standards for and initially licensed as a law enforcement officer and by which agency.

The License Code helps identify the status of the individual, which will usually be one of the following:

- Law Enforcement Officer;
- Candidate for Licensing;
- Basic Training Student; or
- Candidate for Training.

The type identifies a sub-set of the license code. For example, an individual with a code of Basic Training Student may be identified by type as an Employed Recruit, a Pre-service Mix recruit, or a Pre-service Track Student.

A law enforcement officer's license will usually be in one of four statuses:

- **Active:** The individual is currently employed by at least one agency as a law enforcement officer.
- **Inactive:** The individual is not currently employed as a law enforcement officer, but is within the timeframe where they are eligible for employment without having to complete the Recognition of Prior Training and Experience program.
- **Lapsed:** The individual is not eligible to be employed as a law enforcement officer until completing the Recognition of Prior Training and Experience program.
- **Pending:** A License Activation or New Hire transaction has been submitted by the agency but is awaiting MCOLES review or additional follow-up by the agency.


The Employment History Report button creates a printable report of the entire Individual Employment History, not just the top portion.

Standards Compliance Reviews

Standards Compliance Reviews		
Received Date	Disposition Date	Disposition
04/02/2020		For information please contact the MCOLES at 517-636-7864

This section **does not** include agency internal affairs investigations, and is not intended for such. This section is only for incidents as they pertain to that person's eligibility for law enforcement officer licensing, such as reviews of eligibility to meet the selection and employment standards to be licensed as a law enforcement officer. The Standards Compliance Reviews section will show a message to contact MCOLES if there has been a review where standards have not been met, or if there is an open investigation into such a matter.

Basic Training

Basic Training				
Provider	Session ID	Enrollment Status	End Date	Print Student Record
LANSING COMMUNITY COLLEGE	LCC 0599	Completed	05/14/1999	

The student record from a basic law enforcement training academy includes training courses provided, exam scores, and other information entered by the academy. The Student Record report is available online for sessions following the implementation of MITN on January 1, 2004. For Student Records prior to that date, contact MCOLES at 517-636-7867.

Agency Relationships & In-Service Training

Agency Relationship & In-Service Training							
Agency Name		MITN TOWNSHIP DPS		Employment Status		Current	
				Start 12/15/2015		- End	
Title	Training Provider	Hours	Pass / Fail	Begin Date	End Date	MCOLES Curriculum	
No data available in table							
Agency Name		MITN I COUNTY SHERIFFS OFFICE		Employment Status		Separated	
				Start 05/14/1999		- End 01/01/2001	
Title	Training Provider	Hours	Pass / Fail	Begin Date	End Date	MCOLES Curriculum	
Michigan Active Duty Firearms Standard/In-Service	INGHAM COUNTY SHERIFFS OFFICE	24	Pass	01/01/2010	12/31/2010	Firearms	
MCOLES Active Duty Firearms Standard	INGHAM COUNTY SHERIFFS OFFICE	2	Pass	01/01/2009	12/31/2009	Firearms	
Comprehensive Gang Resistance Seminar	UNIVERSAL MANAGEMENT STRATEGIES	4	Fail	05/15/2009	05/15/2009		
COVERING THE CASE: FROM FIRST INTERVIEW TO CLOSING	PROSECUTING ATTORNEYS ASSOCIATION OF MICHIGAN	12	Pass	03/05/2009	03/06/2009		
Looking Glass Cops	MACNLOW ASSOCIATES	8	Pass	05/17/2007	05/17/2007		
Neighborhood Watch	MICHIGAN STATE UNIVERSITY	8	Pass	10/30/2006	10/30/2006		
Forensic Interviewing of Children	PROSECUTING ATTORNEYS ASSOCIATION OF MICHIGAN	13	Pass	06/06/2006	06/07/2006		
Police Mountain Bike Training Course	OAKLAND POLICE ACADEMY	40	Pass	06/27/2005	07/01/2005		
DWI DETECTION/STANDARDIZED	MUSKEGON COUNTY SHERIFFS OFFICE	21	Pass	03/18/2002	03/20/2002		

This portion of the Individual Employment History page is where all agencies the officer has worked for are listed.

Within each block for an agency, a listing of reported in-service training is shown. The in-service training is grouped with the agency that sent the officer to training for the purposes of Law Enforcement Distribution.

1. Employment Status and Date Span

These indicate the law enforcement officer's designation with the employing agency and the dates of employment with that agency. Agencies will still appear on this list after the officer leaves the agency, and the End date will be shown.

2. In-Service Training Courses

Each row shows a training course that the officer attended and was reported to MCOLES by the training provider.

3. MCOLES Curriculum

In-service courses submitted by a training provider as containing the MCOLES curriculum for an advisory in-service training standard or the MCOLES-mandated Active Duty Firearms Standard displays that designation here.

Other In-Service Training

Other In-Service Training							
Title	Training Provider	Hours	Pass / Fail	Begin Date	End Date	MCOLES Curriculum	
CULTURAL AWARENESS	OAKLAND POLICE ACADEMY	7	Pass	04/16/2001	04/16/2001		
LASER OPERATOR	INGHAM COUNTY SHERIFFS OFFICE	4	Pass	03/19/2001	03/19/2001		
BASIC RADAR	INGHAM COUNTY SHERIFFS OFFICE	40	Pass	02/19/2001	03/19/2001		
BASIC PURSUIT DRIVING	INGHAM COUNTY SHERIFFS OFFICE	16	Pass	09/13/2000	09/14/2000		
INFRARED BREATH TEST OPERATOR	MICHIGAN STATE POLICE/ALCOHOL ENFORCEMENT	6	Pass	06/26/2000	06/26/2000		

Return

Courses listed in this area include those where the sponsoring agency was not indicated when the course roster was entered by the training provider. It may also include those courses completed during a period the officer was not currently employed by a law enforcement agency.

The Return button takes you back to the Officer Detail page or Individual Detail & Eligibility Status page, depending on where you navigated to the Individual Employment History from.

Individual Employment Inquiry History

Individual Employment Inquiry History

Individual Information			
Name	THURSON, WILLIAM JOHN	License Code	Candidates for Licensing
SSN (last 4 digits)	6705	License Type	Pre-Employment Track Candidate for Licensing

Inquiry History	
Show	10 entries
Agency	Date
LAKE SUPERIOR STATE UNIVERSITY	01/03/2011
LAKE SUPERIOR STATE UNIVERSITY	12/13/2010
LAKE SUPERIOR STATE UNIVERSITY	12/06/2010
LAKE SUPERIOR STATE UNIVERSITY	12/06/2010
Showing 1 to 6 of 6 entries	
Previous	1 Next

Screening History	
Show	10 entries
Agency	Date
LAKE SUPERIOR STATE UNIVERSITY	12/06/2010
Showing 1 to 1 of 1 entries	
Previous	1 Next

Run Inquiry History Report

Return

When searching an individual in MITN for the purposes of employment this page will be immediately available. For a current employing agency, this information is protected for the law enforcement officer to protect their privacy. Their employing agency cannot view the inquiry history without a “public” password set by the officer on their individual login page.

Prospective employers or enrolling academies may access the inquiry history without a public password; in order to get to the individual’s inquiry history information, the applicant must have provided them with the four required pieces of information.

The Individual Employment Inquiry History shows those agencies or basic law enforcement academies that have looked up the individual in MITN or have begun/completed screening an applicant or officer.

Note: Entries on the Inquiry History are not to be used as indicators of an individual’s eligibility or background. This is intended as a pointer so that you can contact other inquiring agencies or academies for additional information.

A printable report is available from the Run Inquiry History Report button. The Return button takes you back to the Officer Detail page or Individual Detail & Eligibility Status page, depending on where you navigated to the Individual Employment History from.

Public Password

Please enter the Public Password for DRATINI, JESSICA ALLISON in order to continue.

Public Password

NOTE: There are no zeros in the password, only the letter O.

As mentioned above, a Public Password is required for officers employed by the current agency. An officer must have requested personal access to MITN, where they can set this password. They can then provide it to the employing agency to allow access to the Individual Employment Inquiry History page.

When selecting Individual Employment Inquiry History from the Officer Detail page, this prompt will appear to enter the Public Password. Enter it here and select Continue, or select Return to go back to the Officer Detail.

Law Enforcement Authority Empowerment

On the Officer Detail for agencies whose officers are empowered through other agencies for the purposes of law enforcement licensing, there is an additional section. These include:

- County prosecutor's office investigators receiving law enforcement authority from the county sheriff;
- Tribal law enforcement officers cross-deputized by city and/or county law enforcement agencies;
- Fire arson investigators receiving authority from a city and/or county law enforcement agency; and
- Private college campus police receiving authority from a city and/or county law enforcement agency.

Law Enforcement Authority Empowerment			
Agency Name	Empowerment Date	Removal Date	Removal Reason
ELMWOOD FIRE DEPARTMENT	09/18/2014		
MITN TOWNSHIP DPS	09/18/2014	04/02/2020	Empowering Agency Rescinded Authority

The list includes both the employing agency and one or more empowering agencies. It also shows whether the employing or empowering agency has removed that law enforcement authority.

Since the individual's license status is based on receiving authority from an empowering agency, if that agency removes law enforcement authority the individual's license becomes inactive and subject to the timelines for license lapsing as set forth in the MCOLES act. This is regardless of whether the individual is still working for the employing agency.

Law Enforcement Agency Rosters

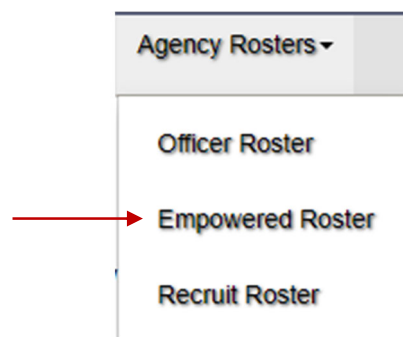
Section II: Empowered Roster

Law enforcement officers employed by certain agencies receive their law enforcement authority from another agency for the purpose of licensing by way of oath of office. Employment with these agencies does not in itself make the individual eligible for activating or maintaining their MCOLES license. These include:

- County prosecutor's office investigators receiving law enforcement authority from the county sheriff;
- Tribal law enforcement officers cross-deputized by city and/or county law enforcement agencies;
- Fire arson investigators receiving authority from a city and/or county law enforcement agency; and
- Private college campus police receiving authority from a city and/or county law enforcement agency.

Example: John Smith is hired by the Pokagon Tribal Police Department, which is not eligible to activate John's MCOLES license. The Cass County Sheriff's Office confers unrestricted authority to enforce the general criminal statutes of Michigan to John via oath of office. Pokagon is the **Employing Agency** and Cass is the **Empowering Agency**.

Only certain types of law enforcement agencies are authorized by statute to empower officers with these employing agencies. Only these agencies will have the link from the Agency Rosters menu to the Empowered Roster.



Empowered Officer Roster

Show 10 entries

Search:

	Full Name	MCOLLES No.	Employment Status	Empowerment Date	Removal Date	Employing Agency
Change LE Authority Status	FLAVINGER, JOSEPH SPENCER	44018	Current	12/5/2016		GUN LAKE TRIBE DPS
Change LE Authority Status	POLSON, ERIC TIMOTHY	33997	Current	8/11/2014		ELMWOOD FIRE DEPARTMENT
Change LE Authority Status	TAIT, GORDON GREGORY	29982	Current	9/18/2014	4/2/2020	ELMWOOD FIRE DEPARTMENT

Showing 1 to 3 of 3 entries

Previous 1 Next

The Empowered Officer Roster lists those individuals employed by another agency but empowered by yours. Your agency has the authority to rescind the empowerment of these officers.

The Employment Status is that of the officer with the employing agency, not the empowering agency. However the Empowerment Date and Removal Date are for the conferral of authority by your agency.

The process for removing and reinstating law enforcement authority is done the same as for officers employed by your agency.

Click on the Change LE Authority Status button. In the Individual Information section it will show the employing agency as well as your agency under Empowering Agencies.

Change Law Enforcement Authority Status

Individual Information			
Name:	TAIT, GORDON GREGORY	License Code:	Law Enforcement Officers
MCOLLES No.:	29982	License Type:	Law Enforcement Officer
Employing Agency:	ELMWOOD FIRE DEPARTMENT		
Empowering Agencies:	MITN TOWNSHIP DPS		

Refer to page 68 for the remainder of how to complete a removal or reinstatement of law enforcement authority.

Annual Reporting

Overview: By statute, each law enforcement agency is required to annually verify their roster of employed law enforcement officers⁵ and other information. In addition to ensuring correct listing and tracking of officers, it is the basis for calculating the Law Enforcement Distribution.

The Annual Registration must be completed in the time period published by MCOLES for the previous calendar year, typically from the first week of January through the first week of March. The Annual Registration includes the following steps:

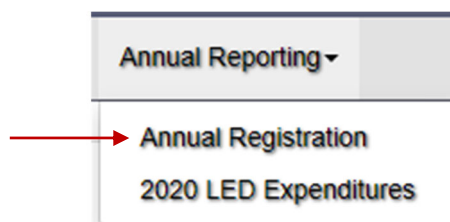
- *Update* law enforcement agency profile information;
- *Update* MITN operator rights;
- *Verify* the roster of MCOLES licensed law enforcement officers;
- *Verify* that all licensed officers have completed mandatory in-service training standards;
- Report annual *hours worked* by licensed officers;

If the law enforcement agency participates in the voluntary Law Enforcement Distribution (LED):

- *Register* for future LED funding; and
- Report LED *expenditures*.

Section I: Annual Registration and Law Enforcement Distribution

To go to the Annual Registration home page, select Annual Registration from the Annual Reporting menu.



⁵ MCL 18.423(1)

Annual Registration Home

Overview: The Annual Registration Home page links to the seven respective screens for completion of the required Annual Registration and Law Enforcement Distribution (LED) reporting. Each will be described in more detail below.

There is a checklist of each of the requirements, each of which will be marked as that step is completed. Your agency's Annual Registration is not complete until all requirements are checked. Agencies that are not eligible to participate in LED will not need to complete the last two items.

