



Utica High School

47255 Shelby Road
Utica, MI 48317
Phone: (586) 797-2200
Fax: (586) 797-2201
uticacommunityschools.org

Attention Law Enforcement Program Applicant:

Please be advised of the following:

- **This packet MUST be returned to your counselor within two weeks to forward to Mr. Machak.**
- **All forms must be completed and neat. Missing items may DELAY OR EXCLUDE your application from consideration for the program.**

You Must Include

- ☐ **A copy of your grades/Official Transcript**
- ☐ **The completed application**
- ☐ **The signed code of ethics**
- ☐ **The completed teacher recommendation form**
- ☐ **A letter of recommendation from a current or former employer, coach, clergy member, civic leader, or teacher.**
- ☐ **If you have any questions please feel free to contact me at (586) 797-2330 or email: Robert.Machak@UticaK12.org**

I look forward to receiving your application. Good Luck!

Robert Machak, Instructor



LAW ENFORCEMENT TEACHER RECOMMENDATION FORM

UTICA COMMUNITY SCHOOLS
CAREER & TECHNICAL EDUCATION



NAME: _____ DATE: _____

CLASS: _____

THE ABOVE LISTED STUDENT HAS APPLIED FOR ADMITTANCE INTO THE LAW ENFORCEMENT PROGRAM AND HAS SUBMITTED YOUR NAME FOR REFERENCE. WILL YOU PLEASE RATE THIS STUDENT ON THE FOLLOWING:

	<u>POOR</u>	<u>FAIR</u>	<u>GOOD</u>	<u>EXCELLENT</u>
1. STANDING IN YOUR COURSE:	_____	_____	_____	_____
2. INITIATIVE:	_____	_____	_____	_____
3. DEPENDABILITY:	_____	_____	_____	_____
4. ATTITUDE:	_____	_____	_____	_____
5. PERSONALITY:	_____	_____	_____	_____
6. ATTENDANCE:	NUMBER OF DAYS ABSENT: _____ TARDY: _____			

7. STANDING (PERTAINING TO SCHOLARSHIP) _____

8. LOYALTY (PERTAINING TO THE TEACHER, FELLOW STUDENTS, AND THE SCHOOL) _____

9. INITIATIVE (DOES HE OR SHE DO THE TASKS WITHOUT BEING TOLD) _____

10. DEPENDABILITY (CAN HE OR SHE BE DEPENDED UPON TO DO THE RIGHT THINGS AT THE RIGHT TIME? DO THEY TURN IN CLASS WORK ON TIME?) _____

11. PERSONALITY (THE IMPRESSION HE OR SHE MAKES ON OTHERS) _____

12. DO YOU RECOMMEND THAT THIS STUDENT BE ADMITTED TO THE LAW ENFORCEMENT PROGRAM?

YES NO REASON: _____

REMARKS: _____

TEACHER SIGNATURE: _____ *THANK YOU FOR YOUR COOPERATION*

NAME PRINTED: _____ TELEPHONE: _____

EMAIL: _____



LAW ENFORCEMENT TEACHER RECOMMENDATION FORM

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12. DO YOU RECOMMEND THAT THIS STUDENT BE ADMITTED TO THE LAW ENFORCEMENT PROGRAM?

YES NO REASON: _____

REMARKS: _____

TEACHER SIGNATURE: _____ *THANK YOU FOR YOUR COOPERATION*

NAME PRINTED: _____ TELEPHONE: _____

EMAIL: _____



GUIDELINES FOR WRITING LAW ENFORCEMENT RECOMMENDATIONS

UTICA COMMUNITY SCHOOLS
CAREER & TECHNICAL EDUCATION



ATTENTION:

THIS FORM IS TO BE USED AS A GUIDE/RESOURCE FOR THE INDIVIDUAL WRITING A LETTER OF RECOMMENDATION ON BEHALF OF A STUDENT WISHING TO ENROLL IN THE LAW ENFORCEMENT PROGRAM.

STUDENT'S NAME: _____

- 1. ESTABLISH A CONTEXT:** DESCRIBE YOUR RELATIONSHIP WITH THE CANDIDATE. IF YOU HAVE KNOWN THE STUDENT OUTSIDE OF THE CLASSROOM, EXPLAIN HOW IT IS THAT YOU HAVE COME TO OBSERVE HIS/HER PERFORMANCE.
- 2. ATTITUDE TOWARD LEARNING:** INTEREST? MOTIVATION? COMMITMENT? CURIOSITY? INDEPENDENCE? DOES HE/SHE SEEK EXTRA HELP? IS THIS A STUDENT WHO CAN BENEFIT FROM A CRITICAL COMMENT?
- 3. CHARACTER:** PLEASE DESCRIBE THE CANDIDATES OVERALL CHARACTER (FEEL FREE TO USE ANECDOTAL SITUATIONS TO STRENGTHEN AND/OR ILLUSTRATE YOUR THOUGHTS). IS THIS SOMEONE YOU WOULD LIKE FOR YOUR LOCAL LAW ENFORCEMENT COMMUNITY? DOES THE CANDIDATE MODEL INTEGRITY, LEADERSHIP, MATURITY, ETC.?

PLEASE REFRAIN FROM USING VAGUE STATEMENTS OF (OR) MAKING A MEDICAL/PHYSICAL DIAGNOSIS ABOUT THE CANDIDATE'S BEHAVIOR. BE AS CONCRETE AS POSSIBLE ABOUT HIS OR HER CHARACTER AND THEIR ABILITY TO GROW AND LEARN.

