

Michigan Commission on Law Enforcement Standards
106 W. Allegan Street, PO Box 30633, Lansing, MI 48909
(517) 322-1417

**AUTHORIZATION FOR RELEASE OF INFORMATION
INSTRUCTION SHEET**

All applicants (Sections A & B):

Sections A & B of the attached Authorization for Release of Information must be completed by all applicants of a Michigan law enforcement agency ("Agency"), basic law enforcement training academy or pre-service track program ("Academy"), or the Recognition of Prior Training and Experience ("RPTE") program.

Prospective employing Law Enforcement Agency, Academy, or RPTE program requesting information responsibilities for completing the authorization for release of information form:

- The Agency, Academy or RPTE program requesting information to satisfy the requirement of a comprehensive background investigation must enter their entity's name in the blank areas of Section B (see footnote #1 on the authorization for release of information waiver form).
- Print this form and provide to all Agency, Academy, or RPTE applicants for completion.

Applicant responsibilities:

Once the prospective employing Agency, Academy or entity has printed and provided the applicant with the authorization for release of information waiver form the applicant shall:

- All applicants (non-licensed, currently licensed, and previously licensed law enforcement officers) shall complete all of **Section A**.
- All applicants (non-licensed, currently licensed, and previously licensed law enforcement officers) shall sign and date the bottom of **section B**.
- **Currently licensed and previously licensed law enforcement officers proceed to Section C (see below instructions).**
- Non-licensed individuals return the completed and signed Authorization for Release of Information form to the prospective employing law enforcement Agency, Academy, RPTE program, or entity.

The prospective employing law enforcement Agency, Academy, or RPTE program shall use this form to satisfy requirements to complete a comprehensive background investigation.

Applicants who are CURRENTLY LICENSED or PREVIOUSLY LICENSED law enforcement officers (Section C):

Prospective employing law enforcement agency *and* CURRENTLY LICENSED/PREVIOUSLY LICENSED law enforcement officer applicants complete sections A & B as instructed above.

Effective January 15, 2018:

2017 PA 128 requires a law enforcement officer who is licensed or who was previously licensed or certified under the Michigan Commission on Law Enforcement Standards Act, 1965 PA 203, MCL 28.601 to 28.615, and was previously employed as a law enforcement officer in this state, who separates from his or her employing law enforcement agency or from employment as a law enforcement officer and who subsequently seeks to become reemployed as a law enforcement officer in this state, to provide the prospective employing law enforcement agency **a signed waiver**. This Authorization for Release of Information form serves as that waiver.

As required by statute the waiver expressly requires the prospective employing law enforcement agency to contact the law enforcement officer's former employing law enforcement agency or agencies and seek a copy of the record regarding the reason or reasons for, and circumstances surrounding, his or her separation of service which was created by his or her former employing law enforcement agency or agencies.

The prospective employing law enforcement agency is responsible for providing the waiver to the former employing law enforcement agency or agencies and requesting copies of the record regarding the reason or reasons for, and circumstances surrounding, his or her separation of service from each agency.

A prospective employing law enforcement agency **shall not hire** a law enforcement officer who was previously separated from their employment with a law enforcement agency or agencies unless the prospective employing law enforcement agency receives the record created regarding the reason or reasons for, and circumstances surrounding, his or her separation of service created by his or her former employing law enforcement agency or agencies.

Section C of the attached Applicant Information Sheet and Authorization for Release of Information form must be completed by any applicant who is LICENSED or was PREVIOUSLY LICENSED and has separated service from their previous employing law enforcement agency or agencies.

Prospective employing Law Enforcement agency requirements:

- The prospective Agency, Academy, or RPTE program requesting information to satisfy the requirements under 2017 PA 128 must enter their name in the blank area of **Section C** (see footnote #2 on the authorization for release of information waiver form).
- Print the form and provide to the applicant for completion for each previously employing law enforcement agency.

Applicant responsibilities:

- Sign and date the form. Return the form to the Agency, Academy, or RPTE program.

The Agency, Academy, or RPTE program shall use this form to satisfy requirements to complete a comprehensive background investigation and the requirements under 2017 PA 128.

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AUTHORIZATION FOR RELEASE OF INFORMATION

Sections A & B to be completed by all applicants (non-licensed, currently licensed, or previously licensed law enforcement officers)

Section A - Type or print only:

Last Name:	First Name:	Middle Name:	Suffix (Jr, Sr, III):
Social Security No.*:	Date of Birth:	Gender†:	Race†:
Residence Address (Street, City, State, Zip):		Phone No.:	Highest Degree:
Drivers License No.:	Issuing State:	E-Mail:	

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 photostatic copy of this Authorization shall have the same force as the original.

Signature:	Today's Date:
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*****Section C to be completed by current or previously licensed law enforcement officers only*****

Section C – Former Michigan employing law enforcement agency authorization:

Further, I hereby authorize the _____², to contact my former Michigan employing law enforcement agency or agencies to request and obtain a copy of the record regarding the reason or reasons for, and circumstances surrounding, my separation of service created by any of my former employing law enforcement agency or agencies. **(Under 2017 PA 128, MCL§28.561, et seq. a prospective employing law enforcement agency shall not hire a law enforcement officer unless the prospective employing 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)**

Signature:	Today's Date:
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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.

¹ Type the name of the Law Enforcement Agency, Basic Law Enforcement Training Academy, or RPTE Program requesting the information in this blank.

² Type the name of the Law Enforcement Agency, Basic Law Enforcement Training Academy, or RPTE Program requesting the information in this blank.