First, a printable copy of the instructions is available. Please review this, as it details each of the sections in more depth. Also, if your agency participates in LED, please review the LED Guidelines available on the MCOLES public website in the [Justice Training Fund](#) section.

Annual Registration Home

Registration Open: 01/01/2020 - 12/31/2020

Please follow the steps below to complete your agency's annual registration. Note that this web page will be available when the registration is open.

If you are a new law enforcement agency, and have not participated in the Annual Registration process before, please contact the MCOLES at 517-636-7867.

[Print Instructions](#)

Print the instructions to guide you through the registration process.

Annual Registration Requirements:

- Agency Profile
- MITN Operator Rights
- Agency Roster
- Mandatory In-Service Training Compliance
- Annual Hours Worked
- Register for Law Enforcement Distribution
- Annual LED Expenditures

Agency Profile

[Verify Agency Profile](#)

Update your agency profile information, including Administrative Contact, Key MITN Operator, and Fiscal Officer; business and mailing addresses; and phone and fax numbers.

MITN Operator Rights

[Verify MITN Operator Rights](#)

Update the MITN Operator Rights information for your agency.

Annual Registration Requirements:

- Agency Profile
- MITN Operator Rights
- Agency Roster
- Mandatory In-Service Training Compliance
- Annual Hours Worked
- Register for Law Enforcement Distribution
- Annual LED Expenditures

When you initially navigate to the Annual Registration Home page, the boxes in the checklist are not marked. The requirements do not have to be completed in any particular order.

Agency Profile

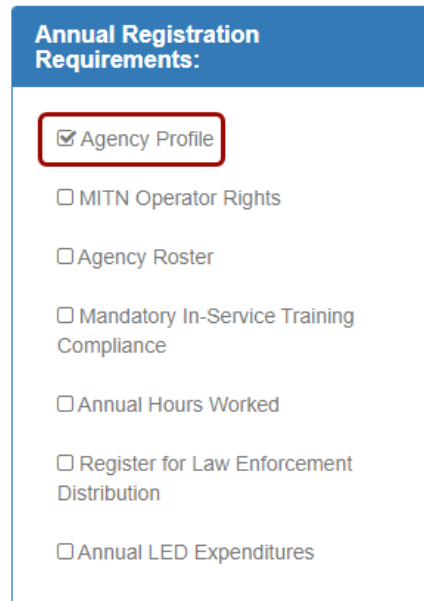
Agency Profile

[Verify Agency Profile](#)

Update your agency profile information, including Administrative Contact, Key MITN Operator, and Fiscal Officer; business and mailing addresses; and phone and fax numbers.

The Agency Profile is the same page as reached through the Profile & Access menu item. It includes agency information and address and the four required contacts: agency head, administrative contact, key MITN operator, and fiscal officer. Clicking the Verify Agency Profile will take you to that page. For additional information on updating this information, see page 109.

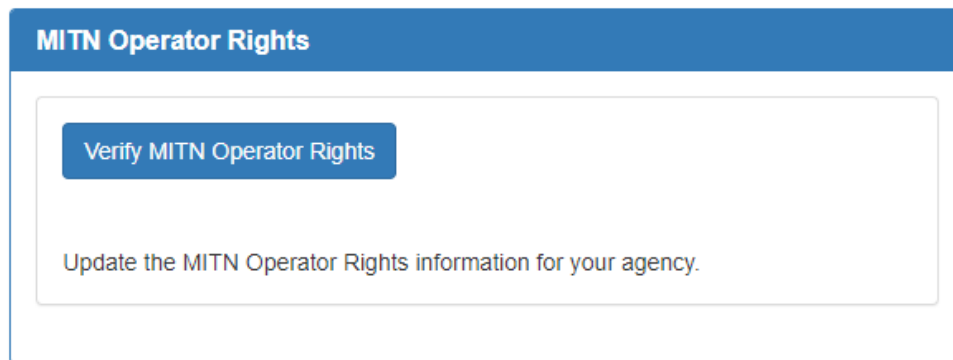
When you return to the Annual Registration Home page, you will see that Agency Profile in the checklist has been marked as completed.



Annual Registration Requirements:

- Agency Profile
- MITN Operator Rights
- Agency Roster
- Mandatory In-Service Training Compliance
- Annual Hours Worked
- Register for Law Enforcement Distribution
- Annual LED Expenditures

MITN Operator Rights



MITN Operator Rights

[Verify MITN Operator Rights](#)

Update the MITN Operator Rights information for your agency.

The MITN Operator page is the same as reached through the MITN Operators item on the Profile & Access menu. It lists the currently active MITN operators for your agency. Only the key MITN operator or agency head can remove MITN operator rights on this page. Operators can only be added by submitting an Operator Agreement to the MCOLES Licensing & Administrative Services Section.

MITN Operators

Please contact MCOLES at 517-636-7867 if you have any questions related to your agency's MITN operator access.

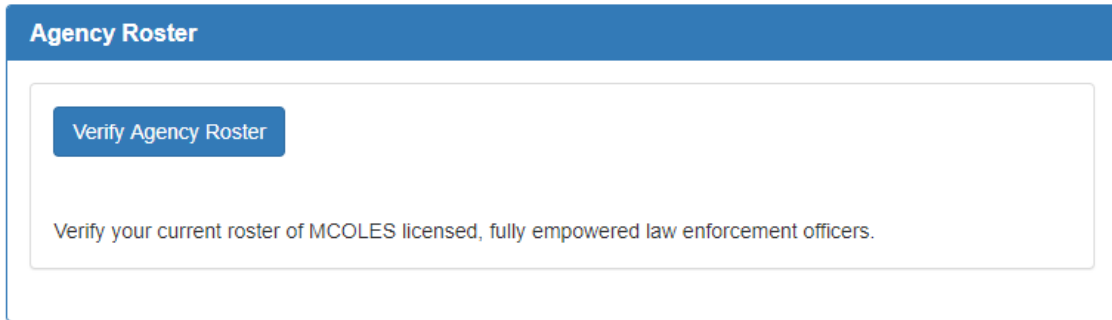
Only the identified Key MITN Operator can remove MITN operator rights.

Active Operators	
Show	10 entries
Name	
ERIC SMITH	
JANICE KINGSTON	
Showing 1 to 2 of 2 entries	
Previous	1 Next

When you return to the Annual Registration Home page this item will also be marked in the checklist.

Annual Registration Requirements:
<input checked="" type="checkbox"/> Agency Profile
<input checked="" type="checkbox"/> MITN Operator Rights
<input type="checkbox"/> Agency Roster
<input type="checkbox"/> Mandatory In-Service Training Compliance
<input type="checkbox"/> Annual Hours Worked
<input type="checkbox"/> Register for Law Enforcement Distribution
<input type="checkbox"/> Annual LED Expenditures

Officer Roster



The Officer Roster shows all licensed law enforcement officers that were employed, hired, and/or separated the previous year and their listed status. The Officer Roster should be updated throughout the year as employment transactions occur, not just during the Annual Registration Period.

If information on the Officer Roster is incorrect, take the steps necessary to correct the information through the appropriate employment transaction as described earlier.

Clicking on the Verify Officer Roster button will take you to the Officer Roster screen. This screen is the same one available from the "Agency Roster" Navigation button. If necessary, update your roster information as described on page 61.

When the Officer Roster has been reviewed, the item will be marked on the Annual Registration Home checklist.



Mandatory In-Service Training Verification

The MCOLES Active Duty Firearm Standard became effective as of January 1, 2009. All licensed law enforcement officers must meet the standard at least once during the calendar year.

Mandatory In-Service Training Verification

[Verify Mandatory In-Service Roster](#)

All MCOLES-licensed, fully empowered law enforcement officers are required to successfully complete annual in-service training standards as set by the Commission. By selecting "yes" are are certifying that all officers on your agency roster as of 12/31/2019 are in compliance with these standards for the 2019 calendar year.

If one or more officers have not successfully achieved the mandatory standard, select "No."

Have all current MCOLES-licensed officers met the mandatory in-service training standards for 2019 ? Yes No

[Save](#) [Cancel](#)

If all licensed law enforcement officers successfully completed the mandatory training standard, certify this by selecting the Yes option. If one or more officers have not successfully achieved the mandatory standard, select No. No is not an incorrect response, as officers may be unavailable for reasons such as active military call-up, extended medical leave, etc.

After selecting the response, click on the Save button. You will remain on the Annual Registration Home page and can continue with the sections. This may be updated at any point until your Annual Registration is complete.

A tool is available in MITN to assist agencies in tracking their officers' attendance at a course containing the mandate. See the Mandatory In-Service Training List as described on page 104, as well as the MITN In-Service User Guide. Select the Verify Mandatory In-Service Roster button in this section of the Annual Registration Home page. The new page displays the page for the reporting period, which is the previous calendar year. The Mandatory In-Service item from the In-Service Training menu displays the current year information.

Annual Hours Worked

The number of hours worked by each licensed law enforcement officer for the previous calendar year must be entered. The number of hours worked is also used for determining license eligibility and calculation of FTEs for the Law Enforcement Distribution.

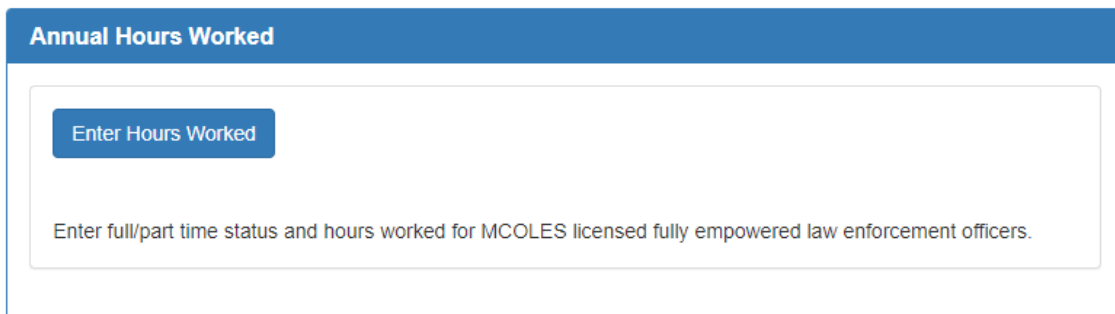
Under statute language revised in 2016, licensed officers who have worked fewer than 2080 hours and separate from law enforcement employment have one (1) year in which to be hired by an agency in a licensed, fully empowered capacity, and officers having worked 2080 hours or greater have a two (2) year window. Once the respective grace period has passed, the officer's license is considered lapsed, and they must attend the Recognition of Prior Training and Experience program to become eligible for license reactivation and are subject to all of the selection and employment standards.

The accurate reporting of hours worked by licensed officers is essential, because the above-mentioned legislative changes now define eligibility periods for license lapsing based on **cumulative hours worked** as a licensed law enforcement officer instead of years of service.

The maximum number of hours that may be reported is 2080, even if the officer worked additional hours beyond this number. Paid vacations and other paid days off may be included in this number, as long as the officer was available to report for duty.

For those that retired or were separated from the agency during the reporting period, the number of hours worked for the year should have been reported at that time on the Separation Notice.

Click on the Enter Hours Worked button from the Annual Registration Home page.



The screenshot shows a web interface for reporting annual hours worked. It features a blue header bar with the text "Annual Hours Worked". Below the header is a white rectangular area containing a blue button labeled "Enter Hours Worked". Underneath the button, there is a line of text: "Enter full/part time status and hours worked for MCOLES licensed fully empowered law enforcement officers."

Hours Worked

Show entries Search:

	Name	MCOLES No.	Employment Status	Full/Part Time	Hours Worked
	RICE, TERRENCE KEVIN	24745	Pending	Full-Time	
Update	ANDERS, JAMES WILLIAM	32567	Current	Full-Time	2080
Update	BACKUS, DAVID BACH	39349	Current	Part-Time	
Update	DRATINI, JESSICA ALLISON	34850	Current	Full-Time	2080
Update	FETHER, JOSEPH MICHAEL	43661	Current	Full-Time	2080
Update	MILLINGTON, GENE BRANDON	42508	Current	Full-Time	
	ODOYLE, LEWIS DONALD	43550	Separated	Full-Time	432

Showing 1 to 7 of 7 entries Previous Next

[Hours Worked Report](#)

1. The Update button will open a pop-up window that will allow you to edit the information for that officer.
2. Officers with an Employment Status of Pending indicates that MCOLES has not received the necessary documentation to process the license activation or new hire. You will not be able to add hours until this is complete.
3. For officers employed for the full calendar year and have a Full-Time status, the Hours Worked defaults to 2080. This can be adjusted if necessary through the Update button.
4. Officers designated as Part-Time will not default any hours; these will need to be update per part-time officer.
5. Full-Time officers hired mid-year will not have hours defaulted to 2080.
6. Hours worked for an officer separated during the reporting period cannot be changed here. The hours were already included on the Separation Report at that time.
7. A printable Hours Worked Report is available.

To update information for an officer, select the Update button. A pop-up window will appear where the changes can be made.

Update Officer	
Name	ANDERS, JAMES WILLIAM
MCOLES No.	32567
Employment Status	Current
Full/Part Time	Full-Time
Hours Worked	2080

The Full- or Part-Time status can be changed using the dropdown on that field.

Hours Worked can be adjusted here. The number may not exceed 2,080 hours per statute.

Select Update Officer to save the changes or Cancel to discard changes or if no changes were made. Either option will return you to the Hours Worked page.

When you have completed any necessary updates for all officers, you can use the Hours Worked Report for a printable copy. Note that the printed report calculates the total Hours Worked and FTEs. The number of FTEs is calculated as total hours worked by all officers divided by 2080. It is not a count of officers employed by the agency.

