

**THE MICHIGAN DEPARTMENT OF CIVIL SERVICE IS ACCEPTING APPLICATIONS  
FOR  
LAW ENFORCEMENT AND PUBLIC SAFETY OFFICERS EXAMINATION**

**NO. 2002**

**— 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.**

Applicant pools will be maintained for the following job titles:

Job Titles	Average Annual Compensation During First Year	Maximum Annual Compensation
<b>Conservation Officer 10, E11</b>	\$28,229	\$45,101
<b>Motor Carrier Officer 9, E10</b>	\$28,765	\$41,426
<b>State Police Trooper 10, E11</b>	\$29,670	\$46,103
<b>State Properties Security Officer 7, E8</b>	\$24,658	\$35,412

**MINIMUM REQUIREMENTS**

**CONSERVATION OFFICER 10**

Citizen of the United States. Resident of Michigan for at least one year prior to the background investigation. Not less than 21 years of age. Graduation from high school, or acceptable GED test results. Valid Michigan driver's license, without restrictions (except corrective lenses). Vision: corrected to 20/20 with lenses; adequate color and depth perception. Normal hearing in both ears.

**MOTOR CARRIER OFFICER 9**

Citizen of the United States. Must be at least 21 years of age to take the written test. Graduation from high school, or acceptable GED test results. Valid Michigan driver's license, without restrictions (except corrective lenses). Vision: At least 20/200 in each eye without lenses, corrected to 20/20 with lenses; adequate color and depth perception; a visual field of no less than 70 degrees in the horizontal meridian in each eye; normal vertical and lateral muscle balance; applicants having undergone one or more surgical procedures to improve visual acuity will be examined by a departmental vision care specialist (exam will not take place until at least one year from the date of the last procedure). Normal hearing in both ears.

**STATE POLICE TROOPER 10**

Citizen of the United States. Must be at least 21 years of age to take the written test. Graduation from high school, or acceptable GED test results. Valid Michigan driver's license, without restrictions (except corrective lenses). Vision: At least 20/200 in each eye without lenses, corrected to 20/20 with lenses; adequate color and depth perception; a visual field of no less than 70 degrees in the horizontal meridian in each eye; normal vertical and lateral muscle balance; applicants having undergone one or more surgical procedures to improve visual acuity will be examined by a departmental vision care specialist (exam will not take place until at least one year from the date of the last procedure). Normal hearing in both ears.

**STATE  
PROPERTIES  
SECURITY  
OFFICER 7**

Citizen of the United States. Must be at least 21 years of age to take the written test. Graduation from high school, or acceptable GED test results. Valid Michigan driver's license, without restrictions (except corrective lenses). Vision: At least 20/200 in each eye without lenses, corrected to 20/20 with lenses; adequate color and depth perception; a visual field of no less than 70 degrees in the horizontal meridian in each eye; normal vertical and lateral muscle balance; applicants having undergone one or more surgical procedures to improve visual acuity will be examined by a departmental vision care specialist (exam will not take place until at least one year from the date of the last procedure). Normal hearing in both ears.

**EXAMINATION**

This examination consists of three, video-based examination sections. The examination evaluates the skills, knowledge, and abilities related to critical elements of law enforcement positions.

- Section 1: Human Interaction
- Section 2: Reading Ability
- Section 3: Incident Observation Report Writing

**Because this is a video-based examination, no late admissions will be allowed.**

A background investigation is conducted to assist in measuring suitability for law enforcement work. Evidence of unsuitability will serve as a basis for disqualification from the examination process.

**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 once every six months. The examination may be offered on a weekday or Saturday. 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 **Law Enforcement and Public Safety Officers (CS-102\_2002)** Application attached to this announcement. You may also apply by completing the **Law Enforcement and Public Safety Officers** application on our web site at [www.state.mi.us/mdcs](http://www.state.mi.us/mdcs). Applications may be faxed, mailed, or e-mailed to one of the following offices:

Department of Civil Service  
Capitol Commons Center  
400 South Pine Street  
PO Box 30002  
Lansing, Michigan 48909  
FAX (517) 335-0031  
e-mail: [MDCS-BHRS@state.mi.us](mailto:MDCS-BHRS@state.mi.us)

