



# University Law Enforcement Officer Selection Process

Literature and Documentation Packet



University Police

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## **Congratulations!**

You have qualified to continue in the selection process for appointment as a University of Toledo Law Enforcement Officer (ULEO).

You will find an enclosed packet of materials regarding our selection process and additional information about The University of Toledo Police Department. This packet covers all aspects of the selection process, including instructions for completing the necessary forms and also reasons for which an applicant may not be selected. It is in your best interest to read all of the materials carefully.

You will be assigned a background investigator who will conduct a background investigation based in part on the information you submit in these materials. Your background investigator will assist you during the background investigation phase of the selection process. Feel free to contact him/her with any questions at any point during the selection process.

This selection process has been carefully designed to be fair and impartial. It is the intent of the various phases to assist in identifying the best qualified applicants for the position.

I wish you success in the challenge now before you. If appointed as a University Law Enforcement Officer, you will find the position both interesting and rewarding. Should you not be selected, I wish you the best in your law enforcement endeavors.

Sincerely,

Rodney J. Theis

AVP for Public Safety/Chief of Police

## THE UNIVERSITY OF TOLEDO

The University of Toledo is one of 14 state universities in Ohio. It was established in 1872 and became a member of the state university system in 1967. The University of Toledo and the Medical University of Ohio merged on July 1, 2006 to form the third largest public university operating budget in the state.

The University of Toledo is a regional force powering opportunities to learn, care, work and play. A public research university and academic medical center, UToledo has been improving the lives of our students, patients, employees and neighbors in the greater northwest Ohio community since 1872.

We are proud to unlock the potential of our students, supporting their success through innovative academic programs, caring faculty and engaging experiential learning opportunities. UToledo has a safe campus in a vibrant city where students can fuel their passions through more than 400 student organizations and join friends to cheer for one of 16 NCCA Division 1 Rockets Athletics teams.

UT's main campus, located along the banks of the Ottawa River in a residential section of the city, includes historic buildings, modern facilities, contemporary residence halls and abundant green space.

The University of Toledo Health Science Campus is home to UT Medical Center hospitals and clinics and many of UT's health-science research and education programs that are teaching the next generation of physicians, nurses and other health care professionals.

For more information on The University of Toledo, please visit the University's website: [www.utoledo.edu](http://www.utoledo.edu).



The University of Toledo Police Department (UTPD) provides 24-hour patrols of all university residence halls, academic buildings, on-campus Greek housing, grounds, and parking lots by foot, mountain bike, ATV, and vehicle patrol.

Located at the corner of Dorr St. and Secor Rd., the department employs 30 full-time officers commissioned by the state of Ohio and designated as law enforcement officers by State statute. University of Toledo Police Officers swear an oath as a personal commitment to the rule of law and constitutional limitations of police authority. Officers are empowered to use their authority, on reasonable suspicion of a crime, to search and arrest, use reasonable and only necessary force to enforce laws, and protect persons and property.

The University of Toledo Police is the exclusive police agency for the Main and Health Science campuses, however have a great working relationship and are supported by outside agencies including the Ohio State Highway Patrol, Toledo Police Department, Ottawa Hills Police Department, Ohio Investigative Unit and the Lucas County Sheriffs Office.

## Mission Statement

The University of Toledo Police Department is dedicated to providing excellence in service to the campus community. We shall strive to insure a safe, secure and pleasant atmosphere, conducive to a positive social and educational process, in our law enforcement efforts to protect the University community.

## Policing Philosophy

### Seven Core Elements

1. Develop a true police community partnership.
2. Practice an open police management style.
3. Establish a problem solving orientation.
4. Facilitate citizen involvement.
5. Promote permanent ownership of patrol areas.
6. Prepare police officers to serve as community leaders and resource organizers.
7. Maintain a personal relationship between police officers and members of the campus community.

## **COLLECTIVE BARGAINING UNIT**

The University of Toledo Police Patrolman's Association

Sworn members of The University of Toledo Police Department who hold the rank of University Law Enforcement Officer are presently represented by The University of Toledo Police Patrolman's Association (UTPPA) in a collective bargaining agreement with The University of Toledo. This contractual agreement covers all aspects of the terms and conditions of their employment, both economic and non-economic.