Name	MCOLES License Number	Employment Status	2019 Full/Part Time	2019 Hours Worked
RICE, TERRENCE KEVIN	24745	Pending	Full-Time	
ANDERS, JAMES WILLIAM	32567	Current	Full-Time	2080
BACKUS, DAVID BACH	39349	Current	Part-Time	580
DRATINI, JESSICA ALLISON	34850	Current	Full-Time	2080
FETHER, JOSEPH MICHAEL	43661	Current	Full-Time	2080
MILLINGTON, GENE BRANDON	42508	Current	Full-Time	2080
NORRIS, JAMES MARTIN	42862	Separated		580
ODOYLE, LEWIS DONALD	43550	Separated	Full-Time	432
Report Totals		Full Time		7
		Part Time		1
		Hours Worked		9,332
		FTEs		4

On the Annual Registration Home page, the Annual Hours Worked checkbox will only be marked when hours have been entered for all officers with an Employment Status of Current.

Annual Registration Requirements:

- Agency Profile
- MITN Operator Rights
- Agency Roster
- Mandatory In-Service Training Compliance
- Annual Hours Worked
- Register for Law Enforcement Distribution
- Annual LED Expenditures

Register for Law Enforcement Distribution

This section allows you to register to receive Law Enforcement Distribution (LED) funds for the current year.

Register for 2020 LED

In order to be eligible to receive Justice Training Law Enforcement Distribution funds, your agency must be a governmental agency of the executive branch of this state or a subdivision of this state authorized to employ licensed law enforcement officers. Any other agencies providing law enforcement services are not eligible to receive LED funds.

Do you wish to register for the 2020 Law Enforcement Distribution? Yes No 1

Local funds budgeted for in-service training: 2

Maintenance of Effort base year amount: 3

By selecting "Yes", you certify that your agency complies with all the LED eligibility criteria as outlined in the Instructions provided above.

1. Select "Yes" to register to receive funds. Select "No" if you do not wish to participate in LED for the current year. If you select "No" but have previously received funds you will still need to complete the Annual LED Expenditures section.
2. If you selected "Yes," enter the amount of your current year budget for in-service training of licensed law enforcement officers.
3. Per the Michigan Justice Training Fund Act, the Maintenance of Effort amount is your agency's in-service training budget in either 1982 or the first year after that for which you received LED funds. Your local funds budgeted cannot be less than the Maintenance of Effort amount, which would be prohibited as supplanting, and you would not be eligible for LED funds.

After making any necessary changes, select the Save button in the section. This may be updated at any point until your Annual Registration is complete.

You may register even if your agency has not previously received LED funds. You will need to contact MCOLES to establish a Maintenance of Effort Base Year Amount.

Annual LED Expenditures

Recipient agencies must report annually the expenditure of Justice Training Funds. As with the other portions of the Annual Reporting, the details are for the expenditures in the previous calendar year.

An entire annual distribution must be expended within two calendar years after receiving the distribution. If funds remain unexpended after the second calendar year, an agency will not be eligible to receive additional funds until those are expended and reported. Any funds remaining from a distribution after five years will be invoiced and returned to the Michigan Justice Training Fund for future law enforcement distributions.

LED expenditure detail reporting includes the four eligible uses:

- In-Service Training Costs;
- Supplies and Operating Expenses;
- Equipment Purchases; and
- Consortium Membership Fees.

Training Costs includes all costs associated with attending a **specific** course, including supplies, operating and equipment costs. Supplies and Operating expenses and Equipment purchases are for those **not related** to one specific course. Refer to the LED Guidelines published on the MCOLES public website at <https://www.michigan.gov/mcoles> in the Justice Training Fund section.

Annual LED Expenditures

Annual LED Expenditures

Determine your current balance of funds, report the details of your LED expenditures during the 2019 report period, and allocate your 2019 LED expenditures.

In order to be eligible to receive Justice Training Law Enforcement Distribution funds, your agency must be a governmental agency of the executive branch of this state or a subdivision of this state authorized to employ licensed law enforcement officers. Any other agencies providing law enforcement services are not eligible to receive LED funds.

If your agency participated in the 2019 Law Enforcement Distribution and/or has an unexpended balance of funds from previous distribution years, you must complete the LED Expenditure Report even if no fund were expended in 2019.

Select the Annual LED Expenditures button to continue.

There are five blocks within the Annual LED Expenditures page; the top section is for your agency's available funds, and the remaining four are the eligible uses listed above.

Available Funds

2019 Annual LED Expenditures

Report Period:01/01/2019 - 12/31/2019

Available Funds						
1	2	3	4	5	6	7
Distribution Year	Expenditure Period Ends	Distribution Amount	Prior Expenditures	Available to Spend	Expended This Period	Unexpended Balance
2017	12/31/2019	\$2650.75	\$1255.90	\$1394.85	\$1394.85	\$0.00
2018	12/31/2020	\$3345.96	\$0.00	\$3345.96	\$3345.96	\$0.00
2019	12/31/2021	\$4570.32	\$0.00	\$4570.32	\$3545.24	\$1025.08
TOTALS:				\$9311.13	\$8286.05	\$1025.08
Total from Expenditure Details: \$ 8286.05						8

9 Save and Submit to MCOLES 10 Return

11 2019 LED Annual Expenditure Report

The Report Period indicates the prior calendar year for which you are reporting expenditures. None of the amounts in this section may be edited.

- Distribution Year
Up to three rows may appear based on the timeframes listed above if any distribution funds remain for the eligible years.
- Expenditure Period Ends
This shows when the distribution from that year must be expended by, which is two years following the year of initial distribution.
- Distribution Amount
This column shows the entire initial distribution for each row, regardless of any amount expended from that distribution.
- Prior Expenditures
This shows the amount reported during previous Annual Registrations as spent from that year's distribution funds.

5. Available to Expend
The distribution less the prior expenditures is calculated, indicating the available amount remaining from that year's distribution.
6. Expended This Period
This amount is summed from expenditures in the four sections below. The expenditures will automatically subtract from the oldest funds first until that year reaches zero unexpended funds, then begin subtracting from the next more recent year.
7. Unexpended Balance
The expenditures (item 6) are subtracted from the funds available to expend (item 5), and the results displayed in this column.
8. Totals from Expenditure Details
The amount totals from each of the categories of LED Expenditures (In-Service Training, Supplies and Operating Expenses, Equipment Purchases, and Consortium Membership Fees), are totaled and displayed here. The figure is updated as individual items are added or removed. The total allocation over the available distributions (item 6) must match this figure.
9. Save and Submit to MCOLES
When the LED Expenditure Summary block is complete (only after all of the details have been entered and accounted for in the summary), click on this button to submit the information to MCOLES. After submitting, the LED Expenditures page will be locked down. If you need to make corrections after this point, you must contact MCOLES to re-open the page.
10. Return
This button takes you back to the Annual Registration Home page.
11. LED Annual Expenditure Report
After you have finished entering expenditures, you may print a copy of the report for your files. You do not need to print a copy to send to MCOLES.

In-Service Training

All items except Total Training Cost are pre-populated from information previously entered into MITN. If a training course does not appear, it is a result of one of three things: the training provider did not register the course in MITN, the training provider did not enter the course roster, or in the case of an officer who works for multiple agencies the training provider did not indicate which agency was sponsoring the officer. In each of these situations, contact the training provider directly.

In-Service Training									
	1	2	3	4	5	6	7	8	9
	Course Title	Training Provider	End Date MM/DD/YYYY	Training Site	Provider Location	Special Use Approval Number	Hours of Training	Number of Trainees	Total Training Cost
Update	2019 MCOLES Active Duty Firearms Standard	MITN TOWNSHIP DPS	09/22/2019	In State	In State		6.00	6	\$0.00
Update	Survival Spanish for Law Enforcement Officers	COMMAND SPANISH, INC	06/01/2019	Out of State	Out of State	3450	21.00	1	\$1250.00
Update	2019 Summer Training Conference	MICHIGAN SHERIFFS ASSOCIATION	04/09/2019	Out of State	In State	1514	18.00	2	\$495.00
11									10 Current Total: \$1745.00

1. Course Title
The title of the training course attended.
2. Training Provider
The in-service training provider registering the course.
3. End Date MM/DD/YYYY
This is the end date of a course offering attended.
4. Training Site
This will be either the In-State or Out-of-State depending on the location the training was actually presented.
5. Provider Location
This is either In-State or Out-of-State as appropriate for where the in-service training provider is located, regardless of where the training was held.
6. Special Use Approval Number
If the course was presented out-of-state, a Special Use Request must have been submitted and approved **prior** to the training. If the request was submitted and approved, the number assigned to the training course will appear. If a Special Use Request was not submitted but the training was out-of-state, "Required" will appear instead of a number. Funds cannot be allocated to this course in this case.
7. Hours of Training
The number of actual hours of the training course.

- 8. Number of Trainees
The number of licensed law enforcement officers that attended the training course. This is reported per training course, so if officers attended the same course at different times, each instance will have a separate row and count.
- 9. Total Training Cost
Enter the total training cost for the law enforcement officers to attend the training. This may include allowable travel or other expenses such as supplies or operating expenses.
- 10. Current Total
The Current Total will calculate the sum of the Total Training Costs for all rows.
- 11. Update
This button will open a pop-up window where you can edit the total training cost for the course.

Update the In-Service Training

This is the informational text as to what In-Service Training is from LED expenditures.

Course Title
Survival Spanish for Law Enforcement Officers

Training Provider
COMMAND SPANISH, INC

End Date
06/01/2019

Training Site
Out of State

Provider Location
Out of State

Special Use Approval Number
3450

Hours of Training
21.00

Number of Trainees
1

Total Training Cost
1250.00

Save
Cancel

The only field that can be entered here is the Total Training Cost. The remaining fields were transferred from the course information.

Supplies and Operating Expenses

This section is for training expenses not relating to any one registered training course. Such items may include ammunition, firearms range rental, training videos, etc. Travel expenses for individual training courses are not entered here, but are included in the In-Service Training section on that course line. Expensed for courses not appearing in the In-Service Training list may not be entered here.

Supplies and Operating Expenses				
Add Supplies and Operating Expense				
	Description	Quantity	Unit Price	Total Supplies and Operating Expenses
Update	Ammunition - .40 cal FMJ - per case	5	\$142.11	\$710.55
Update	Taser training cartridges	50	\$5.01	\$250.50
				Current Total: \$961.05

- Description
This should be entered on the Add a Supply and Operating Expense pop-up as a brief description of the supply or operating expense submitted.
- Quantity
This is the number of items purchased for the supply or operating expense. If the supply was purchased with a price per quantity/package, enter the number of units purchased.
- Unit Price
This is the cost per unit purchased.
- Total Supplies and Operating Expenses
This will be calculated and entered as the Quantity (item 2) multiplied by the Unit Price (item 3).
- Current Total
The sum of the Total Supplies and Operating Expenses is calculated and displayed here. The total and the summary block will be updated with each line added.
- Add a Supply and Operating Expense
This button will open a pop-up window to enter a new expenditure.

Add a Supply and Operating Expense

This is the informational text as to what supplies and operating expenses are from LED expenditures.

* **Description**

* **Quantity**

* **Unit Price**

Enter the Description, Quantity, and Unit Price in their respective fields. Selecting Save will save the information and return to the Annual LED Expenditures page. Save and Add Another will save the current entry and clear the window so you can add additional expenditures without returning to the Annual LED Expenditures page each time. Cancel will clear the fields without saving and return you to the Annual LED Expenditures page.

7. Update

If you need to correct or remove an entry, select the Update button and a pop-up will open to make the change.

Update the Supply and Operating Expense

This is the informational text as to what supplies and operating expenses are from LED expenditures.

* **Description**

* **Quantity**

* **Unit Price**

Change any fields as necessary and select Save. This will return you to the Annual Registration Home page. Select Save and Add Another to make the changes and go to the pop-up to add expenditures. The totals for the Supplies and Operating Expenses section will update as you progress.

To delete the expenditure completely select the Remove button. The expenditure will no longer appear in the Supplies and Operating Expenses section, and the totals will be recalculated.

Equipment Purchases

Equipment means an item that:

- Is used only for the delivery of in-service training;
- Is personal property;
- Has a normal useful life of more than one year; and
- Has a single-unit purchase price greater than the level established by the Commission, currently \$300.00.

A Special Use Request must be approved for equipment if:

- The purchase is greater than 10% of the annual distribution; or
- The unit price is greater than the level established by the Commission, currently \$5,000.00.

The Special Use Request must be submitted and approval must be obtained **before** purchasing the equipment.

This section works in the same manner as the Supplies and Operating Expenses section, with the addition of one column for the Special Use Approval Number. This field is enterable from the Add Equipment pop-up or the Update pop-up windows. Enter the number provided by the Commission at the time of approval here.

Equipment Purchases					
Add Equipment Purchases					
	Description	Special Use Approval Number	Quantity	Unit Price	Total Equipment Cost
Update	Redman Suit		1	\$450.00	\$450.00
Update	Adco Decision Making Simulator	1492	1	\$5500.00	\$5500.00
					Current Total: \$5950.00

Consortium Membership Fees

Consortium fees are those expenditures where an agency allocates LED funds to an MCOLES-registered training provider as a membership fee in exchange for free or reduced cost training. If an agency allocates LED funds to a consortium, then *at least one* training course from that provider must have been attended by a member of the agency or the expenditure is ineligible.

The entry of consortium fees is identical to Supplies and Operating Expenses section. A consortium fee may be a flat fee paid by an agency, so would be entered as a quantity of 1 for the total amount, or if the charge is per-officer, then the quantity would be the number of officers the charge was for.

Consortium fees do not include professional organization membership dues or private in-service training providers.

Consortium Membership Fees				
Add Consortium Membership Fees				
	Consortium Name	Quantity	Fee	Total Expenses
Update	Northeast Michigan Training Consortium	11	\$125.00	\$1375.00
				Current Total: \$1375.00

Each of the above four sections is collapsible so you may view more of the current section you are working on. Simply click on a section header to open or close it.

In-Service Training	>			
Supplies and Operating Expenses	>			
Equipment Purchases	>			
Consortium Membership Fees				
Add Consortium Membership Fees				
	Consortium Name	Quantity	Fee	Total Expenses
Update	Northeast Michigan Training Consortium	11	\$125.00	\$1375.00
				Current Total: \$1375.00

While expenditures for the reporting period (prior year) can be entered here, there is also the option of entering the information during the course of the year as expenses are incurred using the Current Expenditures page accessed using the Training Expenditures navigation button. Once the new year begins, those expenditures will move to the LED Expenditure Detail page, and the Training Expenditures page resets for the current calendar year.

