

Kalamazoo Valley Community College  
Law Enforcement Training Center

## Applicant Screening

The application process begins with the submission of a completed application.  
Only applicants with completed applications will be considered for available positions.

All applicants must be able to demonstrate compliance with all MCOLES employment and selection requirements. Selection will be based on the applicant's ability to meet all requirements with the goal being to fill all available positions with candidates possessing the highest level of qualifications.

Consideration will be given to, but will not be limited to the following areas:

- Completion of all pre-requisite degree course work
- Applicants GPA, (minimum of 2.0)
- MCOLES reading and writing test score
- Medical history and physical fitness level
- Psychological history
  - Applicants with a prior history of psychological treatment or assessment will be reviewed with consideration being given to the nature and circumstances surrounding the situation
  - Additional psychological assessment may be required at the applicant's expense
- Personal history. Preference will be given to applicants with a clear record covering:
  - Previous school conduct
  - Military status
  - Employment history
  - Financial history
  - Traffic history
  - Legal history
  - Criminal history
- Citizenship. Preference will be given to persons already holding US citizenship or naturalized citizenship.
- Application submitted by deadline date.
- Candidate's ability to communicate based on an oral interview.
- Letters of Reference.

Applicants will be required to submit two (2) letters of reference with their application.

These should include the name, address and telephone number of the reference.

These references must have known the applicant for a minimum of two (2) years and cannot be family members. Preference will be given to references from the law enforcement community.

**Any attempt to falsify or failure to fully disclose information concerning the applicant's background will be cause for immediate disqualification.**

Any conduct which compromises the applicant's ability to perform the duties and tasks of a Law Enforcement officer may be grounds for disqualification.

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All applicant's traffic, criminal and personal histories will be reviewed and may serve as a basis for their removal from the selection process. Convictions, arrests, and admissions will be assessed with particular attention given to the pattern of violations, seriousness, surrounding circumstances, number of incidences, and their recency.

Applicants currently involved in a criminal investigation as a suspect, will be deferred from further processing until they are cleared of involvement. Applicants found to be associating with known criminals or persons suspected of criminal activity will be rejected.

The areas identified below, will cause immediate disqualification from the selection process.

- Conviction of a felony or the reasonable belief that the applicant committed a felony
- Applicant is currently involved in a criminal investigation as a suspect. Candidates may reapply after they have been officially cleared as a suspect.
- Loss of driving privileges due to suspension or revocation for an unsatisfactory driving record. Candidates who have maintained a driving record free from suspensions or revocations and moving violations for a period two years, may reapply to the Law Enforcement Training Program.

During the period, four years prior to making application to the Law Enforcement Training Program, the following may be cause for immediate disqualification from the selection process.

- Conviction of driving while license suspended, revoked or denied.
- Conviction of driving while under the influence of drugs or alcohol, including driving while impaired.
- Two or more convictions of reckless driving.
- Conviction for Fleeing and Eluding.
- Conviction for Resisting or Obstructing the Police

During the period, two years prior to making application to the Law Enforcement Training Program, the following may be cause for immediate disqualification from the selection process.

- Assessment of six (6) or more points on the applicants driving record
- Conviction or civil infraction determination of three or more moving violations
- Two or more traffic crashes each resulting in a moving violation conviction or civil infraction determination
- Conviction for possession or use of controlled substances
- Arrest for possession or use of controlled substances
- A declaration of use of controlled substances