## SELECTION PROCESS PHASES FOR APPLICANTS

### Phase 1 – NTN Online Examination

The first phase of the selection process for University of Toledo Law Enforcement Officer is an online examination and Personal History Questionnaire administered by the National Testing Network (NTN). This online examination is comprised of a series of law enforcement-related questions requiring applicants to achieve minimum testing scores as outlined by NTN. Applicants are then ranked on the basis of their final score results. The Personal History Questionnaire must be completed by the applicant.

### Phase 2 – Interview Assessment Panel

An interview panel will be convened by the Chief of Police for purposes of evaluating each applicant on their responses to a series of pre-selected questions.

### Phase 3 – Chief and Deputy Chief Interview Assessment

Applicants will also be interviewed by the Chief and Deputy Chief of Police.

### Phase 4 – Background Investigation

A University of Toledo Police Department Background Investigator will be assigned to conduct your pre-employment background investigation. The Investigator will utilize information contained in your completed background packet in addition to information from other sources. You will note that the packet covers in part, the following: Personal and family history; marital status; education; military service (if applicable); employment history; previous law enforcement applications; traffic record history; criminal record history; police contact history; general information inquiry; and personal references.

The background investigation phase normally takes a minimum of four (4) weeks to complete; however, in some instances it may be longer, particularly if you have had past jobs or residences in other cities or states. Should you have any questions at any point during the background investigation phase, you should contact your Background Investigator.

**NOTE: Certain contents of your background investigation may be considered confidential police records and thus, not available for release to you for review. Furthermore, your responses on the background packet will be subject to verification including verification via source documentation.**



### Phase 5 – Conditional Offer of Employment

Applicants who advance to this phase will be offered a “conditional offer of employment” by the Chief of Police or his designee. This offer of employment is “conditional” based on the applicant successfully passing the remaining phases of the selection process.

### Phase 6 – Pre-Hire Psychological Assessment

Applicants who are advanced to this phase are notified of such examination. The pre-approved certified assessment vendor will then contact the applicant to schedule an in-person examination appointment.

### Phase 7 – Medical / Drug Urinalysis Examinations

The applicant will be required to complete an employment medical examination conducted by a licensed physician selected by The University of Toledo. The purpose of the examination is to determine the applicant’s general medical fitness for being a University of Toledo Law Enforcement Officer. The examination will include pre-employment drug urinalysis screening. Upon successful completion of the medical and drug urinalysis examinations, the applicant will be eligible for employment as a University of Toledo Law Enforcement Officer.

### Phase 8 – Field Training Officer Program

Newly hired University of Toledo Law Enforcement Officer’s will be required to successfully complete a regimented Field Training Program. In addition to this program, newly hired officers will start a probationary period lasting a period of twelve (12) months. Officers successfully completing both the Field Training Program and the probationary period will advance to becoming a permanent University of Toledo Law Enforcement Officer.



## MINIMUM QUALIFICATIONS [PRINT & RETURN]

The following are minimum qualifications for the position of University Law Enforcement Officer. All of these qualifications must be satisfied before you may advance to the next phase of the selection process. Please answer the below listed questions truthfully by circling the appropriate response:

APPLICANT MUST BE AT LEAST TWENTY-ONE (21) YEARS OF AGE ON OR BEFORE DATE OF APPOINTMENT	YES	NO
APPLICANT MUST POSSESS A VALID OPERATOR'S LICENSE	YES	NO
APPLICANT'S WEIGHT MUST BE IN PROPORTION TO BODY SIZE ACCORDING TO BODY FRAM AND HEIGHT. (Desirable weight tables are from standard Federal Bureau of Investigation agent evaluation tables)	YES	NO
APPLICANT MUST BE WILLING TO SUBMIT TO A DRUG URINALYSIS TEST	YES	NO
APPLICANT MUST BE WILLING TO SUBMIT TO A PSYCHOLOGICAL EVALUATION	YES	NO
APPLICANT MUST BE FREE OF ANY CONVICTION FOR A FELONY, DESIGNATED MISDEMEANORS, AND ANY CRIME OF MORAL TURPITUDE	YES	NO
APPLICANT MUST BE ELIGIBLE FOR A FAITHFUL PERFORMANCE BOND	YES	NO
APPLICANT PREFERRED, BUT NOT REQUIRED, TO HAVE COMPLETED (AT THE TIME OF APPLICATION) A MINIMUM OF 96 QUARTER HOURS OF COLLEGE LEVEL ACADEMIC CREDIT OR EQUIVALENT 64 SEMESTER HOURS FROM AN ACCREDITED UNIVERSITY OR COLLEGE, HAVING EARNED A MINIMUM OF A 2.0 GRADE POINT AVERAGE (4.0 SCALE); OR EDUCATION MAY BE SUBSTITUTED WITH TWO (2) YEARS OF CONTINUOUS ACTIVE FULL-TIME LAW ENFORCEMENT EXPERIENCE AS A POLICE OFFICER WITH A STATE CERTIFIED LAW ENFORCEMENT AGENCY	YES	NO
IT IS PREFERRED THAT CANDIDATES HAVE A VALID OHIO PEACE OFFICER TRAINING ACADEMY (OPOTA) CERTIFICATE, BE CURRENTLY ENROLLED IN AN OPOTA CERTIFIED POLICE ACADEMY, OR BE REGISTERED TO ATTEND AN OPOTA CERTIFIED POLICE ACADEMY, BUT NOT REQUIRED.	YES	NO

X		
Candidate Signature		Date
Candidate Name Printed		

X		
University Police Representative Signature		Date
University Police Representative Name Printed		



## DISQUALIFICATION CRITERIA [PRINT & RETURN]

The listed items below are some reasons, but not limited to these reasons, which may cause for an applicant to be disqualified from the selection process. Please review the listed below reasons to ascertain if any item(s) might apply to you.

**Note: Any omission or intentional misrepresentation of information may result in disqualification from consideration for the position or termination of employment if discovered after hiring. By signing this document, you acknowledge and agree to this requirement.**

<b>A</b>	<b>Honesty / Falsification</b>	Candidates will be removed from the selection process for any of the following reasons:
1		At any stage of the selection process, the candidate fails to disclose or acknowledge the use or purchase of illegal drug(s), and at a subsequent stage in the process, the candidate admits to the use of an illegal drug, as an adult.
2		At any stage of the selection process, the candidate fails to disclose or acknowledge any disqualifying behavior or activity on behalf of the candidate, as an adult, relative to, and as outlined by any of the disqualification criteria.
3		Failure or refusal by the candidate to answer or respond to oral or written questions during any phase of the selection process.
4		Use or attempted use by the candidate to utilize political influence to secure employment.

<b>B</b>	<b>Family History</b>	Candidates will be removed from the selection process for any of the following reasons:
1		Verified or admitted physical or emotional abuse of one's spouse/partner, ex-spouse/partner, child, stepchild, or parent or any other relative or person with whom one lives or has a relationship within ten (10) years*. A conviction of a misdemeanor crime of domestic violence involving use of force or threatened use of a deadly weapon is a permanent disqualifier under Federal Laws.
2		Non-compliance with a court order or legal contract to provide child support, alimony or other financial responsibility as determined by the appropriate support enforcement agency or a court of law within the preceding five (5) years*.
3		Verified or admitted sexual abuse of one's spouse/partner, ex-spouse/partner, child, stepchild, or parent or any other relative or person with whom one lives or has a relationship.

<b>C</b>	<b>Employment</b>	Candidates will be removed from the selection process for any of the following reasons:
1		Three (3) or more involuntary terminations and/or discharges from employment within five (5) years*. This should not include terminations resulting from a business ceasing operation or resulting from being laid off from employment.
2		Non-compliance with a court order or legal contract to provide child support, alimony or other financial responsibility as determined by the appropriate support enforcement agency or a court of law within the preceding five (5) years*.
3		Discharge or resignation in lieu of discipline from any employment.