Annual Reporting

Section II: Current Year LED Expenditures

This page is similar to the LED Expenditures web page for Annual Registration. Where that page is for the reporting on the prior year's expenditures, the *current* year's expenditures can be entered when the expenses are incurred. At the end of the year, the information will then be transferred to the LED Training Expenditure Detail page for the Annual Registration reporting. This page will then be cleared and the following year's training expenditures can be entered.

To navigate to this page, select 20XX LED Expenditures from the Annual Reporting menu item. 20XX is the current calendar year, e.g. 2020.



The only difference from the Annual Registration page is that the Available Funds section only includes the summary of expenditures from the below sections, since Annual Registration may be ongoing or the current year's LED payments not yet distributed.

2020 LED Expenditure Details

LED Expenditure Detail Totals	
LED Expenditure Type	Expended This Period
In-Service Training	\$0.00
Supplies and Operating Expenses	\$30.00
Equipment Purchases	\$325.50
Consortium Membership Fees	\$1875.00
Total For This Period	\$2230.50

[In-Service Training](#) >

[Supplies and Operating Expenses](#) >

[Equipment Purchases](#) >

[Consortium Membership Fees](#) >

[2020 LED Expenditure Report](#)

In-Service Training

There are three functions available for in-service training resources:

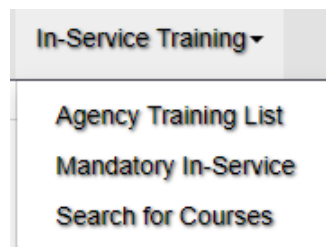
- Agency Training List,
- Mandatory In-Service, and
- Search for Courses.

Each are described in more detail below; briefly, the Agency Training List is used for registering training with MCOLES, which serves the purpose of adding training to individual officers' training record and to be considered an allowable expense for LED.

The Mandatory In-Service item is a tool to assist with tracking which officers at your agency may need to complete MCOLES-mandated training, such as the Active Duty Firearms Standard.

Search for Courses allows you to look for upcoming training in a topic area.

The three functions are reached from the In-Service Training menu item.



Section I: Agency Training List

Overview:

Law enforcement agencies may enter in-service training in the same manner as private or other in-service training providers. From the Agency Training List, an agency may:

- Submit new in-service training courses;
- Maintain registered courses, such as adding new offering dates; and
- Enter attendance rosters.

Agencies may submit a course for MCOLES registration to maintain a complete record of training for officers.

Courses where LED funds are to be allocated **must** be registered with MCOLES. Agencies can register training that officers attend out-of-state, where the vendor is not likely to register the course for one or two Michigan students, for LED purposes.

A law enforcement agency may enter in-service training courses as a law enforcement agency user, or agencies may also be set up in the system as in-service training providers. As a law enforcement agency, any Operator entering training would have full access to **all** agency records. As an in-service provider, those Operators assigned would **only** have access to the training portion. This may be helpful for agencies with a separate training office, or if the agency provides training to outside agencies or law enforcement officers.

A detailed User Guide for the registering and reporting of in-service training is available.

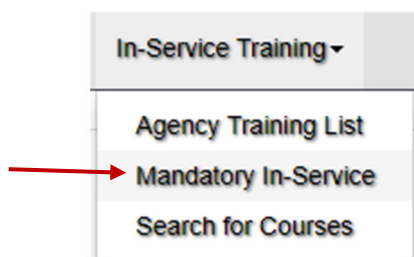
In-Service Training

Section II: Mandatory In-Service

The annual completion of the active duty firearms standard by all MCOLES-licensed law enforcement officers became mandatory effective January 1, 2009. For a tool to assist agencies in the tracking of their officers' attendance at a course containing the mandate, the Mandatory In-Service training list web page was added to MITN. At the start of a calendar year, all of the agency's current officers are displayed on the list. As they successfully complete courses that are registered in MITN as containing the mandated training, their names are removed from the list.

Since agencies are not required to register training in MITN unless Law Enforcement Distribution funds are to be used, including those courses containing the mandate, officers attending non-registered courses will still appear on the list. For information on how a training course is registered as containing the mandate, see the Agency Training List in Section I above.

The Mandatory In-Service page is reached through the In-Service menu.



Outstanding Mandatory In-Service Roster

[Outstanding Mandatory In-Service Training Report](#)

Show entries Search:

Name	MCOLES No.	Training Requirement	Status
ANDERS, JAMES WILLIAM	32567	Mandatory Active Duty Firearms Standard	Not Taken
BACKUS, DAVID BACH	39349	Mandatory Active Duty Firearms Standard	Not Taken
DRATINI, JESSICA ALLISON	34850	Mandatory Active Duty Firearms Standard	Not Taken
FETHER, JOSEPH MICHAEL	43661	Mandatory Active Duty Firearms Standard	Not Taken
MILLINGTON, GENE BRANDON	42508	Mandatory Active Duty Firearms Standard	Not Taken
RICE, TERRENCE KEVIN	24745	Mandatory Active Duty Firearms Standard	Not Taken

Showing 1 to 6 of 6 entries Previous Next

Officers initially appear with a status of Not Taken. If they successfully complete the course, their names no longer appear on the list. If they attend a course containing the mandate but do not pass, they remain on the list and the status indicates Fail.

Outstanding Mandatory In-Service Roster

Outstanding Mandatory In-Service Training Report

Show entries Search:

Name	MCOLES No.	Training Requirement	Status
ANDERS, JAMES WILLIAM	32567	Mandatory Active Duty Firearms Standard	Not Taken
BACKUS, DAVID BACH	39349	Mandatory Active Duty Firearms Standard	Not Taken
DRATINI, JESSICA ALLISON	34850	Mandatory Active Duty Firearms Standard	Not Taken
FETHER, JOSEPH MICHAEL	43661	Mandatory Active Duty Firearms Standard	Not Taken
MILLINGTON, GENE BRANDON	42508	Mandatory Active Duty Firearms Standard	Not Taken
RICE, TERRENCE KEVIN	24745	Mandatory Active Duty Firearms Standard	Fail

Showing 1 to 6 of 6 entries Previous Next

As the standard must be met once per year, if an officer completes the training at another agency, as long as that course is registered they will no longer appear on your list.

A printable report is available via a link under the list of officers.

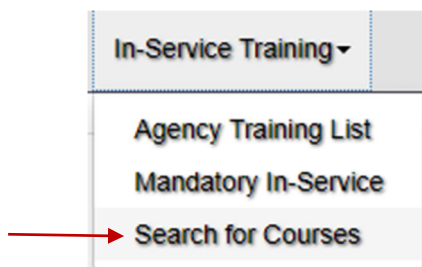
Final confirmation that all officers have completed the mandated training for the year is included in the Annual Registration process (see page 86). The link from the In-Service Training menu displays the current year information, while the similar section on the Annual Registration Home page displays the list for the reporting period, which is the previous calendar year.

In-Service Training

Section III: Search for Courses MCOLES In-Service Training Course Registry

Overview:

Registered in-service training courses can be searched on the MCOLES Course Registry Lookup through the Search for Courses item in the In-Service Training menu. Course information, including upcoming dates and locations, are available to law enforcement agencies and officers who have requested individual MITN access.



The MCOLES Course Registry Lookup is searchable by several criteria, including course category, subcategory, training provider, date, location, or “wildcard” search for words in the course descriptions. Any number of these criteria can be used, to widen or narrow your search.

MCOLES Course Registry Lookup

Search Criteria

Category: <input type="text" value="Select Category"/>	Sub-Category: <input type="text" value="Select Sub-Category"/>	MCOLES In-Service Curriculum: <input type="text" value="Select MCOLES Curriculum"/>
Keyword: <input type="text"/>	Criminal Justice Entity: (Name, City, Registration Type) <input type="text" value="Select CJ Entity"/>	Search Date: <input type="text"/>

Search Results

Show entries

Select Course	Course Title	Provider	Course Category	Hours	Incorporates MCOLES Curriculum
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

At least one search criteria must be used. Courses where the training provider has marked the course to not appear on the registry will not be returned on a search.

If you select one of the criteria, only those courses in the Training Course Registry will be shown. In the below example, only the category was selected. If category is selected, you may choose a sub-category as well; leaving sub-category blank will return all courses within that category.

MCOLES Course Registry Lookup

Search Criteria

Category:

Sub-Category:

MCOLES In-Service Curriculum:

Keyword:

Criminal Justice Entity: (Name, City, Registration Type)

Search Date:

Search Results

Show entries

Select Course	Course Title	Provider	Course Category	Hours	Incorporates MCOLES Curriculum
<input type="button" value="→"/>	CPTED	MICHIGAN SHERIFFS ASSOCIATION	Community Policing and Problem Solving	40	Yes
<input type="button" value="→"/>	Crime Prevention on Patrol	DELTA COLLEGE POLICE ACADEMY	Community Policing and Problem Solving	8	

Showing 1 to 2 of 2 entries Previous Next

If a category is selected, the sub-categories that will show will be only those for the category.

Search Criteria

Category:

Sub-Category:

- Select Sub-Category
- Active Duty Firearms Standard
- Armorer
- Firearms
- Firearms Instructor
- Handguns
- Longguns
- Patrol Rifle
- Shotguns
- Weapon Retention
- Weapons

For a Keyword search, it is best to use a word or short phrase, since the search will look for exactly what you entered, e.g. felony.

For a Criminal Justice Entity search (an in-service training provider), click on the field and a list of active training providers will be shown.

Once a course or courses are found that meet your criteria, click on the right arrow next to the desired course. This will open the course information on the MCOLES Course Registry Detail page. Additional information on the course or how to register for a course is available in the Contact Information block.

MCOLES Course Registry Detail

Course Information:

Course Title:	CPTED		
Provider:	MICHIGAN SHERIFFS ASSOCIATION		
Provider Course ID:		Category:	Community Policing and Problem Solving
Course Hours:	40.0	Sub-Category:	Community Relations
Description:	A one-week, in-depth training course for officers in professional level drill and ceremonies associated with department Honor Guard units.		
Audience:	Sheriff's deputies who will lead, or participate in, a department Honor Guard.		

MCOLES In-Service Training Curriculum: ▼

This course incorporates the MCOLES in-service training curriculum for:
Legal Update

Goals & Objectives: ▶

Outline: ▶

Contact Information: ▶

MCOLES-only Information: ▼

LED Approved:	Yes	LED Approval No.:	NCP Approved:	No
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Offering Information: ▼

Begin Date	End Date	Location	Instructor 1	Instructor 2	Cost per Student
06/12/2006	06/16/2006	Holland Police Department			275.0

Return

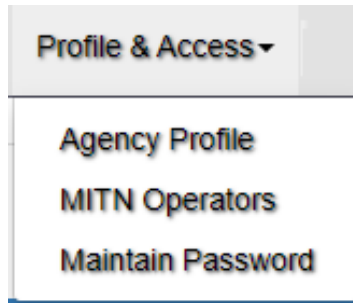
Each of the sections, such as the Goals & Objectives or Outline, can be expanded by clicking on the section header

Maintaining Your Agency Information

There are three functions for maintaining your agency's business and MITN accounts:

- Agency Profile,
- MITN Operators, and
- Maintain Password.

These are reached through the Profile & Access menu.



Section I: Agency Profile

Overview:

Certain information is required for MCOLES to maintain information and properly contact your agency. This information needs to be current, and is included in the Annual Registration steps. The information currently on file with MCOLES is found on the Entity Profile page. Certain items can not be changed using the web page, and you will have to contact MCOLES.

The first section contains individual contact information for four specific individuals related to the agency in order to give MCOLES the ability to communicate directly with appropriate individuals as necessary. These are for the Agency Head, Administrative Contact, Key MITN Operator, and Fiscal Officer.

A change in agency head must be reported directly to MCOLES and cannot be changed in MITN by the agency. Only contact information may be updated here.

All information for the next three contacts, including names, can be entered or changed as appropriate. An option is available to select the agency head where the information applies to more than one contact type. This will repeat the contact information without having to enter the information multiple times.

Agency Profile

Entity Head

Please refer to the MCOLES public web site michigan.gov/mcoles or contact the Help Desk 517-636-7867 for directions to change the Entity Head. Entity Head is the chief law enforcement officer for the criminal justice entity and recipient of all critical MCOLES communications.

Last Name:	First Name:	Middle Name:	Title:
<input type="text" value="SMITH"/>	<input type="text" value="ERIC"/>	<input type="text" value="TIMOTHY"/>	<input type="text" value="Chief of Police"/>
Prefix:	Suffix (Jr, Sr, III):	* E-Mail:	
<input type="text" value="CHIEF"/>	<input type="text"/>	<input type="text" value="chief@mitntwp.org"/>	
* Phone No. (NNN-NNN-NNNN):	Ext:	* FAX (NNN-NNN-NNNN):	
<input type="text" value="202"/> - <input type="text" value="645"/> - <input type="text" value="8445"/>	<input type="text"/>	<input type="text" value="202"/> - <input type="text" value="466"/> - <input type="text" value="5445"/>	

Administrative Contact

Administrative Contact is the individual designated by the entity head as the recipient of non-critical, administrative communications from the MCOLES.

Same as Entity Head
 Use the Following Contact

* Last Name:	* First Name:	Middle Name:	Title:
<input type="text" value="KINGSTON"/>	<input type="text" value="JANICE"/>	<input type="text"/>	<input type="text"/>
Prefix:	Suffix (Jr, Sr, III):	* E-Mail:	
<input type="text"/>	<input type="text"/>	<input type="text" value="police@mitntwp.org"/>	
* Phone No. (NNN-NNN-NNNN):	Ext:	* FAX (NNN-NNN-NNNN):	
<input type="text" value="202"/> - <input type="text" value="645"/> - <input type="text" value="4884"/>	<input type="text"/>	<input type="text" value="202"/> - <input type="text" value="466"/> - <input type="text" value="5005"/>	

Selecting Same as Entity Head will roll-up the fields for that section.