Department of Civil Service  
Detroit Regional Office  
State Plaza Building, Suite 616, 6<sup>th</sup> Floor  
1200 6<sup>th</sup> Street  
Detroit, Michigan 48226  
FAX (313) 256-1761

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

Lansing  
(517) 373-3048  
TTY (517) 335-0191

Detroit  
(313) 256-3690  
TTY (313) 256-3606

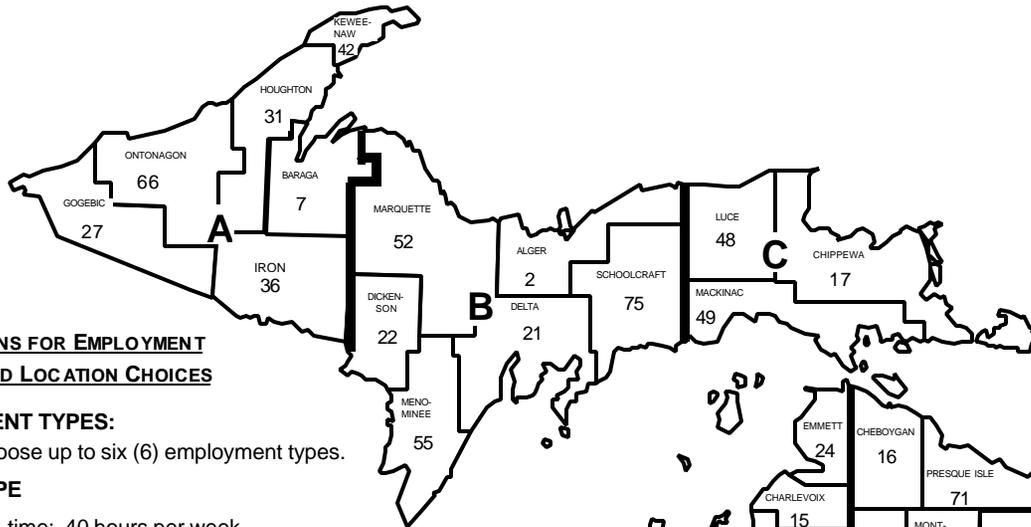
Outside Lansing or Detroit  
Toll-free 1-800-788-1766

The State of Michigan is an Equal Opportunity Employer

## ENTRY-LEVEL LAW ENFORCEMENT 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 employment lists 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			EMPLOYMENT TYPES AND LOCATIONS																																								
<b>APPLICANT OR 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>YOU MUST PROVIDE THIS INFORMATION TO BE CONSIDERED FOR ANY JOB. Before completing this section, read the EMPLOYMENT TYPES and LOCATION instructions on the next page.</b> <div style="text-align: center;"> <b>EMPLOYMENT TYPES</b>  <table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table> </div> <div style="text-align: center;"> <b>EMPLOYMENT LOCATIONS</b>  <table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table> </div>																																									
<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 (if available)</b>																																											
<b>CERTIFICATION: Complete the application and read carefully before submitting.</b> <i>By submitting this form and any attachments, the applicant named above certifies to the Department of Civil Service that he/she is a United States citizen and all information provided is true and accurate. Sanctions will be imposed if it is found that an applicant has made false statements or misrepresented credential information.</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>DATE OF BIRTH (Mandatory)</b> _____											<b>I AM A UNITED STATES CITIZEN</b> <input type="checkbox"/> YES <input type="checkbox"/> NO																																
<b>RACE/ETHNIC/GENDER INFORMATION</b> <small>Optional—for reporting purposes only</small>  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 5%; text-align: center;">M</th> <th style="width: 5%; 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"/>	<b>ACCOMMODATIONS</b> <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.</b>  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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<b>JOB INTERESTS — Check the specific job titles you are interested in:</b>																																											
<input type="checkbox"/> Conservation Officer <input type="checkbox"/> Motor Carrier Officer <input type="checkbox"/> State Police Trooper <input type="checkbox"/> State Properties Security Officer																																											



**INSTRUCTIONS FOR EMPLOYMENT  
TYPES AND LOCATION CHOICES**

**EMPLOYMENT TYPES:**

You may choose up to six (6) employment types.

**CODE TYPE**

- AA Full-time: 40 hours per week.
- AB Part-time: Less than 40 hours per week.
- AC Intermittent: Hours vary in each department based on work load.
- AD Limited-term appointment.
- AQ Noncareer appointment: Job lasts less than 90 full-time days in a year with no employee benefits.
- AS Seasonal: Work is limited to part of the year.