<b>D Traffic</b>	Candidates will be removed from the selection process for any of the following reasons:
1	Any conviction of vehicular homicide shall permanently eliminate a candidate from the selection process.
2	Operation a Vehicle under the Influence (OVI): a) As an adult, conviction within the past five (5) years*; or b) As an adult, more than one (1) OVI conviction; or c) More than two (2) OVI convictions, if one of the convictions was as a juvenile.
3	As an adult, four (4) moving violations in the past three (3) years*.
4	At the time from application, the candidate does not possess a valid driver's license and automobile insurance as required by the candidate's state of residence and if s/he owns a qualifying vehicle.
5	As an adult, one (1) revocation or suspension of a driver's license, in effect during the past three (3) years* due to a points violation or Financial Responsibility Act violation or by a court. a) Court suspensions shall not include suspensions as a result of failing to pay a traffic fine in a timely manner (unless a pattern is noted). b) Candidates license status shall have been cleared and reinstated prior to application.

<b>E Gambling</b>	Candidates will be removed from the selection process for any of the following reasons:
<i>[Note: The term 'gambling offense' shall include any activity defined by a federal, state, and/or local statute/ordinance occurring in the agency of jurisdiction where the offense occurred].</i>	
1	Conviction of a gambling offense within the last five (5) years*.
2	Admission to gambling that has resulted in an unstable financial or credit history within the last seven (7) years*.
3	Conviction of or admission to engaging in the promotion of illegal gambling activities wherein the candidate receives a financial benefit.

<b>F Criminal Activity</b>	Candidates will be removed from the selection process for any of the following reasons:
1	Any pattern of theft offenses as an adult within the last five (5) years*.
2	Any fraudulent insurance claims or fraudulent applications for welfare, workers compensation, unemployment compensation or other public assistance programs.
3	Any admission or conviction of an offense, as an adult, defined as a felony by the federal state and/or local statute/ordinance of the jurisdiction where the offense occurred.
4	Any admission or conviction of an offense, as a juvenile, of one (1) violent felony as defined by the federal, state, and/or local statute/ordinance of the jurisdiction where the offense occurred.
5	Any conviction of a M-1 or M-2 misdemeanor as defined by the federal, state, and/or local statute/ordinance of the jurisdiction where the offense occurred, as an adult, in the last five (5) years* or more than one M-1 or M-2 conviction as an adult.
6	Any conviction of more than one (1) M-1 or M-2 misdemeanor as a juvenile, as defined by the federal, state, and/or local statute/ordinance of the jurisdiction where the offense occurred. (NOTE: Does not include traffic or minor misdemeanors).
7	Any admission of an offense of carrying a concealed weapon within the last five (5) years* as defined by the federal, state, and/or local statute/ordinance of the jurisdiction where the offense occurred.



<b>G</b>	<b>Military (if applicable)</b>	Candidates will be removed from the selection process for any of the following reasons:
1	Dishonorable discharge from military service.	
2	Conviction of any article of the Uniform Code of Military Justice that would be the equivalent to a felony or misdemeanor crime of violence against another under the Ohio Revised Code (ORC).	

<b>H</b>	<b>Illegal Substances</b>	Candidates will be removed from the selection process for any of the following reasons:
1	Any use or purchase of illegal drugs (except marijuana) within five (5) years*. <i>[Note: Illegal drugs include but are not limited to chemical agents/solvent-based substances; prescription drugs (prescribed to another and not the candidate) ].</i>	
2	Any use or purchase of marijuana within one (1) year*.	
3	Any illegal sale of drugs of abuse, including marijuana or prescription drugs.	

<b>I</b>	<b>Non-Responsiveness</b>	Candidates will be removed from the selection process for any of the following reasons:
1	Failure to appear for any prescheduled selection process phase <i>[Note: Where permission was not authorized or excused by a University Police representative].</i>	
2	Failure to return and/or provide a completed Personal History Questionnaire (PHQ) and all required supplemental documentation; or failure to respond to written, electronic, or telephonic communications from University Police representatives.	
3	Failure to provide updated contact information to include but not limited to: Address changes; telephone number changes; electronic mail changes; employment changes, etc.	
4	Failure to give written, electronic, or telephone communication notice(s) of candidates desire to discontinue in the selection process.	
5	After application, the candidate fails to report any activity meeting disqualification criteria which may disqualify the candidate from the selection process.	
*	<b>Years ( * )</b>	The time element described shall be defined as within the stated number of years from the time of application. Any activity meeting disqualification criteria after application should be promptly reported and disclosed by the candidate.
<b>Candidate Certification and Acknowledgement</b> <i>I have reviewed all disqualification criteria for the position I have applied for with The University of Toledo Police Department. I hereby certify and acknowledge that I do not meet any of the above listed qualification criteria.</i>		