Fiscal Officer

Fiscal Officer is the individual designated by the entity head to respond to MCOLES regarding any MCOLES funding issues.

Same as Entity Head
 Use the Following Contact

Key MITN Operator

The Key MITN Operator should be that person identified as a single point of contact that MITN-related issues can be sent to and is responsible for identifying the agency's MITN operators who should no longer have access to the system based on employment transactions or transfer of assignments.

There is an additional button in this block to select the Key MITN Operator from a list of your agency's operators. The name will fill from that operator, and is not enterable in this block.

Key MITN Operator

Key Operator is the individual designated by the entity head to verify the entity's roster of MITN operators and as the recipient of all MITN related communications from the MCOLES.

Same as Entity Head
 Use the Following Contact

Choose New Key MITN Operator

* Last Name: * First Name: Middle Name: Title:

Prefix: Suffix (Jr, Sr, III): * E-Mail:

* Phone No. (NNN-NNN-NNNN): - - Ext: * FAX (NNN-NNN-NNNN): - -

Click on the Choose New Key MITN Operator and a pop-up list of current operators will open.

Entity Operators:

Show 5 entries Search:

	Full Name
Select	ERIC SMITH
Select	JANICE KINGSTON

Showing 1 to 2 of 2 entries Previous 1 Next

Cancel

Click on the Select button next to the desired person to be Key MITN Operator. This will return you to the agency profile page, and the operator name will show in those fields. The remaining fields in the section are enterable.

Key MITN Operator

Key Operator is the individual designated by the entity head to verify the entity's roster of MITN operators and as the recipient of all MITN related communications from the MCOLES.

Same as Entity Head
 Use the Following Contact

Choose New Key MITN Operator

* Last Name:	* First Name:	Middle Name:	Title:
<input type="text" value="SMITH"/>	<input type="text" value="ERIC"/>	<input type="text"/>	<input type="text" value="LIEUTENANT"/>
Prefix:	Suffix (Jr, Sr, III):	* E-Mail:	
<input type="text"/>	<input type="text"/>	<input type="text" value="esmith@mitntwp.org"/>	
* Phone No. (NNN-NNN-NNNN):	Ext:	* FAX (NNN-NNN-NNNN):	
<input type="text" value="202"/> - <input type="text" value="446"/> - <input type="text" value="5016"/>	<input type="text"/>	<input type="text" value="202"/> - <input type="text" value="466"/> - <input type="text" value="5050"/>	

Following the contact information blocks are three sections where the general business information is displayed and updated. For the Mailing Address there is an option to select the same as the business address, which if selected the section will roll-up and the fields not be displayed.

Business Information

* Phone No. (NNN-NNN-NNNN):	Ext:	* FAX (NNN-NNN-NNNN):
<input type="text" value="202"/> - <input type="text" value="645"/> - <input type="text" value="5005"/>	<input type="text"/>	<input type="text" value="202"/> - <input type="text" value="466"/> - <input type="text" value="4005"/>
* Business Hours:	* Business E-mail:	Business Website:
<input type="text" value="Monday - Friday 8-5"/>	<input type="text" value="police@mitntwo.org"/>	<input type="text" value="www.mitntwp/police"/>

Business Address

* Address Line 1:	Address Line 2:	Address Line 3:
<input type="text" value="606 SOUTH MAIN STREET"/>	<input type="text"/>	<input type="text"/>
City:	State:	* Zip:
<input type="text" value="LANSING"/>	<input type="text" value="MI"/>	<input type="text" value="48917"/>
		Zip Extension:
		<input type="text" value="1884"/>

Mailing Address

Same as Business Address
 Use the Following Address

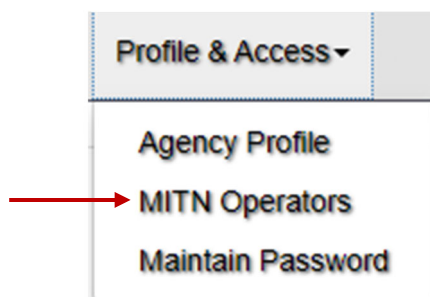
Maintaining Your Agency Information

Section II: MITN Operators

The MITN Operators page displays the current list of authorized MITN users for your agency. Operators who are no longer employed with the agency, have changed functions within the agency, or otherwise should not have access to MITN can have their rights removed. An operator who is a law enforcement officer that has separated from the department is not automatically removed from this list.

Removing MITN operator rights in a timely manner when appropriate is critical to the security of the information available to prevent misuse. No new operators can be added from this page. A MITN Operator Agreement must be completed and submitted to MCOLES.

The MITN Operators page is reached from the Profile & Access menu item.



MITN Operators who are not the Key MITN Operator or Agency Head will be able to view a list of operators but cannot make any changes.

MITN Operators

Please contact MCOLES at 517-636-7867 if you have any questions related to your agency's MITN operator access.

Only the identified Key MITN Operator can remove MITN operator rights.

Active Operators

Show entries

Name
ERIC SMITH
JANICE KINGSTON

Showing 1 to 2 of 2 entries

Previous Next

* MITN Operators may only be added by completing an Operator Security Agreement and faxing the Agreement to the MCOLES Licensing Services Section at 517-636-7886.

The Key MITN Operator or Agency Head will see a Remove button to the left of the operators' names.

Active Operators	
Show 10 entries	
Name	
<input type="button" value="Remove"/>	ERIC SMITH
<input type="button" value="Remove"/>	JANICE KINGSTON

Showing 1 to 2 of 2 entries Previous **1** Next

Click on the Remove button on the row of the individual who is to no longer have access to MITN. This opens a page where the effective date of removal rights, reason for removal, and any additional comments are entered.

Removal of MITN Operator Rights

Name: JANICE KINGSTON

*** Date of Removal of MITN Operator Rights**

*** Removal Reason**

Removal Comments

I recognize that any misrepresentation on my part constitutes fraud and is punishable as a felony under

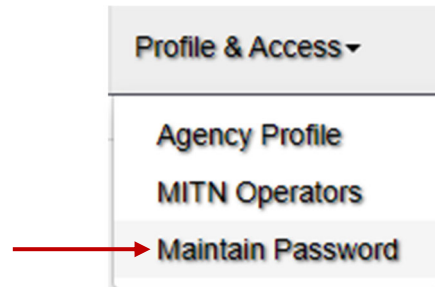
After entering or selecting the fields, click on Save and Submit to MCOLES. You will be returned to the MITN Operators page, and a report will be available. The report needs to be signed by the agency head and submitted to MCOLES.

Maintaining Your Agency Information

Section III: Maintain Password

Overview:

You can change your MITN logon password at any time through the Maintain Password web page. This page is accessed through the Maintain Password link on the Profile & Access menu item.



Maintain Password

Change Your Password

* Old Password	<input type="password"/>
* New Password	<input type="password"/>
* Confirm New Password	<input type="password"/>

New Passwords Requirements

- Must contain at least 8 characters and no more than 30 character
- Must contain characters from at least three of the following:
 - Uppercase alphabet characters (A-Z)
 - Lowercase alphabet characters (a-z)
 - Arabic numerals (0-9)
 - Non alphanumeric characters (e.g. !@#\$%^&*+=?)
- Cannot be the same as your old password
- Maximum lifetime of passwords is 90 days

Save

Cancel

To change your password, enter your current password in the Old Password field. Select a new password and enter it in the New Password field; enter the same in the Confirm New Password and select Save.

Passwords must meet the criteria listed on the web page and shown on the right above..

Passwords must be changed at least once every 90 days. A warning message will begin appearing within 7 days of the end of the cycle. If you do not change your password within 90 days, you will not be able to log in until you confirm your previous password and select a new one.

**Appendix A:
MCOLES-Required Documents and Agency-Retained Documents**

Transaction	Document	MCOLES	Agency
Separation from Employment	Separation Affidavit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	PA 128 Separation of Service Act Record		<input checked="" type="checkbox"/>
Change in LE Authority (remove & reinstate)	Change in Law Enforcement Authority Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hiring a Law Enforcement Officer with a Current License	Agency Affidavit Requesting License Activation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Conferral of Full Authority/Oath of Office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Waiver/Authorization for Release of Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Personal History Statement and Affidavit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hiring an Employed Recruit Candidate	Standards Compliance Verification Affidavit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Candidate New Hire Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Waiver/Authorization for Release of Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Personal History Statement and Affidavit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Application for Licensing, including Medical Examination documentation		<input checked="" type="checkbox"/>
	Fingerprint Search Results		<input checked="" type="checkbox"/>
	Background Investigation		<input checked="" type="checkbox"/>
	Drug Screen Report		<input checked="" type="checkbox"/>
	Proof of Compliance with Education Requirement, e.g. transcript		<input checked="" type="checkbox"/>
	Proof of U.S. Citizenship		<input checked="" type="checkbox"/>
	Copy of valid Operator's or Chauffeur's License		<input checked="" type="checkbox"/>
Copy of Position Description		<input checked="" type="checkbox"/>	
License Activation:	License Activation Affidavit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Employed Recruit	Conferral of Full Authority/Oath of Office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hiring and License Activation: Pre-service Graduate; Law Enforcement Officer with Lapsed License; or Out-of-State Licensed Law Enforcement Officer	License Activation Affidavit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Standards Compliance Verification Affidavit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Conferral of Full Authority/Oath of Office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Waiver/Authorization for Release of Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Personal History Statement and Affidavit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Application for Licensing, including Medical Examination documentation		<input checked="" type="checkbox"/>
	Fingerprint Search Results		<input checked="" type="checkbox"/>
	Background Investigation		<input checked="" type="checkbox"/>
	Drug Screen Report		<input checked="" type="checkbox"/>
	Proof of Compliance with Education Requirement, e.g. transcript		<input checked="" type="checkbox"/>
	Proof of U.S. Citizenship		<input checked="" type="checkbox"/>
Copy of valid Operator's or Chauffeur's License		<input checked="" type="checkbox"/>	
Copy of Position Description		<input checked="" type="checkbox"/>	

All signed, completed documents should be scanned and emailed to the Licensing Services Section at [msp-mcoles-licensing@michigan.gov](mailto:mcoles-licensing@michigan.gov).

Appendix B

Applicant Paper Forms

The Below MCOLES reports and affidavits are not included in Appendix B:

- Separation Affidavit - This affidavit must be printed from the Separation page or from the officers profile in MITN.
- Change in Law Enforcement Authority Report - This report should be printed from the Change in Law Enforcement Authority page.
- Agency Affidavit Requesting License Activation - This affidavit must be completed and printed from the Agency Affidavit Requesting License Activation page in MITN once submitted.
- License Activation Affidavit - This affidavit must be completed and printed from the License Activation page in MITN once submitted.
- Change in Employed Recruit Status - This affidavit is printed from the Change in Recruit Status page in MITN once submitted.
- Personal History Statement and Affidavit - This affidavit can be printed from the Individual Lookup page in MITN.

The below MCOLES forms are included in Appendix B:

- Paper Forms for Use With Employed Recruit Applicants and Pre-Service Basic Training Academy Graduates
- Waiver and Authorization for Release of Information
- Instructions for Standards Compliance Screening for Employed Recruit Applicants and Pre-Service Basic Training Academy Graduates and Reporting in the MCOLES Information and Tracking Network
- Medical History Statement
- Physician's Statement of Applicant's Medical Condition

PAPER FORMS FOR USE WITH EMPLOYED RECRUIT APPLICANTS AND PRE-SERVICE BASIC TRAINING ACADEMY GRADUATES

Substitute forms are not allowed.

For additional documentation requirements, refer to the User Guide, Appendix A.

FORM NAME	WHEN TO USE	SUBMIT TO MCOLES	KEEP IN OFFICERS FILE
Waiver & Authorization for Release of Information	Use this form prior to accessing the Status/Inquiry and Hiring button to check the individual's License Status and Individual Employment History.	YES	YES
Instructions for Standards Compliance Screening	Read and review these instructions prior to completing the standards screening process.	NO	NO
Medical History Statement	Have the applicant complete this form prior to going to the doctor for the medical physical. The applicant must present this form to the doctor as part of the medical physical.	NO	OPTION ¹
Physician's Statement of Applicant's Medical Condition	This form is sent to the examining physician and is to be completed by the physician and other examiners, if applicable, as the medical screening is conducted.	NO	YES ²
Personal History Statement and Affidavit	This is the personal affidavit of the applicant, and is completed for all applicants prior to entering basic law enforcement training academies or the Recognition of Prior Training and Experience Program. It is also completed by those seeking license activation or re-activation by a law enforcement agency.	3	3

- 1 Keeping this form or a copy of this form with the agency is optional. As the form indicates, "After the medical examination is completed, the Medical History Statement should be retained by the examining physician or the law enforcement agency." If the agency maintains this form, it shall be filed in a manner that conforms with the Americans with Disabilities Act regarding the storage of medical records and personnel files.
- 2 The Physician's Statement of Applicant's Medical Condition form must be retained by the agency in the Individual Employment History file for each officer. It shall be filed in a manner that conforms with the Americans with Disabilities Act regarding the storage of medical records and personnel files.
- 3 For an **Employed Recruit** applicant that your agency is hiring and sending to the academy for training: A Personal History Statement and Affidavit must be completed and notarized prior to the start of the academy. The affidavit that your agency caused the applicant to execute at the time of hire must be placed in the officer's Individual Employment History file at your agency.

For an eligible **Pre-Service** applicant who has put themselves through a basic training academy, an applicant that has completed the **Recognition of Prior Basic Training and Experience Program** (formerly Waiver of Training Program), or someone seeking re-activation: A personal History Statement and affidavit must be executed at the time your agency activates the license of the applicant. The original shall be maintained in the officer's Individual Employment History file at your agency; the copy shall be emailed to MCOLES at mcp-mcoles-licensing@michigan.gov or faxed to 517-636-7886.

