

**THE MICHIGAN CIVIL SERVICE COMMISSION IS ACCEPTING APPLICATIONS FOR
STATE POLICE SERGEANTS EXAMINATION
FROM STATE EMPLOYEES ONLY
NO. 2012
— A Written Test is Required —**

All persons offered employment in the classified service are required to submit to and pass a preemployment drug test as a condition of employment.

Passing applicants may be considered for State Police Sergeant 12 and State Police Detective Sergeant 12.

Pay rate information can be found at <http://web1mdcs.state.mi.us/humanresources/jobtitlespecs.asp>.

MINIMUM REQUIREMENTS

**State Police Sergeant 12
and
State Police Detective
Sergeant 12**

Education

Possession of a high school diploma or passage of the General Education Development test (G.E.D.), and successful completion of Michigan State Police Training Academy Recruit School.

Experience

Four years of experience as a Michigan State Police Trooper E11.

WRITTEN EXAMINATION

The written examination is three hours and 15 minutes and will test knowledge in the following competency areas:

Adaptability	Managing Conflict
Decision Making	Technical Knowledge
Building Trust	Planning and Organizing
Coaching	Applied Learning
Work Standards	Initiative

The examination contains four, forty-item sections:

1. Michigan Department of State Police Official Orders
2. Criminal Law and Procedures
3. Forensic Science and Investigative Techniques
4. Supervisory and Managerial Practices, Techniques, and Concepts

The State of Michigan is an Equal Opportunity Employer

MICHIGAN STATE POLICE SUGGESTED STUDY RESOURCE MATERIAL

Petrillo, Michael A. and DelBagno, Daniel (2004), *The New Age of Police Supervision and Management: A Behavioral Concept* (minus Chapter 3, Section 3 – Pages 115 – 124, as the information presented in this section directly contradicts what an MSP supervisor can and should do in a given situation.)

Fisher, Barry A. J. (2003), *Techniques of Crime Scene Investigation*

Michigan State Police, *Sergeant's Post Operations Training Manual*

Michigan State Police, *General Guidelines for Preservation and Packaging of Physical Evidence*

Michigan State Police, *Official Orders*

Michigan State Police, *Criminal Law and Procedure*

Michigan State Police Troopers Association Collective Bargaining Agreement
http://www.michigan.gov/ose/0,1607,7-143-34026_34035---,00.html

EXAMINATION SCHEDULING

Two to three weeks before the examination date, applicants will receive a letter of "Examination Admission Notice" with the date, time, and location for examination. Applicants must be at the examination center at least 15 minutes before the examination time. Applicants unable to take the test on the scheduled date and time may write to the address listed in the "Examination Admission Notice" to reschedule the examination for a later date. Examinees may retake the written test only once every twelve months. The examination may be offered on a weekday. Current state employees should contact their department personnel office for their department's policy on administrative leave to take Civil Service examinations.

HOW TO APPLY

You may apply by completing the **STATE POLICE SERGEANTS (CS-102_2012)** application attached to this announcement. You may also apply by completing the **STATE POLICE SERGEANTS** application on our web site at www.michigan.gov/mdcs. Applications may be mailed, faxed, or e-mailed to the following:

Civil Service Commission
Applicant Assessment
400 South Pine Street
PO Box 30002
Lansing, Michigan 48909
FAX (517) 335-0031
e-mail: MDCS-BHRS@michigan.gov

Please direct questions to any of the following Civil Service telephone numbers:

Lansing
(517) 373-3030
TTY (517) 335-0191

Outside Lansing
Toll-free 1-800-788-1766

STATE POLICE SERGEANTS EXAMINATION APPLICATION

All persons offered employment in the classified service are required to submit to and pass a preemployment drug test as a condition of employment. An applicant who refuses to submit to or fails a preemployment drug test, interferes with a test procedure, or tampers with a test sample will be removed from all applicant pools and will be disqualified from state employment for a period of three years. The state of Michigan is an equal opportunity employer, and government policy requires that consideration be given to all applicants without regard to race, color, religion, national origin, ancestry, disability, partisan consideration, age, or sex.