X		
	<b>Candidate Signature</b>	<b>Date</b>
	<b>Candidate Name Printed</b>	

X		
	<b>University Police Representative Signature</b>	<b>Date</b>
	<b>University Police Representative Name Printed</b>	



## REQUIRED DOCUMENTS

***[RETURN THE BELOW DOCUMENTS AS REQUIRED]***

Please provide the following documents with this Literature and Document Packet. If for any reason you are unable to provide a document on the date of collection, please submit it in a timely fashion to the background investigation unit:

Document Requested	Provided? (Yes or No)	Comments
PHOTOCOPY OF VALID STATE OPERATOR'S LICENSE		
PHOTOCOPY OF SOCIAL SECURITY CARD		
PHOTOCOPY OF BIRTH CERTIFICATE		
PHOTOCOPY OF MILITARY SERVICE RECORDS (if applicable)		
PHOTOCOPY OF HIGH SCHOOL TRANSCRIPTS OR DIPLOMA OR GED		
ORIGINAL CERTIFIED COLLEGE TRANSCRIPTS		
PHOTOCOPY OF OHIO PEACE OFFICER TRAINING CERTIFICATE OR PROOF OF ACADEMY ENROLLMENT OR ACADEMY ACCEPTANCE LETTER		
SIGNED NOTARIZED RELEASE OF INFORMATION FORM		
ORIGINAL COPY OF A CURRENT CREDIT HISTORY REPORT		
PRINTED COPY OF NATIONAL TESTING NETWORK (NTN) PHQ		





## AUTHORITY FOR RELEASE OF INFORMATION

**[PRINT, COMPLETE IN PRESENCE OF A NOTARY PUBLIC, & RETURN]**

### APPLICANT:

Name [Last, First, Middle]		Date of Birth	Last 4 Digits of SSN
Address			
City	County	State	Zip Code

I HEREBY AUTHORIZE A REVIEW OF AND FULL DISCLOSURE OF ALL RECORDS, OR ANY PART THEREOF, CONCERNING MYSELF, BY AND TO ANY DULY AUTHORIZED AGENT OF THE UNIVERSITY OF TOLEDO POLICE DEPARTMENT, WHETHER THE SAID RECORD(S) ARE OF PUBLIC, PRIVATE, OR CONFIDENTIAL NATURE.

THE INTENT OF THIS AUTHORIZATION IS TO GIVE MY CONSENT FOR FULL AND COMPLETE DISCLOSURE OF THE RECORDS OF EDUCATIONAL RECORDS FROM ANY PUBLIC OR PRIVATE SECONDARY OR POST SECONDARY INSTITUTION; RECORDS OF CREDIT RATING MAINTAINED BY ANY LICENSED CREDIT BUREAU; EMPLOYMENT AND PRE-EMPLOYMENT RECORDS (INCLUDING BACKGROUND RECORDS; EFFICIENCY RATINGS; COMPLAINTS OR GRIEVANCES FILED BY ME OR AGAINST ME, AND SALARY RECORDS); RECORDS OF COMPLAINT, ARREST, TRIAL AND/OR CONVICTIONS FOR ALLEGED OR ACTUAL VIOLATIONS OF LAW (INCLUDING CRIMINAL, CIVIL AND/OR TRAFFIC RECORDS); THE RESULTS OF ANY POLYGRAPH EXAMINATION(S); RECORDS OF COMPLAINT OF A CIVIL NATURE MADE BY ME OR AGAINST ME, OR ANOTHER PERSON IN WHICH ANY CASE IN WHICH I PRESENTLY HAVE, OR HAVE HAD AN INTEREST.