WAIVER & AUTHORIZATION FOR RELEASE OF INFORMATION INSTRUCTION SHEET

The attached WAIVER & AUTHORIZATION FOR RELEASE OF INFORMATION is required for any of the following:

1. Application for employment with a law enforcement agency
2. Application for enrollment into a law enforcement academy
3. Application to the law enforcement licensing process

INSTRUCTIONS

Section A:

To be completed by the applicant of a hiring law enforcement agency, law enforcement academy or RPTE program.

Section B:

The **hiring law enforcement agency or the enrolling academy** must place **their own** agency's name in the blank space provided.

- Section B must be signed and dated by the applicant.
-

Section C:

The **hiring law enforcement agency requesting information** must enter **their agency's name** in the blank space provided.

- Section C must be signed and dated by an applicant who is currently or has previously been licensed.
-

Michigan Commission on Law Enforcement Standards

927 Centennial Way, Lansing, MI 48913

Email: MSP-MCOLES@Michigan.Gov

Main Line: 517-636-7864

WAIVER & AUTHORIZATION FOR RELEASE OF INFORMATION

*Sections A & B to be completed by all applicants (non-licensed, currently licensed, and previously licensed law enforcement officers)
Section C to be completed by all current or previously licensed law enforcement officers.*

Section A – This form shall be completed electronically with your responses typed into the appropriate spaces.

Last Name:	First Name:	Middle Name:	Suffix (Jr, Sr, III):	
Other Name(s) Known By (Including Aliases, by Marriage, or Legal Name Change)				
Social Security No.*:	Date of Birth:	Phone No.:	Gender‡:	Race‡:
Residence Address (Street, City, State, Zip):			Highest Degree:	
Drivers License No.:	Issuing State:	E-Mail Address:		

Section B – Authorization for release of information:

I hereby authorize any individual, agency or organization to furnish to the Michigan Commission on Law Enforcement Standards, the _____¹, their representatives and/or agents (including, but not limited to, 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/psychological, 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 and the _____¹.

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 completed and signed photocopy or electronic copy of this Authorization shall have the same force as the original.

Applicant Signature:	Today's Date:
----------------------	---------------

¹ Type or print the name of the hiring law enforcement agency or the enrolling academy.

*****Section C to be completed by all current or previously licensed law enforcement officers only*****

Section C – Former Michigan employing law enforcement agency authorization:

I hereby authorize any and all of my former employing Michigan law enforcement agencies to provide the _____¹ with a copy of the record regarding the reason or reasons for, and circumstances surrounding, my separation of service created by any former employing law enforcement agency or agencies. **(Under 2017 PA 128, MCL 28.561, et seq. a hiring law enforcement agency shall not hire a law enforcement officer unless the hiring law enforcement agency receives the record regarding the reason or reasons for, and circumstances surrounding, a separation of service from each prior employing law enforcement agency.)**

Applicant Signature:

Today's Date:

¹ Type or print the name of the hiring law enforcement agency or the enrolling academy.

AUTHORITY: 1965 PA 203; 2017 PA 128
COMPLIANCE: Voluntary
PENALTY: No License Activation/ Employment/
Academy Enrollment

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

† This information is for
the purposes of EEO
reporting only.

MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS

927 Centennial Way, PO Box 30633, Lansing MI 48909
517-636-7864

**INSTRUCTIONS FOR STANDARDS COMPLIANCE SCREENING FOR
EMPLOYED RECRUIT APPLICANTS AND PRE-SERVICE BASIC TRAINING ACADEMY GRADUATES
AND REPORTING IN THE MCOLES INFORMATION AND TRACKING NETWORK**

PLEASE NOTE: If there is any doubt about an applicant's ability to meet a standard, or if there is a need for clarification of a standard, contact the MCOLES Standards Compliance Section at 517-636-7864.

These instructions are intended to assist you in properly screening employed recruit applicants for enrollment into a basic training program or license activation for pre-service basic training academy graduates, and keeping track of the screening requirements in the MCOLES Information and Tracking Network as they are completed.

All standards must be met within 180 days of academy enrollment for employed recruit applicants or within 180 days of license activation for pre-service basic training academy graduates.

The Standards Compliance section of the MCOLES Information and Tracking Network solicits either a "YES" or "NO" response to each required standard. By hovering your mouse over a required standard line on the Standards Compliance screen in the system, a description of the requirements for that standard will appear. There are also date fields that must be completed for those standards with the 180-day requirement.

For every "NO" answer to the screening requirements, or any "YES" answers where there are notations on the source documents for that standard, there must be comments entered in the field provided for that standard.

Commission policy for data entry into the system is that the agency must maintain supporting documentation for all information that is submitted via the web.

Selection and Employment Standards

The standards may not appear in this order on the Standards Compliance Screen, depending on the type of applicant. They are presented below in alphabetical order.

Background Investigation

Indicate that there has been a comprehensive background investigation completed on the applicant before hiring. This would include obtaining and reviewing: driving record; arrest and conviction record; school records; employment records; the applicant's personal traits and personal integrity; and other documents (e.g., police reports, letters of reference) to ensure the good moral character of the applicant.

College Education

Pre-service academy graduates are required to have obtained at least an Associate Degree prior to licensing. Documentation must be in the form of an official college transcript indicating the award of the appropriate college degree.

Drug Screen

An applicant must test negative on a test prescribed by the Commission that is designed to detect the illicit use of controlled substances. An applicant who tests positive or refuses to submit to a test shall not be eligible for training or licensing for 2 years after a positive test or the refusal to submit to the test. This test must be conducted by an MCOLES-approved laboratory. Agencies are required to report applicants who test positive or refuse to submit to testing to MCOLES. A reporting form for a positive test or refusal is available for reporting at the MCOLES web site www.michigan.gov/mcoles. This standard requires the date of the drug screen to be entered. Drug testing procedures and approved laboratories follow the screening instructions.

Fair Labor Standards Act

Indicate that the applicant will be employed and paid at least minimum wage for all hours worked in compliance with the Fair Labor Standards Act and MCOLES Rule 28.14206(2)(b). Agencies that hire recruits for academy training are also obligated to comply with this standard. The Training Director at the enrolling training academy will require proof of paid employment.

Fingerprints and Records Search

The employing agency shall cause the applicant to be fingerprinted within 180 days prior to academy enrollment or license activation. The employing agency shall conduct a search of state or federal fingerprint files to disclose any criminal record, including expunged or set aside convictions.

Free from Law Enforcement Officer Licensing Disqualifying Offenses pursuant to MCL 28.609(12):

Indicate that the applicant does not have any disqualifying offense preventing licensure, including set-aside or expunged convictions. This standard is established by conducting a comprehensive background investigation and fingerprint check in this state and with the FBI. Disqualifying offenses include:

(a) The individual obtained the license by making a materially false oral or written statement or committing fraud in an affidavit, disclosure, or application to a law enforcement training academy, the commission, or a law enforcement agency at any stage of recruitment, selection, appointment, enrollment, training, or licensure application.

(b) The individual obtained the license because another individual made a materially false oral or written statement or committed fraud in an affidavit, disclosure, or application to a law enforcement training academy, the commission, or a law enforcement agency at any stage of recruitment, selection, appointment, enrollment, training, or licensure application.

(c) The individual has been subjected to an adjudication of guilt for a violation or attempted violation of a penal law of this state or another jurisdiction that is punishable by imprisonment for more than 1 year.

(d) The individual has been subjected to an adjudication of guilt for violation or attempted violation of 1 or more of the following penal laws of this state or laws of another jurisdiction substantially corresponding to the penal laws of this state:

[OWI/OUID Second Offense]

(i) Section 625(1) or (8) of the Michigan vehicle code, 1949 GPA 300, MCL 257.625, if the individual has a prior conviction, as that term is defined in section 625(25)(b) of the Michigan vehicle code, 1949 PA 300, MCL 257.625, that occurred within 7 years of the adjudication as described in section 625(9)(b) of the Michigan vehicle code, 1949 PA 300, MCL 257.625.

[Certain Controlled Substance Violations]

(ii) Sections 7403(2)(c) and 7404(2)(a), (b), and (c) of the public health code, 1978 PA 368, MCL 333.7403 and 333.7404.

[Assault and Battery (DV) and Stalking]

(iii) Sections 81(4) and 81a and a misdemeanor violation of section 411h of the Michigan penal code, 1931 PA 328, MCL 750.81, 750.81a, and 750.411h.

Character Fitness

Indicate that the agency had determined the applicant has character fitness as evidenced by a comprehensive background investigation covering school and employment records; home environment; personal traits and personal integrity. The investigation should include a review of a completed personal history statement and affidavit and an oral interview. Consideration shall be given to all law violations, including traffic conservation law convictions as indicating a lack of character fitness.

High School Diploma or GED

The applicant must provide documentation of being a high school graduate or attaining a passing score on the general education development test (GED) indicating a high school graduation level.

Medical Examination

Indicate that the applicant has completed a comprehensive medical examination by a licensed physician and that the medical report form and supplemental documents have been completed and signed by the appropriate medical provider (i.e., licensed physician, licensed psychologist if applicable, authorized hearing specialist or audiologist). A date must be recorded for this examination.

If the examinations and forms are completed without complications or questions, select "YES" and enter all comments from the forms (such as vision or hearing accommodations). If you are not sure if an applicant meets the medical standards or if any of the forms indicate they do not meet one or more of the medical standards, please select "NO" and provide comments in the area provided. **Please call 517-636-7864 if you have questions; you may also provide this number to any applicant, physician or clinic regarding medical standards issues.** Medical report forms are available from MCOLES by calling the Standards Compliance Section at 517-636-7864.

Minimum Age

Indicate that the applicant is at least 18 years of age. This is best documented by the date of birth on a valid driver's license from Michigan, another US state or territory, the District of Columbia, or Canada.

Oral Interview Conducted

Indicate that the applicant has been interviewed to determine their acceptability for a position in law enforcement, their appearance, background information, and their ability to communicate.

Pre-Enrollment Physical Fitness Test

- Employed recruit applicants:

Verify that the applicant has successfully completed the mandatory pre-enrollment physical fitness test by obtaining a copy of the score sheet provided to the applicant by the test center at the time of testing. This test is valid for 180 days from the time the test was taken and must be taken before enrollment into an academy. A date must be recorded for this standard.

- Pre-service academy graduates:

The physical fitness test became a part of the mandatory basic training curriculum as physical fitness and health & wellness objectives. The applicants are required to pass a physical fitness test prior to the completion of the academy session. Successful completion of the academy session includes the passing of this test. No further physical fitness test is required, though your agency may opt to include physical fitness as a part of the hiring process.

Psychological Assessment

Indicate that the applicant meets the psychological assessment as required. Currently, a licensed physician can make this determination during the medical examination and indicate compliance on the medical report form. If the psychological assessment is conducted by a licensed psychologist, the psychologist must sign the medical report form in the designated area. A date must be recorded for this examination.

Reading and Writing

Indicate that the applicant can read and write at a level necessary to perform the essential job functions of a law enforcement officer by obtaining a passing score on the MCOLES Reading and Writing Test or by obtaining a passing score on an MCOLES-approved agency examination as required in R 28.14203(g).

United States Citizen

Indicate that the background investigation has determined that the applicant is a United States citizen. A copy of the applicant's birth certificate would evidence citizenship. Also, the Immigration and Naturalization Service requires newly hired employees complete an INS I-9 Form indicating citizenship. The INS I-9 form can act as documentation for this standard. If an applicant is a naturalized citizen, documentation should be obtained and retained in the Individual Employment History.

Valid Michigan Driver's License

Indicate that you have documented the applicant has a valid driver's license from Michigan, another US state or territory, the District of Columbia, or Canada.

Once the minimum standards have been met and the on-line form completed, the Screening Standards Report must be printed, signed by the agency head and the applicant, and mailed or faxed to MCOLES at 517-636-7886.

Pre-service basic training academy graduates that have not met the minimum standards shall not have their law enforcement license activated. Employed recruit applicants that have not met the minimum standards shall not be enrolled in a basic law enforcement training program.

Information provided for the standards compliance verification form shall be true, accurate and complete. The 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. Failure on the part of the applicant or law enforcement agency to fully disclose information or submission of incorrect information constitutes misrepresentation or fraud as prohibited by MCL 28.609(12)(a) and (b).

Any such misrepresentation or fraud shall constitute grounds for denial of entrance into training, dismissal from training, or revocation of license as a law enforcement officer in Michigan pursuant to MCL 28.609(12). Additionally, misrepresentation to obtain law enforcement licensing or a state subsidy of tuition, constitutes fraud and is punishable as a felony under MCL Sections 750.218, and/or 750.248.

DRUG TESTING PROCEDURES

At a minimum, agencies must test for the following six (6) classes of drugs or their metabolite:

<u>Drug/Metabolite</u>	<u>Decision Level</u>
Amphetamines*	300 or 1000 ng/ml
Barbiturates	300 ng/ml
Cocaine metabolites	300 ng/ml
Marijuana metabolites*	50 or 100 ng/ml
Opiates	300 ng/ml or 2000 ng/ml
Phencyclidine (PCP)	25 ng/ml

Note: When two (2) initial test levels are indicated, an agency may select either test level at its option. Confirmation shall be by Gas Chromatography/Mass Spectrometry (GC/MS).

Order the drug testing by Test Code: If your laboratory choice does not have a test code, please reference the information in the above chart.

A list of the Commission's approved laboratories authorized to participate in the mandatory drug screening program appears on the following page.

Reporting Positive Test Results: Agencies shall report "positive" drug results for any individual reported "positive" by a laboratory using the Law Enforcement Officer Applicant Drug Test Report form TC-4 (Revised 1-01) and available on the web site at www.mcoles.org. The laboratory report for the individual shall be attached to the Drug Test Report.

Reporting a refusal or Failure to Report: Agencies shall report any individual who is told to report for a drug test but refuses or fails to do so, by using a Law Enforcement Officer Applicant Drug Test Report form TC-4 (Revised 1-01), available on the web site at www.michigan.gov/mcoles. Agencies shall report the circumstances of a "refusal" or "failed to report" on the Drug Test Report.

