

**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**

**State Police Detective Sergeant 12**

**Education**

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

**Experience**

Three years and six months of experience as a State Police Trooper E11.

Or

Two years and six months of experience as a State Police Detective Trooper Specialist 11 or State Police Trooper Specialist 11.

**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, and
4. Supervisory and Managerial Practices, Techniques, and Concepts.

**The State of Michigan is an Equal Opportunity Employer**

## MICHIGAN STATE POLICE SUGGESTED STUDY RESOURCE MATERIALS

Petrillo, Michael A. and DelBagno, Daniel (2004), *The New Age of Police Supervision and Management: A Behavioral Concept* (excluding 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](http://www.michigan.gov/ose/0,1607,7-143-34026_34035---.00.html)

## EXAMINATION SCHEDULING

All applicants must submit the State Police Sergeants Examination Application (CS-102\_2012) to the Michigan Civil Service Commission for examination scheduling. Applicants must possess the minimum qualifications by the date of the test to be scheduled. Two to three weeks before the examination date, applicants will receive an Examination Admission Notice with the test date, time, and location. Applicants must be at the examination center at least 15 minutes before the examination time and bring: two pieces of identification with signatures, one must have a photo, and sharpened No. 2 pencils. Applicants unable to take the test on the scheduled date and location can telephone or e-mail to be rescheduled. Contact the Michigan State Police, Office of Human Resources, for the department's policy on administrative leave to take Civil Service examinations.

## HOW TO APPLY

Each year, the examination will be administered in March and September, during the weekday, in Detroit, Ironwood, Lansing, Marquette, and Sault Sainte Marie. You may apply by completing the State Police Sergeants (CS-102\_2012) application that is attached to this announcement or complete it on the Michigan Civil Service Commission website, at [www.michigan.gov/mdcs](http://www.michigan.gov/mdcs), clicking on "Employment Information," "Examinations," and "State Police Sergeants Exam #2012." Applications may be mailed, faxed, or e-mailed to the following address by February 1<sup>st</sup> for the March testing dates and August 1<sup>st</sup> for the September testing dates.:

Michigan Civil Service Commission  
Applicant Assessment Section  
P. O. Box 30002  
Lansing, Michigan 48909  
(517) 241-5051 - Fax  
[mdcs-bhrs@michigan.gov](mailto:mdcs-bhrs@michigan.gov) - E-mail

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

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

Outside Lansing  
(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																							
<b>EMPLOYEE ID NUMBER</b> <small>(Leave blank if you do not know your ID number)</small>	<b>AREA CODE/PHONE NO.</b> <small>(Between 8 a.m. and 5 p.m.)</small>																						
<b>APPLICANT'S NAME (LAST, FIRST, M.I.)</b>																							
<b>STREET ADDRESS</b>																							
<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>																					
<b>E-MAIL ADDRESS</b>																							
<b>CERTIFICATION: Complete the application and read carefully before submitting.</b> <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>																							
<b>TEST LOCATIONS — Select one site where you would like to take the written examination, if necessary:</b>																							
<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																							
<b>RACE/ETHNIC/GENDER INFORMATION</b> Optional—for reporting purposes only		<b>ACCOMMODATIONS</b> 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.																					
<table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;"><b>M</b></td> <td style="text-align: center;"><b>F</b></td> </tr> <tr> <td><b>WHITE</b></td> <td style="text-align: center;">1 <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><b>BLACK (AFRICAN AMERICAN)</b></td> <td style="text-align: center;">2 <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><b>AMERICAN INDIAN/ALASKAN NATIVE</b></td> <td style="text-align: center;">3 <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><b>HISPANIC</b></td> <td style="text-align: center;">4 <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><b>ASIAN/PACIFIC ISLANDER</b></td> <td style="text-align: center;">5 <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><b>MULTIRACIAL</b></td> <td style="text-align: center;">6 <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		<b>M</b>	<b>F</b>	<b>WHITE</b>	1 <input type="checkbox"/>	<input type="checkbox"/>	<b>BLACK (AFRICAN AMERICAN)</b>	2 <input type="checkbox"/>	<input type="checkbox"/>	<b>AMERICAN INDIAN/ALASKAN NATIVE</b>	3 <input type="checkbox"/>	<input type="checkbox"/>	<b>HISPANIC</b>	4 <input type="checkbox"/>	<input type="checkbox"/>	<b>ASIAN/PACIFIC ISLANDER</b>	5 <input type="checkbox"/>	<input type="checkbox"/>	<b>MULTIRACIAL</b>	6 <input type="checkbox"/>	<input type="checkbox"/>	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.	
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<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.																					