

**GUIDELINES FOR WRITING**

**LAW ENFORCEMENT RECOMMENDATIONS**

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, ect.?

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.