NOTE: THIS LETTER OF RECOMMENDATION IS TO COME FROM AN EMPLOYER, A CLERGY MEMBER, COACH, CIVIC LEADER, OR IF NONE OF THESE INDIVIDUALS ARE AVAILABLE A 2ND TEACHER RECOMMENDATION FORM WOULD BE ACCEPTABLE. LETTERS OF RECOMMENDATION ARE NOT TO COME FROM RELATIVES. IN THE CASE OF A TEACHER, THE STUDENT MAY USE THE TEACHER RECOMMENDATION FORM TO OBTAIN A RECOMMENDATION.

Nondiscrimination in education

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II the Americans of with Disability Act of 1990, the Elliot-Larsen Civil Rights Act and the Persons with Disabilities Civil Rights Act, it is the policy of Utica Community Schools that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance, Any person suspecting a discriminatory practice should contact the Executive Director of Human Resources at Utica Community Schools, 11303 Greendale, Sterling Heights, MI 48312 or call 586-797-1000.



LAW ENFORCEMENT APPLICATION

UTICA COMMUNITY SCHOOLS CAREER & TECHNICAL EDUCATION

FOR ADMISSION INTO THE LAW ENFORCEMENT PROGRAM



NAME: _____ DATE: _____
(LAST) (FIRST) (MI)

AGE: _____ GRADE: _____ HOME TELEPHONE: _____

SCHOOL: _____ COUNSELOR: _____

EMAIL: _____ CELL PHONE: _____

ADDRESS: _____ CITY: _____

1. WHY DO YOU WISH TO ENTER THE LAW ENFORCEMENT PROGRAM?

2. WHAT IS YOUR PRESENT GRADE POINT AVERAGE (GPA)? _____

3. HOW MANY DAYS OF SCHOOL DO YOU MISS A YEAR? _____

4. HAVE YOU PREVIOUSLY LOST CREDIT IN ANY OF YOUR CLASSES? _____ IF YES,
EXPLAIN THE SITUATION:

5. HAVE YOU EVER BEEN SUSPENDED FROM SCHOOL? _____ IF YES,
EXPLAIN THE CIRCUMSTANCES:

6. HAVE YOU EVER RECEIVED AN "UNACCEPTABLE" CITIZENSHIP REMARK ON YOUR
REPORT CARD OR PROGRESS REPORT? _____ IF YES,
EXPLAIN THE CIRCUMSTANCES:

7. HAVE YOU EVER RECEIVED A "NOT SATISFACTORY" CITIZENSHIP REMARK ON YOUR
REPORT CARD OR PROGRESS REPORT? _____ IF YES,
EXPLAIN THE CIRCUMSTANCES:



LAW ENFORCEMENT APPLICATION CODE OF ETHICS

UTICA COMMUNITY SCHOOLS
CAREER & TECHNICAL EDUCATION



IN AN EFFORT TO EDUCATE STUDENTS ENROLLED IN LAW ENFORCEMENT, GOOD CITIZENSHIP AND DEDICATION TO ACADEMIC ACHIEVEMENT IS REQUIRED.

THE LAW ENFORCEMENT INSTRUCTOR AND LAW ENFORCEMENT ADVISORY COMMITTEE HAVE DETERMINED THAT A SIGNED CODE OF ETHICS IS NECESSARY. THE STUDENTS WILL BE PRIVILEGED TO INFORMATION WHICH IF USED WRONGFULLY, COULD JEOPARDIZE THE SAFETY OF POLICE OFFICERS. THEREFORE, STUDENTS AND PARENTS ARE ASKED TO SIGN A CODE OF ETHICS ACKNOWLEDGING THE SERIOUSNESS OF THE PROGRAM.

WHILE ENROLLED IN THE PROGRAM, THE STUDENT WILL BE HELD ACCOUNTABLE IF THEY BREAK THE LAW DURING OR AFTER SCHOOL HOURS. IT SHOULD BE NOTED THAT TRAFFIC TICKETS ARE CIVIL INFRACTIONS AND NOT CRIMINAL MATTERS. THEREFORE, TRAFFIC TICKETS WILL NOT BE TAKEN INTO CONSIDERATION.

THE FOLLOWING WILL BE THE SET OF GUIDELINES ALL LAW ENFORCEMENT STUDENTS WILL BE EXPECTED TO FOLLOW:

MISDEMEANOR OFFENSE:

1ST OFFENSE: VERBAL WARNING BY INSTRUCTOR AND/OR PRINCIPAL

2ND OFFENSE: STUDENT PLACED ON PROBATION FOR THE REMAINDER OF THE SCHOOL YEAR WITH THE UNDERSTANDING THAT ANY FURTHER CRIMINAL ACTIVITY WILL RESULT IN 3RD OFFENSE SANCTIONS.

3RD OFFENSE: REMOVAL FROM CLASS

FELONY OFFENSE:

ANY FELONY OFFENSE MAY BE GROUNDS FOR **IMMEDIATE** DISMISSAL FROM THE PROGRAM.

MY CHILD AND I HAVE READ THE ABOVE **CODE OF ETHICS** AND FULLY UNDERSTAND THE CONSEQUENCES OF ANY CRIMINAL BEHAVIOR WHILE ENROLLED IN THE LAW ENFORCEMENT PROGRAM. WE AGREE THAT HE/SHE SHOULD ABIDE BY THE LAW WHEN ENROLLED IN THIS CLASS. WE BOTH UNDERSTAND AND AGREE WITH THE PROCEDURES THAT WILL BE FOLLOWED IF HE/SHE SHOULD CHOOSE NOT TO ABIDE BY THE CODE OF ETHICS.

PARENT SIGNATURE: _____ DATE: _____

STUDENT SIGNATURE: _____ DATE: _____

INSTRUCTOR CONFIRMATION WITH: _____ DATE: _____