BIOGRAPHICAL DATA																								
APPLICANT OR EMPLOYEE ID NUMBER <small>(Leave blank if you do not know your ID number)</small>	AREA CODE/PHONE NO. <small>(Between 8 a.m. and 5 p.m.)</small>																							
APPLICANT'S NAME (LAST, FIRST, M.I.)																								
STREET ADDRESS																								
CITY	STATE	ZIP CODE																						
E-MAIL ADDRESS (if available)																								
CERTIFICATION: Complete the application and read carefully before submitting. <i>By submitting this application and any attachments, the applicant named above certifies to the Civil Service Commission that all information provided is true and accurate and contains no willful falsifications or misrepresentations. Falsifications or misrepresentations may disqualify applicants from consideration for employment with the state of Michigan; or if hired, may be grounds for termination at a later date. Previous employers may be contacted for verification.</i>																								
TEST LOCATIONS — Select one site where you would like to take the written examination, if necessary:																								
<input type="checkbox"/> 10. Detroit <input type="checkbox"/> 30. Lansing <input type="checkbox"/> 70. Ironwood <input type="checkbox"/> 80. Marquette <input type="checkbox"/> 90. Sault St. Marie																								
RACE/ETHNIC/GENDER INFORMATION Optional—for reporting purposes only <table style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 5%; text-align: center;">M</th> <th style="width: 15%; text-align: center;">F</th> </tr> </thead> <tbody> <tr> <td>WHITE</td> <td style="text-align: center;">1 <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>BLACK (AFRICAN AMERICAN)</td> <td style="text-align: center;">2 <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>AMERICAN INDIAN/ALASKAN NATIVE</td> <td style="text-align: center;">3 <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>HISPANIC</td> <td style="text-align: center;">4 <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>ASIAN/PACIFIC ISLANDER</td> <td style="text-align: center;">5 <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>MULTIRACIAL</td> <td style="text-align: center;">6 <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>			M	F	WHITE	1 <input type="checkbox"/>	<input type="checkbox"/>	BLACK (AFRICAN AMERICAN)	2 <input type="checkbox"/>	<input type="checkbox"/>	AMERICAN INDIAN/ALASKAN NATIVE	3 <input type="checkbox"/>	<input type="checkbox"/>	HISPANIC	4 <input type="checkbox"/>	<input type="checkbox"/>	ASIAN/PACIFIC ISLANDER	5 <input type="checkbox"/>	<input type="checkbox"/>	MULTIRACIAL	6 <input type="checkbox"/>	<input type="checkbox"/>	ACCOMMODATIONS INFORMATION PROVIDED ON AN INDIVIDUAL'S DISABILITY IS CONFIDENTIAL, NOT SUBJECT TO THE FREEDOM OF INFORMATION ACT, AND CANNOT BE SHARED WITHOUT THE PERMISSION OF THE APPLICANT. Individuals who meet the federal eligibility requirements may be designated as a handicapper or as an individual with a disability and provided accommodations in completing the application, taking the examination, or participating in the referral process; and in certain instances, in a trial appointment program. <input type="checkbox"/> Check this box, if you believe you are eligible and want to participate voluntarily.	
	M	F																						
WHITE	1 <input type="checkbox"/>	<input type="checkbox"/>																						
BLACK (AFRICAN AMERICAN)	2 <input type="checkbox"/>	<input type="checkbox"/>																						
AMERICAN INDIAN/ALASKAN NATIVE	3 <input type="checkbox"/>	<input type="checkbox"/>																						
HISPANIC	4 <input type="checkbox"/>	<input type="checkbox"/>																						
ASIAN/PACIFIC ISLANDER	5 <input type="checkbox"/>	<input type="checkbox"/>																						
MULTIRACIAL	6 <input type="checkbox"/>	<input type="checkbox"/>																						
QUALIFICATIONS																								
<input type="checkbox"/> I possess the required experience for one or more of the classifications covered by this exam.		You do not need to attach anything. We will review your state employment history to verify your qualifications.																						