

**MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS**

**License Activation & Record Retention Check List**

**For Questions Regarding Standards Issues and/or MITN Issues (Help Desk) (517) 322-5615**

Name Last:	First:	Middle:	Suffix (Jr, Sr, III):
Social Security No.:	Date of Birth:	Gender:	Race:

**Active or In-Active License<sup>1</sup>**

<sup>1</sup> ACTIVE LICENSE WITH ANOTHER AGENCY OR AN INACTIVE LICENSE WITHIN ELIGIBILITY TIME FRAME	
STANDARD	DOCUMENT RETENTION/SUBMISSION
<input type="checkbox"/> 1. Signed <b>Authorization for Release of Information</b> (MCOLES form)	<input type="checkbox"/> Place original document in the officer's file <sup>Fax</sup> .
<input type="checkbox"/> 2. Background Investigation Conducted & Proof of Criminal History Check (Fingerprints best practice)	<input type="checkbox"/> Place confirmation of Background Investigation and fingerprint results in the officer's file.
<input type="checkbox"/> 3. Oath of Office Administered	<input type="checkbox"/> Place confirmation of Oath in the officer's file <sup>Fax</sup> .
<input type="checkbox"/> 4. Position Description on File	<input type="checkbox"/> Place copy in the officer's file.
FAX <sup>Fax</sup> the Following Documents to (517) 316-0824 ( <b>Keep originals in the officer's file</b> ): <ul style="list-style-type: none"> <li><input type="checkbox"/> Signed and dated Officer New Hire and Empowerment Report</li> <li><input type="checkbox"/> Oath of Office</li> </ul>	

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Social Security No.:	Date of Birth:	Gender:	Race:

**Pre-Service or Recognition of Prior Training and Experience Candidate<sup>2</sup>**

**<sup>2</sup>PRE-SERVICE RECRUIT-ACADEMY TRAINING STILL VALID, OR  
CANDIDATE ELIGIBLE BY RECOGNITION OF PRIOR TRAINING AND EXPERIENCE PROGRAM**

1. Signed **Authorization for Release of Information** (MCOLES form) |  Place original document in the officer's file<sup>Fax</sup>

**NON-MEDICAL STANDARDS**

STANDARD	DOCUMENT RETENTION/SUBMISSION
<input type="checkbox"/> 2. Verification of Minimum age (18 Years)	<input type="checkbox"/> Copy of Driver's License or Birth Certificate in Officer's File.
<input type="checkbox"/> 3. US Citizen	<input type="checkbox"/> Copy of Birth Certificate, Passport, or Certificate of Naturalization. Place in the officer's File.
<input type="checkbox"/> 4. High School Diploma, GED, or College Degree	<input type="checkbox"/> Verification placed in officer's file. <input type="checkbox"/> For Pre-Service Candidates, College Transcript in officer's file
<input type="checkbox"/> 5. No Felony Conviction including Expungements or set asides.	<input type="checkbox"/> Place results of fingerprint check in the officer's file.
<input type="checkbox"/> 6. Good Moral Character Based Upon a Comprehensive Background Investigation	<input type="checkbox"/> Place confirmation that a background investigation was completed in the officer's file.
<input type="checkbox"/> 7. Valid operator's license	<input type="checkbox"/> Copy of Driver's License and Driving Record
<input type="checkbox"/> 8. Drug Testing (6 Panel Screen)	<input type="checkbox"/> Original Drug Test results report in officer's file

**MEDICAL STANDARDS**

<input type="checkbox"/> 9. Normal Vision (Acuity & Color)	<input type="checkbox"/> Original of Physician's Statement of Applicant's Medical Condition (MCOLES Form Only) in Officer's file and any supporting documentation.
<input type="checkbox"/> 10. Normal Hearing	<input type="checkbox"/> Same as above
<input type="checkbox"/> 11. Overall Medical Examination* (Make sure all "NO" answers and comments are recorded in MITN)	<input type="checkbox"/> Same as above Contact MCOLES w/questions regarding No answers or comments.
<input type="checkbox"/> 12. Free from mental & emotional instability ( <b>may</b> be determined by a licensed psychologist or psychiatrist)	<input type="checkbox"/> Same as above
<input type="checkbox"/> 13. After submitting the standards via MITN, print the Standards Compliance Verification report. <b>It must be signed by the agency head and candidate.</b>	<input type="checkbox"/> Original Standards Compliance Verification report in officer's file <sup>Fax</sup>
<input type="checkbox"/> 14. Have the candidate complete the Affidavit In Support Of Application To Enter Into Licensing Process. This document must be notarized.	<input type="checkbox"/> Original Affidavit In Support Of Application To Enter Into Licensing Process in officer's file <sup>Fax</sup>
<input type="checkbox"/> 15. Administer the Oath of Office (must be fully empowered to enforce the general criminal statutes)	<input type="checkbox"/> Original of Oath or confirmation of the Oath in officer's file <sup>Fax</sup>

**LICENSE ACTIVATION**

<input type="checkbox"/> 16. After submitting the standards via MITN, access the License Candidate page and complete the license activation information. Print the Request for License Activation Report and have it signed and dated.	<input type="checkbox"/> Original Request for License Activation Report in officer's file <sup>Fax</sup>
<input type="checkbox"/> 17. Candidate's Position Description	<input type="checkbox"/> Copy in officer's file