I REITERATE AND EMPHASIZE THAT THE INTENT OF THIS AUTHORIZATION IS TO PROVIDE FULL AND FREE ACCESS TO THE BACKGROUND AND HISTORY OF MY PERSONAL LIFE. THIS IS BEING DONE FOR THE SPECIFIC PURPOSE OF PURSUING A BACKGROUND INVESTIGATION WHICH MAY PROVIDE PERTINENT DATA FOR USE BY THE UNIVERSITY OF TOLEDO POLICE DEPARTMENT. I UNDERSTAND THAT ALL MATERIALS PERTAINING TO THIS BACKGROUND INVESTIGATION SHALL BECOME PROPERTY OF THE UNIVERSITY OF TOLEDO POLICE DEPARTMENT AND NOT RETURNED TO ME.

I AGREE TO IDENTIFY AND HOLD HARMLESS THE PERSON TO WHOM THIS REQUEST IS PRESENTED AND HIS/HER AGENTS AND EMPLOYEES FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES, AND EXPENSES (INCLUDING REASONABLE ATTORNEY FEES) ARISING OUT OF OR BY REASON OF COMPLYING WITH THIS REQUEST.

I FURTHER UNDERSTAND THAT IN THE EVENT MY APPLICATION IS DISAPPROVED, THE SOURCES OF CONFIDENTIAL INFORMATION CANNOT BE REVEALED TO ME.

A COPY OF THIS SIGNED RELEASE SHALL ACT AS THE ORIGINAL COPY. THE ORIGINAL SHALL BE ON FILE AT THE UNIVERSITY OF TOLEDO POLICE DEPARTMENT FOR INSPECTION.

**SUBSCRIBED AND SWORN BEFORE ME THIS** \_\_\_\_ **DAY OF** \_\_\_\_ **20** \_\_\_\_

X	X
Applicant Signature	Notary Public Signature
Notary Printed Name [Last, First, Middle]	
State & County of Commission	Commission Expiration

### The University of Toledo Police Department

Public Safety Center • Mail Stop 890 • 3333 Dorr St. • Toledo, Ohio 43607  
Office: 419.530.4449 • Email: [charles.williams16@utoledo.edu](mailto:charles.williams16@utoledo.edu) • [police.utoledo.edu](http://police.utoledo.edu)

**AUTHORIZATION FOR RELEASE OF MEDICAL  
 EXAMINATION RESULTS  
 (DRUG/URINALYSIS/ETC.) TESTING BY  
 UNIVERSITY MEDICAL PROFESSIONALS)**  
**[PRINT & RETURN]**

I hereby voluntarily give my permission for the release  
 of any medical examination results I submitted  
 to that was administered by qualified professional's  
 selected by The University of Toledo Police  
 Department.

I understand that these results may be released to  
 any designated individual of The University of Toledo Police  
 Department for purposes of helping to be retained for the  
 position of University Law Enforcement Officer (ULEO).

I voluntarily waive my claim of privileged communication and privacy:

X	
APPLICANT [ONLY SIGN IN PRESENCE OF A UNIVERSITY REPRESENTATIVE]	DATE
PRINT FULL NAME BELOW:	

X	
UNIVERSITY REPRESENTATIVE	DATE
PRINT FULL NAME BELOW:	

**SIGN ONLY IN THE PRESENCE OF A  
 UNIVERSITY OF TOLEDO POLICE REPRESENTATIVE**

## VERIFICATION & ACKNOWLEDGEMENT

**[PRINT & RETURN]**

Upon reviewing the abovementioned “Minimum Qualifications” and “Reasons for Disqualification,” the applicant should be able to verify that he/she meets the minimum qualifications and is not subject to disqualification. If for any reason the applicant feels that he/she may not meet a minimum qualification or may be subject to disqualification, he/she should contact the background investigation unit as soon as possible in effort to discuss any issue(s) further.

### *Verification and Acknowledgement Statement*

*I hereby acknowledge that I have read the materials given to me by The University of Toledo Police Department. I understand what is required of me to qualify as a University Law Enforcement Officer and verify and acknowledge my qualifications for this position.*

X	
<b>APPLICANT [ONLY SIGN IN PRESENCE OF A UNIVERSITY REPRESENTATIVE]</b>	<b>DATE</b>
PRINT FULL NAME BELOW:	

X	
<b>UNIVERSITY REPRESENTATIVE</b>	<b>DATE</b>
PRINT FULL NAME BELOW:	

**SIGN ONLY IN THE PRESENCE OF A  
UNIVERSITY OF TOLEDO POLICE REPRESENTATIVE**