LABORATORIES WITH GC/MS CONFIRMATION ON SITE:

LAB NAME	TEST CODE	PHONE	STREET NO.	CITY	STATE	ZIP
Bi-County Comm. Hospital, Dept. of Path.	7546 UDS # 6	(586) 759-7550	13355 East Ten Mile Road	Warren	MI	48089
DMC University Laboratories	114595	(313) 745-4100	4201 St. Antoine	Detroit	MI	48201
Frances Warde Medical Laboratory	MLEO	(800) 876-6522	5025 Venture Drive	Ann Arbor	MI	48108
Lab Corp of America	2150-5	(800) 473-9702	32355 Capitol	Livonia	MI	48150
MEDTOX	88189	(800) 832-3244	402 West County Road D	St. Paul	MN	55112
Quest Diagnostics, Inc.	35537	(800) 877-7484	Schaumburg Certified Lab	Schaumburg	IL	60173
Clinical Reference Laboratory	P700	(913) 492-3652	8433 Quivira Rd.	Lenexa	KS	66215
Spectrum Health Toxicology Laboratory	09241	(616) 774-7856	1840 Wealthy Street, S.E.	Grand Rapids	MI	49506
Advanced Toxicology Network (ATN)	61007	(888) 290-1150	3560 Air Center Cove, #101	Memphis	TN	38118

LABORATORIES WITH GC/MS CONFIRMATION DONE BY REFERRAL:

LAB NAME	TEST CODE	PHONE	STREET NO.	CITY	STATE	ZIP
Detroit Department of Health Laboratory	80100	(313) 876-4220	1151 Taylor	Detroit	MI	48202
Access Diagnostics, Inc.	DPML	(313) 921-2266	5575 Conner	Detroit	MI	48213
Hurley Medical Center Emp. Health Service	UTOX #3	(810) 257-9799	Number One Hurley Plaza	Flint	MI	48503
Midwest Health Center	8718	(313) 581-2600	5050 Schaefer Road	Dearborn	MI	48126
BioTech Laboratories, Inc.	7050	(248) 426-9800	24469 Indoplex Circle	Farmington Hills	MI	48335

NOTE: Agencies should ensure that the term "law enforcement applicant" is entered on the chain of custody paperwork that goes to the lab.

MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS

927 Centennial Way, PO Box 30633, Lansing MI 48909
517-636-7864

MEDICAL HISTORY STATEMENT

NOTE: After the medical examination is completed, the Medical History Statement should be retained by the examining physician or the law enforcement agency. Do not forward this form to the Michigan Commission on Law Enforcement Standards unless requested by MCOLES.

The Michigan Administrative code of 1979, as amended, requires that law enforcement officer applicants be examined by a licensed physician to ensure that the applicant is free of any physical defect or medical condition which might adversely affect job performance or endanger the life of the officer or others. Rules 28.14206(1)(c), 28.14207(f) and 28.14312(3) require that a declaration of the applicant's medical history be made available to the examining physician.

The information you provide in this statement is extremely important. It will be used by the examining physician to evaluate your medical fitness for the position of entry-level law enforcement officer. Therefore, please fill out the questionnaire completely and accurately. Please keep in mind that: (a) all statements are subject to verification, and (b) deliberate inaccuracies or incomplete statements may bar or remove you from employment.

This statement was designed to explore those areas that bear directly upon the physical demands of the position for which you are applying. A thorough and accurate evaluation of this information will contribute to sound employment decisions benefiting both you and your potential employer.

This statement is confidential. If hired, the information you provide will be a part of your medical record.

When answering "Yes" or "No" questions, place an "X" in the appropriate space. If you are unable to answer a question for any reason you will need to discuss the issue with the examining physician.

Type or print only:

Name: Last:	First:	Middle:	Suffix (Jr, Sr, III):
Social Security No.*:	Date of Birth:	Primary Phone No.:	Alternate Phone No.:
Residence Address (Street, City, State, Zip):			

I, the undersigned, do hereby consent to undergo a medical examination, including blood specimens, x-rays, skin tests, immunizations, and other examinations which the examiners may consider necessary to complete the medical evaluation.	
Signature:	Today's Date:

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. If necessary, the Social Security Number will be used for identification purposes to ensure that proper records are obtained.

MEDICAL HISTORY STATEMENT

1.	Have you been medically examined for employment with this agency before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	List all medications you regularly use, including vitamins, birth control pills, laxatives, aspirations, antihistamines, tranquilizers, and weight reducing aids.		
	a. _____	b. _____	c. _____
	d. _____	e. _____	f. _____
3.	List any medications you have taken in the last 2 months (prescription and non-prescription).		
	a. _____	b. _____	c. _____
	d. _____	e. _____	f. _____
4.	Name any drugs to which you may have ever had an allergic reaction.		
	a. _____	b. _____	c. _____
5.	List any other substances to which you are allergic, including food, insect stings, etc.		
	a. _____	b. _____	c. _____
6.	List your last 3 hospitalizations, beginning with the most recent (excluding routine childbirth).		
	<u>Reason:</u>	<u>Hospital/City:</u>	<u>Month/Year:</u>
	a. _____	_____	_____
	b. _____	_____	_____
	c. _____	_____	_____
7.	List any operations you may have had which are not listed above.		
	<u>Reason:</u>	<u>Hospital/City:</u>	<u>Month/Year:</u>
	a. _____	_____	_____
	b. _____	_____	_____
	c. _____	_____	_____

MEDICAL HISTORY STATEMENT

8. Have you been rejected by the military for health reasons?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Were you ever in the Armed Services? If "YES", answer number 9a.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9a. Did you receive a medical discharge?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Have you ever made a claim for an occupational disease?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Have you ever made a claim for an industrial accident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12. Have you any claim now pending for any of the above?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13. Do you have an educational or learning disability?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you have ever had or now have any of the following, check the appropriate box(es).		
14. Allergic rhinitis	<input type="checkbox"/> Yes	<input type="checkbox"/> No
15. Anemia	<input type="checkbox"/> Yes	<input type="checkbox"/> No
16. Asthma	<input type="checkbox"/> Yes	<input type="checkbox"/> No
17. Bronchitis	<input type="checkbox"/> Yes	<input type="checkbox"/> No
18. Cancer	<input type="checkbox"/> Yes	<input type="checkbox"/> No
19. Diabetes (sugar disease)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
20. Duodenal or stomach ulcer	<input type="checkbox"/> Yes	<input type="checkbox"/> No
21. Emphysema	<input type="checkbox"/> Yes	<input type="checkbox"/> No
22. Encephalitis, meningitis	<input type="checkbox"/> Yes	<input type="checkbox"/> No
23. Gall bladder trouble	<input type="checkbox"/> Yes	<input type="checkbox"/> No
24. Glaucoma	<input type="checkbox"/> Yes	<input type="checkbox"/> No
25. Hay fever	<input type="checkbox"/> Yes	<input type="checkbox"/> No
26. Heart murmur, heart disease	<input type="checkbox"/> Yes	<input type="checkbox"/> No
27. Hiatal or diaphragmatic hernia	<input type="checkbox"/> Yes	<input type="checkbox"/> No
28. High blood pressure	<input type="checkbox"/> Yes	<input type="checkbox"/> No
29. Histoplasmosis	<input type="checkbox"/> Yes	<input type="checkbox"/> No
30. Hyperthyroidism	<input type="checkbox"/> Yes	<input type="checkbox"/> No
31. Hypothyroidism	<input type="checkbox"/> Yes	<input type="checkbox"/> No
32. Kidney disease	<input type="checkbox"/> Yes	<input type="checkbox"/> No
33. Liver trouble or hepatitis	<input type="checkbox"/> Yes	<input type="checkbox"/> No
34. Phlebitis	<input type="checkbox"/> Yes	<input type="checkbox"/> No
35. Pneumonia	<input type="checkbox"/> Yes	<input type="checkbox"/> No
36. Rheumatic Fever	<input type="checkbox"/> Yes	<input type="checkbox"/> No
37. Rheumatism, arthritis	<input type="checkbox"/> Yes	<input type="checkbox"/> No
38. Scarlet fever	<input type="checkbox"/> Yes	<input type="checkbox"/> No
39. Sickle cell disease	<input type="checkbox"/> Yes	<input type="checkbox"/> No
40. Tuberculosis	<input type="checkbox"/> Yes	<input type="checkbox"/> No
41. Typhoid fever	<input type="checkbox"/> Yes	<input type="checkbox"/> No
42. Valley fever	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
43. Varicose veins	<input type="checkbox"/> Yes	<input type="checkbox"/> No
44. Venereal disease(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
45. Other (explain):		

46. Have you gained or lost more than 10 lbs. in the past 2 years without trying to do so?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
47. Have you had any changes in your appetite in the past 6 months?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
48. Have you noticed unusual fatigue or weakness recently?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
49. Have you been told by a doctor that you had trouble with your thyroid gland?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
50. Have you noticed changes in your hair or skin color or texture?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
51. Have you had a change in size or color of a mole (dark growth) or wart in the past year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

MEDICAL HISTORY STATEMENT

52. Do you have a skin rash, burning, itching or other skin sensitivity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
53. Have you had any skin cancers removed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

54. Have you had bleeding gums in the past year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
55. Do you have frequent nosebleeds for no apparent reason?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
56. Do you frequently have sinus trouble?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
57. Do you have colds more than twice a year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
58. Have you ever coughed up blood?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

59. Have you had a chest X-ray in the past 2 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
60. Do you often cough up a large amount of mucus?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
61. Have you ever had a positive TB (tuberculosis) skin test?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
62. Do you have unusual shortness of breath?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
63. Do your ankles or feet often swell?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
64. Have you had a feeling of pressure or tightness in your chest in the past year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
65. Have you had pain in your chest in the past year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
66. Do you sometimes wake up at night short of breath?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
67. Do you get pains or cramps in the back of your legs while walking?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
68. Do you get pains or cramps in your legs at night?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
69. Do you smoke cigarettes? If "Yes", how many packs per day? _____ packs/day	<input type="checkbox"/> Yes	<input type="checkbox"/> No
70. Do you use any other forms of tobacco (e.g., cigars, pipe, snuff, etc.)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
70a. If "YES", what form? _____		
71. Do you sometimes have severe soakings or sweats at night?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
72. Have you had an electrocardiogram (ECG, EKG) in the past 2 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

73. Do you suffer from indigestion?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
74. Is swallowing painful or difficult for you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
75. Do you frequently have pain in your stomach or abdomen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
76. Do you frequently take antacid medications, such as Tums or Rolaids?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
77. Have you vomited blood or coffee ground-like material?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
78. Are your bowel movements ever black or bloody?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
79. Are your bowel movements ever painful?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
80. Have you ever had hemorrhoids?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

81. Do you frequently get up at night to urinate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
82. Do you ever have difficulty stopping or starting urination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
83. Have you had pain or burning with urination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

MEDICAL HISTORY STATEMENT

84. Has your urine ever been red, black, brown, or bloody?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
85. Have you ever been told by a doctor that you had sugar or pus in your urine?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
86. Have you ever had a bladder or kidney infection?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
87. Have you ever passed a kidney stone?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
88. Have you ever had a hernia (rupture)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
89. Have you ever had a minor neck or back sprain? If "YES", answer the following questions.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
89a. How many times have you had an attack of this condition?	_____	
89b. How many days were you unable to work because of this condition?	_____	
90. Have you ever had a severe neck or back injury or an episode of severe neck or back pain? If "Yes", answer the following questions.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
90a. How many times have you had an attack of this condition?	_____	
90b. How many days were you unable to work because of this condition?	_____	
91. Have you had problems with low back pain?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
92. Have you ever experienced muscle injuries?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
92a. How many times have you had a pulled muscle?	_____	
92b. How many times have you had a torn muscle?	_____	
93. Have you ever had a problem with any bones or joints, including fractures, dislocations, limitations of movement, stiffness, or pain? If "YES" describe the problem below.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
94. Have you had any fainting spells?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
95. Have you had any seizures or epilepsy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
95a. If "Yes", how many times?	_____	
95b. When was the last incident?	_____	
96. Have you had a skull fracture or a head injury?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
96a. If "Yes", did you experience a loss of consciousness?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
97. Have you ever experienced a concussion?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
97a. If "Yes", how many times?	_____	
97b. When was the last incident?	_____	
98. Have you ever had an Electroencephalogram (EEG)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
99. Do you suffer from migraine headaches or other bad headaches?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
100. When you have a headache is it relieved by aspirin?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

MEDICAL HISTORY STATEMENT

101. Do you have earaches or ear infections often?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
102. Do you have ringing or buzzing noises in your ears?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
103. Do you sometimes have difficulty hearing what is said to you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
104. Have you ever been prescribed hearing aids?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
105. Have you had any serious eye infections or injury?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
106. Does your eyesight ever blur?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
107. Have you had any sudden loss in your vision?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
108. Have you ever been prescribed glasses or contact lenses?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
109. Are you currently suffering from a mental or emotional problem (e.g. depression, PTSD)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
110. Have you ever had counseling for a mental or emotional problem?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
111. Have you ever been diagnosed as having a mental or emotional or mental disorder/illness?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
112. Have you ever been hospitalized for treatment of a psychological condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
113. Have you ever taken a prescription drug to treat a psychological condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
114. Have you ever been treated or received counseling for an alcohol abuse problem?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
115. Have you ever received treatment for the use of recreational drugs and/or the abuse of prescription drugs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
116. Have you ever taken steroids or human growth hormones?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
117. If you answered "Yes" to any of the questions for numbers 109-116, please describe below.		

MEDICAL HISTORY STATEMENT

MEN ONLY

118. Have you ever been told by a doctor that you had prostate trouble?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
119. Have you ever had an infection in your prostate gland?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
120. Have you ever had a swelling or pain in your scrotum or testicles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

WOMEN ONLY

121. Do you have monthly menstrual periods? 121a. What was the date of your last period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
122. Are your menstrual periods painful? 122a. What was the date of your last pap smear?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
123. Have you ever noticed any unusual lumps in your breast?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
124. Have you ever noticed a discharge from your nipples when you were neither pregnant nor nursing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
125. How many times have you been pregnant?		
126. Have you ever had complications during pregnancy or following the delivery of a child?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
127. Are you pregnant now or believe you may be pregnant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

128. Describe anything else which you feel may be important in your medical history, including any conditions not specifically referred to in the preceding questions.