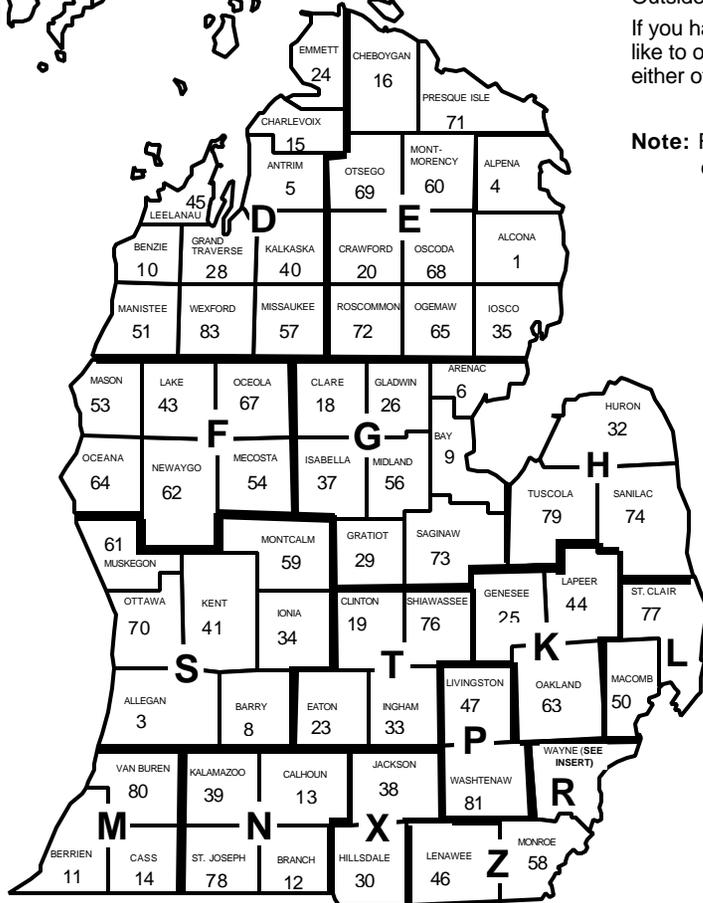
**EMPLOYMENT LOCATIONS:** (where you are willing to work)

You may choose up to eighteen (18) employment locations.

Use the map on the right and decide the counties (numbers) or regions (bold letters) in which you will accept an offer of employment. If you pick a region (letter), you will be considered for all counties or locations in that region.

You may choose a combination of counties and regions.

<b>EXAMPLE</b>							
In this example, the applicant has selected employment type Codes AA, AB, and AS; Regions S and T; and Counties 80, 39, 13, 38, 81, and 37. This applicant would be referred for any full-time, part-time, or seasonal jobs in the counties and regions selected.							
EMPLOYMENT TYPES							
AA	AB	AS					
EMPLOYMENT LOCATIONS							
S	T	80	39	13	38	81	37



**INSTRUCTIONS:**

1. Complete page 3.
2. Make a copy for your records.
3. **SEND OR TAKE** your completed application to either of the following Department of Civil Service offices:

**Lansing Office**

Capitol Commons Center  
400 South Pine Street  
PO Box 30002  
Lansing, MI 48909  
(517) 373-3030  
(517) 335-0191 (TDD Only)\*

**Detroit Regional Office**

State of Michigan Plaza Bldg.  
South Tower - Suite 616  
1200 Sixth Street  
Detroit, MI 48226  
(313) 256-3690  
(313) 256-3606 (TDD Only)\*

Outside Lansing or Detroit, call 1-800-788-1766.

If you have questions about completing this application or would like to obtain Examination Announcements, please contact either of the Department of Civil Service offices listed above.

\*Telephone Device for the Deaf

**Note:** For additional information on state government jobs, visit our website at [www.state.mi.us/mdcs](http://www.state.mi.us/mdcs)

**R = WAYNE COUNTY (DETROIT AREA)**

IF YOU ARE NOT AVAILABLE FOR ALL OF WAYNE COUNTY, YOU MAY SELECT CERTAIN AREAS OF THE COUNTY BY USING THE NUMBERS FROM THE MAP BELOW.