FAX<sup>Fax</sup> the following documents to MCOLES (517) 316-0824 (**Keep originals in the officer's file**):

- Completed and signed Release of Information Form
- Completed and signed Standards Compliance Report
- Signed License Activation Report
- Oath of Office
- Affidavit In Support Of Application To Enter Into Licensing Process

\*NOTE: A medical history questionnaire is required to be given to and retained by the examining physician. (See Appendix B of MITN User Guide)

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## License Activation & Record Retention Check List

**For Questions Regarding Standards Issues and/or MITN Issues (Help Desk) (517) 322-5615**

Name Last:	First:	Middle:	Suffix (Jr, Sr, III):
Social Security No.:	Date of Birth:	Gender:	Race:

**Employed Recruit<sup>3</sup>**

### <sup>3</sup>EMPLOYED RECRUIT WITHOUT ACADEMY TRAINING

***Please contact your MCOLES Field Representative before you start screening a candidate for employment and enrollment into a regional police training academy.***

- |  |  |
|--|--|
| <input type="checkbox"/> 1. Signed <b>Authorization for Release of Information</b> (MCOLES form) | <input type="checkbox"/> Place original document in the officer's file<br><input type="checkbox"/> Copy to the Police Academy at the time of Enrollment. |
|--|--|

#### NON-MEDICAL STANDARDS

STANDARD	DOCUMENT RETENTION/SUBMISSION
<input type="checkbox"/> 2. Verification of Minimum age (18 Years)	<input type="checkbox"/> Copy of Driver's License or Birth Certificate in Officer's File
<input type="checkbox"/> 3. US Citizen	<input type="checkbox"/> Copy of Birth Certificate, Passport, or Certificate of Naturalization. Place in the officer's File.
<input type="checkbox"/> 4. High School Diploma, GED or Higher Degree.	<input type="checkbox"/> Verification placed in officer's file.
<input type="checkbox"/> 5. No Felony Conviction including Expungements or set asides.	<input type="checkbox"/> Place results of fingerprint check in the officer's file.
<input type="checkbox"/> 6. Good Moral Character Based Upon a Comprehensive Background Investigation	<input type="checkbox"/> Place confirmation that a background investigation was completed in the officer's file.
<input type="checkbox"/> 7. Valid operator's license	<input type="checkbox"/> Copy of Driver's License and Driving Record
<input type="checkbox"/> 8. Drug Testing (6 Panel Screen)	<input type="checkbox"/> Original Drug Test results report in officer's file
<input type="checkbox"/> 9. Passing Reading/Writing & Physical Fitness Test Scores.	Reading/Writing verified through MITN. Candidate should have a copy of physical fitness results.

#### MEDICAL STANDARDS

<input type="checkbox"/> 10. Normal Vision (Acuity & Color)	<input type="checkbox"/> Original of Physician's Statement of Applicant's Medical Condition (MCOLES Form Only) in Officer's file and any supporting documentation. .
<input type="checkbox"/> 11. Normal Hearing	<input type="checkbox"/> Same as above
<input type="checkbox"/> 12. Overall Medical Examination* (Make sure all "NO" answers and comments are recorded in MITN)	<input type="checkbox"/> Same as above Contact MCOLES w/questions regarding No answers or comments.
<input type="checkbox"/> 13. Free from mental and emotional instability ( <b>may</b> be determined by a licensed psychologist or psychiatrist)	<input type="checkbox"/> Same as above
<input type="checkbox"/> 14. After submitting the standards via MITN, print the Standards Compliance Verification report. It must be signed by the agency head and candidate.	<input type="checkbox"/> Original Standards Compliance Verification report in officer's file <input type="checkbox"/> Copy to the Police Academy at the time of Enrollment.

At this point, contact the Academy the candidate will attend and request that they enroll the individual for basic training. Upon completion of training and the MCOLES licensing exam, proceed with license activation.

#### LICENSE ACTIVATION

<input type="checkbox"/> 15. Administer the Oath of Office (must be fully empowered to enforce the general criminal statutes)	<input type="checkbox"/> Original of Oath or confirmation of the Oath in officer's file <sup>Fax</sup>
<input type="checkbox"/> 16. Access the License Candidate page and complete the license activation information. Print the Request for License Activation Report sign and date it.	<input type="checkbox"/> Original Request for License Activation Report in officer's file <sup>Fax</sup>
<input type="checkbox"/> 17. Candidate's Position Description.	<input type="checkbox"/> Copy in officer's file

FAX<sup>Fax</sup> the following documents to MCOLES (517) 316-0824 (**Keep originals in officer's file**):

- Signed License Activation Report
- Oath of Office

\*NOTE: A medical history questionnaire is required to be given to and retained by the examining physician. (See Appendix B of MITN User Guide)

An Affidavit In Support Of Application To Enter Into Licensing Process is completed by the candidate on the 1<sup>st</sup> day of the Academy Training. It is notarized by an MCOLES Field Rep and returned to MCOLES for processing.