I hereby certify that all statements made in this Medical History Statement are *true and complete*, and I understand that any misstatements of material facts may subject me dismissal from training, denial of licensing, or revocation of my law enforcement license.

<hr/> Signature	<hr/> Date Completed
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MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS

927 Centennial Way, P.O. Box 30633, Lansing, MI 48909
517-636-7864

PHYSICIAN'S STATEMENT OF APPLICANT'S MEDICAL CONDITION

The State of Michigan has mandated that an applicant for law enforcement officer licensing must meet the minimum employment standards published by the Michigan Commission on Law Enforcement Standards (MCOLES). The medical standards are administrative law published in the Michigan Administrative Code of 1979, as amended. Rule 28.14204 requires that applicant must:

Possess adequate hearing, normal color vision and normal visual functions and acuity in each eye (corrected to 20/20). Be free from any physical defects, chronic diseases, organic or functional conditions, or mental or emotional instabilities[‡] which may tend to impair the efficient performance of a law enforcement officer's duties or which may endanger the lives of others or the law enforcement officer.

The administrative law requires that a law enforcement officer applicant be given a comprehensive physical examination by a licensed physician to determine both the applicant's compliance with the law and his or her fitness for performance of the job requirements of a law enforcement officer. The Essential Job Functions are listed on the following page. The law also requires the applicant to provide the physician with the applicant's declaration of medical history on the MCOLES Medical History Statement.

In order to satisfy the intent of the law, it is important that the physical examination includes the body systems to determine whether the applicant has a medical or physical condition that would tend to impair the applicant's efficient performance of a law enforcement officer's duties or which might endanger the lives of others or the law enforcement officer.

Your examination is to include:

- Integumentary System
- Head, Larynx, Neck, Nose, Oral Cavity, Paranasal Sinuses, and Pharynx
- Chest Wall and Respiratory System
- Cardiovascular System
- Gastrointestinal System
- Musculoskeletal System
- Nervous System and Organs of Special Sense
- Endocrine and Metabolic System
- Hematopoietic System
- Other Medical Conditions

Questions related to the Commission's medical standards or the examination process should be addressed to the Michigan Commission on Law Enforcement Standards at 517-636-7864.

[‡]**NOTE TO EMPLOYING AGENCIES:** Use of a licensed psychologist, in lieu of a physician, to assess the mental and emotional stability of applicants is left to the discretion of the employing agency. If the assessment is done by a licensed psychologist, the psychologist must sign in the appropriate area of **Section D**.

Essential Job Functions of a Law Enforcement Officer

1. Affect an arrest, forcibly if necessary, using handcuffs and other restraints.
2. Climb over obstacles; climb through openings; jump down from elevated surfaces; jump over obstacles, ditches and streams; and crawl in confined areas to pursue, search, investigate and/or rescue.
3. Communicate effectively over law enforcement radio channels while initiating and responding to radio communications, often under adverse conditions such as siren usage and high-speed vehicle operation.
4. Communicate verbally and effectively by listening to people and giving information, directions, and commands.
5. Operate an emergency vehicle; during the day and night; in emergency and pursuit situations involving speeds in excess of posted limits, while exercising due care and caution; and, in congested traffic, unsafe road conditions, and environmental conditions such as fog, smoke, rain, ice and snow.
6. Load, aim, and fire handguns, shotguns, and other agency-specific firearms from a variety of body positions in situations that justify the use of deadly force while maintaining emotional control under extreme stress.
7. Conduct searches of buildings and large outdoor areas that may involve walking and/or standing for long periods of time.
8. Exercise independent judgment within legal guidelines, to determine when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
9. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informants.
10. Identify wanted persons and vehicles; and, locate stolen property and identify potential evidence, which requires the ability to distinguish color and perceive shapes.
11. Manage interpersonal conflicts to maintain order.
12. Enter and exit vehicles quickly to perform rescue operations, pursue a suspect or answer an emergency call.
13. Perform law enforcement patrol functions while working rotating shifts and unanticipated overtime.
14. Perform tasks that require lifting, carrying, or dragging people or heavy objects while performing arrest, rescue, or general patrol functions.
15. Perform searches of persons which involve touching and feeling to detect potential weapons and contraband.
16. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
17. Pursue fleeing suspects on foot both day and night in unfamiliar terrain.
18. Read and comprehend rules, regulations, policies, procedures and the law for purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the public.
19. Subdue resisting subjects using hands and feet while employing subject control maneuvers or approved non-lethal weapons.
20. Use body force to gain entrance through barriers to search, seize, investigate and/or rescue.
21. Perform other essential tasks as identified by the employing agency and/or the Michigan Commission on Law Enforcement Standards job-task analysis.

PHYSICIAN'S STATEMENT OF APPLICANT'S MEDICAL CONDITION**PART I: APPLICANT INFORMATION**

Name: Last:	First:	Middle:	Suffix (Jr, Sr, III):
Social Security Number*:	Date of Birth:	Driver's License Number:	
Agency Requesting Medical Exam:			

PART II: TO BE COMPLETED BY EXAMINING PHYSICIAN

Date Medical Exam Conducted:	Applicant's completed Medical History Statement provided to Examining Physician as required: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Instructions:	Please respond to EACH item
Each of the below criteria are to be considered as to their impairment of the ability to perform the essential job functions of a law enforcement officer, or which may endanger the lives of others or the law enforcement officer.	
If any box is checked "NO" or there are any remarks regarding a "YES" answer, the physician must attach an explanation, with his/her signature, to this form. The explanation should include the exact nature of the medical condition, any treatment currently being provided to the candidate and any other information that the examining physician believes is appropriate.	
If Sections B, C, and/or D are conducted by a medical provider other than the examining physician conducting the screening in Section A, the medical provider's information and signature should be entered in the available fields for that section.	

A. Physical Condition	Comments
Free from physical defects? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Free from chronic diseases? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Free from organic diseases? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Free from organic or functional conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No	

B. Vision	Examination date if different than above:
Right eye uncorrected 20/20 vision or better? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No": Right eye corrected to 20/20 or better? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Left eye uncorrected 20/20 vision or better? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No": Left eye corrected to 20/20 or better? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Peripheral vision: Free from large scotomas? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Horizontal binocular field = or > 120 degrees? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Total vertical field = or > 90 degrees? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Stereopsis: 80 seconds of arc or better, and/or dot #6 <input type="checkbox"/> Yes <input type="checkbox"/> No	
Color vision: Must test the unaided eye. X-Chrom lenses or colored spectacle lenses are not allowed.	
Type of pseudoisochromatic plates test administered:	Note: A minimum of 14 plates must be viewed.
Number of plates viewed:	Number of plates correctly identified: <input type="checkbox"/> Pass <input type="checkbox"/> Fail
Farnsworth D-15 panels: If used or applicant fails pseudoisochromatic plates, contact MCOLES at 517-636-7864.	
Examiner signature (if other than physician):	Printed name:
Address:	Date: <input type="checkbox"/> Phone:

- Continued on next page -

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. If necessary, the Social Security Number will be used for identification purposes to ensure that proper records are obtained.
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Name: Last:	First:	Middle:	Social Security Number:
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C. Hearing	See full instructions on following page.	Examination date if different than above:
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Unaided Criteria I:

Pure tone sensitivity thresholds shall not exceed a level of 25 dBHL at 500, 1000, 2000, 3000, and 45 dBHL at 4000 Hz.	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
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Unaided Criteria II:	Required only if applicant fails Unaided Criteria I
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4-frequency average pure tone sensitivity thresholds shall not exceed 25 dBHL at 500, 1000, 2000, & 3000 Hz.	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
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No one frequency poorer than 35 dBHL:

500 Hz	Right:	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Left:	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
1000 Hz		<input type="checkbox"/> Pass	<input type="checkbox"/> Fail		<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
2000 Hz		<input type="checkbox"/> Pass	<input type="checkbox"/> Fail		<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
3000 Hz		<input type="checkbox"/> Pass	<input type="checkbox"/> Fail		<input type="checkbox"/> Pass	<input type="checkbox"/> Fail

Speech recognition in an audiometric sound field shall be 90% or better in both ears.	%	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	%	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
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Speech recognition for both ears in soundfield (with a +5 S/N ratio) will be 70% or better. Speech stimuli shall be presented at 50 dB.	%	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	%	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
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Aided Criteria:	Required only if applicant fails Unaided Criteria I and Unaided Criteria II
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Average aided pure tone sensitivity thresholds shall not exceed 25 dBHL at 500, 1000, 2000, & 3000 Hz.	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
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No one frequency poorer than 35 dBHL:

500 Hz	Right:	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Left:	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
1000 Hz		<input type="checkbox"/> Pass	<input type="checkbox"/> Fail		<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
2000 Hz		<input type="checkbox"/> Pass	<input type="checkbox"/> Fail		<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
3000 Hz		<input type="checkbox"/> Pass	<input type="checkbox"/> Fail		<input type="checkbox"/> Pass	<input type="checkbox"/> Fail

Speech recognition in an audiometric sound field shall be 90% or better in both ears.	%	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	%	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
---------------------------------------------------------------------------------------	---	-------------------------------	-------------------------------	---	-------------------------------	-------------------------------

Speech recognition for both ears in soundfield (with a +5 S/N ratio) will be 70% or better. Speech stimuli shall be presented at 50 dB. In the case where only 1 ear has been fitted with an aid, the unaided ear shall not be plugged or masked.	%	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	%	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
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Examiner signature (if other than physician):	Printed name:		
Address:	Date:	Phone:	
<input type="checkbox"/> Audiologist (required for Unaided II or Aided)	<input type="checkbox"/> Certificate of Clinical Competence	<input type="checkbox"/> OHC	<input type="checkbox"/> NBC-HIS

D. Mental and Emotional	Examination date if different than above:
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Note: This standard may be assessed by licensed psychologist.

Free from mental or emotional instability?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Supervising/Licensed Psychologist (if applicable):	Professional License Number:
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I certify that I have examined this person for mental and emotional stability.

Signature:	Printed name:	
Address:	Date:	Phone:

Examining Physician:	Medical License Number:
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I certify that I have examined this person for compliance with the MCOLES minimum medical standards.

Signature:	Printed name:	
Address:	Date:	Phone:

Hearing Standard Instructions

Law enforcement officer candidates shall pass Unaided Criteria I, **or** Unaided Criteria II, **or** the Aided Criteria. For Unaided Criteria I and II, all testing is to be done on each ear unaided. The Aided Criteria involves testing with one or both ears aided.

Throughout the standard, the intensity of auditory stimuli shall be expressed in decibels relative to normal hearing levels as defined by the American National Standards Institute S3.6-1989. The testing for Unaided Criteria I shall be performed by: (1) an audiologist at a hearing clinic accredited by the Professional Services Board of the American Speech-Language-Hearing Association; **or** (2) an audiologist who has a Certificate of Clinical Competence; **or** (3) an Occupational Hearing Conservationist (OHC) who is certified by the Council for Accreditation of Occupational Hearing Conservationists **or** (4) a Hearing Care Practitioner certified by the National Board for Certification in Hearing Instrument Science (NBC-HIS).

Testing for Unaided Criteria II and Aided Criteria shall **only** be performed by an audiologist who meets the aforementioned professional criteria [see (1) and (2) above].

UNAIDED CRITERIA I:

Pure tone air conduction sensitivity thresholds for each ear, as shown on the pure tone audiogram shall not exceed a hearing level of 25 decibels at any of the following frequencies: 500, 1000, 2000, 3000, and 45 decibels at 4000 Hertz.

UNAIDED CRITERIA II: (a + b + c)

- a. A four frequency average pure tone sensitivity threshold for each ear, as derived from the pure tone air conduction audiogram at 500, 1000, 2000, and 3000 Hertz shall not exceed a hearing level of 25 decibels with the hearing threshold level at no single frequency poorer than 35 decibels.
- b. Speech recognition scores measured under audiometric earphones shall be 90 percent or better in each ear at 50 decibels in quiet, using full lists of recorded phonetically balanced words, which are age appropriate.
- c. The speech recognition score for both ears measured at the same time in an audiometric sound field shall be 70 percent or better at a +5 decibel signal-to-noise ratio. For this measurement, speech stimuli and competing speech noise shall be presented through the same loudspeaker, or two loudspeakers stacked vertically, at zero degree azimuth. Speech stimuli shall be presented at 50 decibels, using a full list of recorded phonetically balanced words, which are age appropriate.

AIDED CRITERIA: (a + b + c)

- a. Average aided hearing levels, as derived from sound field measures for the frequencies 500, 1000, 2000, and 3000 Hertz in each ear, shall not exceed a hearing level of 25 decibels, with no single frequency poorer than 35 decibels. Measurements shall be made monaurally in an audiometric sound field with the unaided (nontest) ear plugged, or when necessary, effectively masked. Test signals shall consist of either frequency-specific modulated tones or narrow band noise, presented through a loudspeaker at zero degree azimuth, and results shall be expressed as aided hearing levels.
- b. Aided speech recognition scores shall be 90 percent or better in each ear. Testing shall be administered at 50 decibels in quiet, using full lists of recorded phonetically balanced words, which are age appropriate. Measurements shall be made monaurally in an audiometric sound field with the loudspeaker at zero degree azimuth and the unaided (non-test) ear plugged or, when necessary, effectively masked.
- c. The aided speech recognition score for both ears, measured at the same time in the audiometric sound field, shall be 70 percent or better at a +5 decibel signal-to-noise ratio. For this measurement, either one or both ears shall be fitted with a hearing aid, and in the case where only one ear has been fitted with a hearing aid, the unaided ear shall not be plugged or masked. For this measurement, speech stimuli and competing speech noise shall be presented through the same loudspeaker, or two loudspeakers stacked vertically at zero degree azimuth. Speech stimuli shall be presented at 50 decibels using a full list of recorded phonetically balanced words, which are age appropriate.