

**Southern Police Institute
Department of Criminal Justice
College of Arts and Sciences
University of Louisville**



Excellence in Policing

Administrative Officers Course

Application for the _____ AOC Class (i.e. 136th, 137th, etc.)

Eligibility:

1. Applicants must be full-time law enforcement managers or supervisors on active duty in municipal, county, state, or federal units of government or college or university campus police.
2. Preference will be given to applicants holding executive, management, or supervisory positions in their departments.
3. All applicants must have high school diplomas or the equivalent. All applicants must take a written placement examination prior to consideration of the application. **This process should begin 3-4 weeks prior to the application deadline.**
4. The University Testing Center will bill the sponsoring agency \$45.00 for each online examination.
5. Transcripts from the high school or colleges attended by the applicant must be sent to the Southern Police Institute.

General Information:

1. Although letters of recommendation or biographical sketches are not requested specifically, supplementary information provided by the candidates will be given due consideration.
2. The University of Louisville is an equal opportunity institution.
3. All applications and related correspondence should be directed to:

**Southern Police Institute
McCandless Hall
University of Louisville
Louisville, KY 40292
(502) 852-6561**

Application Letter

Director
Southern Police Institute
McCandless Hall
University of Louisville
Louisville, KY 40292

Dear Sir/Madam:

I hereby approve this application to the Administrative Officers Course. If this applicant is selected to attend the course, he or she will be:

1. Assigned to the Southern Police Institute as a representative of this department for full-time study.
2. Granted leave of absence or equivalent temporary status covering the period of the course during which his or her salary will be continued.
3. Returned to active service upon completion of the training.

Signature _____

Typed Name _____

Title _____

Chief of Police, Commissioner, Superintendent

Department _____

Address _____

City / State / Zip _____

Phone _____ **Email** _____

Area code and phone number extension

Application Data

I hereby apply for admission as a representative of my department for the Administrative Officers Course conducted by the Southern Police Institute, University of Louisville. I understand admission is on a competitive basis and limited to those named by a selection committee. If accepted as a student, I agree to devote full time to study, and I understand that full time study is not limited to any predetermined number of hours. I also agree to attend and to participate in all activities of the course. I certify that I will return to active duty in my department upon completion of this course and that it is my firm intention to remain with my department for at least two (2) years. I also certify that the information given in this application is true and correct. I understand that making false statements and providing incorrect information may result in the rejection of my application and/or resignation.

Signature of Applicant _____ **Rank** _____

Typed Name _____

Department Representing _____

Department Address _____

Department Phone Number _____ **Department Fax** _____

Email Address _____

All correspondence relating to the application process will be sent by email. Please check your email address for accuracy.

Personal Data

Name _____

Street Address _____

City / State / Zip _____

Home Phone # _____ Social Security # _____

Date of Birth _____ Citizenship _____

Gender M F Race (for federal reporting purposes) _____

Check one: (For housing considerations only. Smoking is not permitted on campus or in forms.)

Smoker Non-smoker Non-smoker, but agreeable to a roommate who smokes.

In Case of Emergency, please notify: _____

Relationship _____ Phone # _____ Alt. Phone # _____

Have you ever been a defendant before a police trial board, court martial, or criminal court? Y N

If so, attach a statement giving full particulars.

Employment Other Than Law Enforcement Since Age 21

Dates From - To	Employer Name and Address	Type of Work

(Please list additional data on separate sheet)

Police Service Data

Date You Joined Your Present Department _____

Promotions Received & Dates Attained: _____

Total # of Sworn Personnel _____

Total # of Civilian Personnel _____

Have you served previously in any other police dept.?

Total Active Police Service _____ years _____ months

Y N If "Yes," answer the following items:

Has your active service been interrupted for any reason?

Name of Other Organization _____

Y N If "Yes," please give particulars:

Date of Appointment _____

Present Assignment Consists of _____

Date of Separation _____

Previous Assignments & Duties in Department: _____

Highest Rank Attained _____

Type of Duty _____

Reason for Separation _____

Has anyone from your dept. attended the AOC? Y N

Education

What was the highest grade completed in school?

High School Diploma Y N

Certificate of Equivalency Y N

If you don't have a degree, how many undergraduate college credit hours do you have to date?

Quarter Hours _____

Semester Hours _____

Your anticipated major? _____

Are you currently enrolled in a graduate degree program?

Y N

If "Yes," how many graduate credit hours have you completed?

Quarter Hours _____

Semester Hours _____

Graduate Major? _____

Schools	Names and Addresses of Schools	Dates From/To	Last Year Completed	Did You Graduate? Y or N	Diploma or Name of Degree Earned
High School					
College					
College					
Other					
Business or Trade					

Police Training

What police training schools outside of your department have you attended? *(list below)* Total Classroom Hours? _____

Name of School	Title of Course & Classroom Hours	Date(s) Attended	Academic Credit Hours Earned

(Please list additional data on separate sheet)