



Charter Township of Canton
1150 Canton Center Road
Canton, MI 48188
Telephone (734) 394-5260
Website: www.canton-mi.org

Notice of Employment Opportunity

The following full-time position will be open until Friday, October 31, 2014:

POLICE OFFICER

Start Rate of Pay - \$41,136/year

- This is an external posting open to all applicants
- Must meet the minimum requirements of the position
- Create an account to apply online at <http://canton.applicantpro.com/jobs/>
- Informational meetings with the Director of Public Safety and the Human Resources Manager are scheduled on the following two dates:

Session One: Wednesday, October 15, 2014 at 5:30 p.m.

Session Two: Tuesday, October 21, 2014 at 5:30 p.m.

The informational meetings will be held in the Canton Township Administration Building located at 1150 Canton Center Road, Canton, MI 48188. The meetings will begin promptly at 5:30 p.m. Please check in with the building monitor when you arrive for meeting room location.

Candidates interested in pursuing a career as a Canton Police Officer are strongly encouraged to attend at least one of the scheduled informational meetings.

Only those applications received in the Human Resources Division prior to the posted deadline will be considered.

Job Description and Hiring Process Attached

Date Posted: October 3, 2014

JOB DESCRIPTION

POLICE OFFICER

DESCRIPTION OF DUTIES:

This is general police work in the protection of life and property and the enforcement of criminal and traffic laws and local ordinances. An employee in this class is responsible for the protection of life and property; prevention of crime; apprehension of criminals; and the general enforcement of laws and ordinances in a designated area on an assigned shift. The employee may be assigned to special details and to a training capacity.

The employee must be able to independently exercise quick but sound judgment in applying appropriate police methods in emergency situations. As the employee acquires experience on the job he will be granted additional responsibility. Work is supervised by a superior officer through personal inspection, review of reports, and through general appraisal of the effectiveness of the police service.

EXAMPLES OF WORK: (Note: These examples are intended merely as illustrations of the various types of work performed in positions allocated to this classification and do not include all of the duties an employee in this class may be required to perform.)

- Patrols a designated area of the Township to preserve law and order, to prevent/discover the commission of crime, and to enforce motor vehicle operation and parking regulations.
- Answers calls and complaints involving automobile accidents, robberies, and other misdemeanors and felonies.
- At scene of an accident, crime, or fire administers first aid; conducts preliminary investigations; gathers evidence; obtains witnesses; and may make arrests and take prisoners to jail.
- Responds to calls at addresses of commercial, residential and adjoining areas.
- At central police desk, interviews persons with complaints and inquiries, and attempts to make the proper disposition or directs them to proper authorities.
- Furnishes escorts when required.
- Prepares evidence for issuance of complaints, testifies as a witness in court, and makes reports of all activities and disposition of cases.
- Maintains order in court; conducts prisoners to court from detention quarters; serves criminal process including warrants and departmental subpoenas
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Ability to learn the streets and physical layout of the Township and adjoining areas.
- Some knowledge of first aid methods.
- Some knowledge of modern approved principles, practices, and procedures of police work.
- Some skill in the use of firearms.
- Ability to learn and uphold relevant state laws and Township ordinances.
- Ability to satisfactorily complete required training.
- Ability to react competently, quickly and calmly in emergency conditions.
- Ability and strength for prolonged and arduous work under adverse conditions.
- Ability to cooperate with supervisors and other employees and to accept lines of authority.
- Ability to deal with the public in a tactful and courteous manner.
- Ability and willingness to comply with the Department's Standards of Appearance policy (i.e. employees shall not have any body art or tattoos that are visible while in uniform and employees shall not have tattoos that are considered vulgar, obscene or suggestive in nature).
- Certified **or** certifiable as a Michigan Police Officer **or** Associates Degree in Law Enforcement or related field.
 - Non-certified or non-certifiable candidates must have Police Officer Certification from the State of Michigan and Associates Degree at the time of Canton Township job offer.

NECESSARY SPECIAL QUALIFICATIONS:

- Must possess a current, valid driver's license with a driving history that does not create liability concerns; i.e. convictions of reckless driving, careless driving, suspended license, or convictions involving drinking and impaired driving.
- Successful completion of the MCOLES Reading and Writing Skills Examination.
- Applicants must have successfully completed MCOLES Physical Fitness Performance Test within the past twelve months at date of hire.

PHYSICAL DEMANDS:

<u>Physical Demands</u>		<u>Lift/Carry</u>	
- Stand-	Frequently	- Less than 10 lbs-	Frequently
- Walk-	Frequently	- 10 - 29 lbs-	Occasionally
- Sit-	Occasionally	- 30 - 59 lbs-	Rarely
- Use of Hands/Fingers-	Frequently	- 60 - 100 lbs-	Rarely
- Reach-	Occasionally	<u>Push/Pull</u>	
- Climb-	Rarely	- Less than 10 lbs-	Frequently
- Crawl-	Rarely	- 10 - 29 lbs-	Occasionally
- Squat or Kneel-	Rarely	- 30 - 59 lbs-	Rarely
- Bend-	Occasionally	- 60 - 100 lbs-	Rarely

Revised: 10/3/2014

Hiring Process – Police Officer

Canton Township is creating an eligibility list for the Police Officer position. Candidates must submit a completed Canton Township Employment Application by the posted deadline and complete the pre-employment testing requirements as outlined below to be considered for this job posting.

Employment Application (2 Options Available):

- Option 1:* Online Application: Candidates can complete a Canton Township employment application and apply online through Canton Township's career web page located at <http://canton.applicantpro.com/jobs/>
- Option 2:* Paper Application: Six page paper applications packets are available in the Canton Township Human Resources Department.

Written Test (2 Options Available):

NATIONAL CRIMINAL JUSTICE OFFICER SELECTION INVENTORY - I (NCJOSI²)

- Option 1:* Candidates that have taken the NCJOSI² test through EMPCO's Law Enforcement Testing System will have met the testing requirement for this job posting if the following are completed:
- a. Successfully completion the NCJOSI² Test through EMPCO within the past 12 months. Test scores will be pulled on November 3, 2014. Test must have been completed on or after November 3, 2013 to be considered current for this job posting.
 - b. Selected to share score with Canton Township Public Safety Department as of the time the scores are pulled.

To learn more about the EMPCO Law Enforcement Testing System or to register to test visit the EMPCO website at <https://www.empco.net/testing/>

- Option 2:* Candidates that have not taken the NCJOSI² Test through the EMPCO Law Enforcement Testing Program at the time the scores are pulled will be scheduled to test directly with Canton Township.
- a. Test scores cannot be shared with other communities if the NCJOSI² test is taken directly with Canton Township.
 - b. There is no charge to candidates exercising this option.

Study Guides: Study guides are available for the NATIONAL CRIMINAL JUSTICE OFFICER SELECTION INVENTORY - I (NCJOSI²) Test. To obtain additional information or to order the study guide visit the EMPCO website at: <https://www.empco.net/testing/information.php#guides>

Canton Township Hiring Process/Timeline – Police Officer (Continued)

October 3rd thru October 31st

1. Submit a Canton Township Employment Application Form completed in its entirety prior to posted deadline date of Friday, October 31, 2014.
 - a. Online applications must be completed and submitted electronically before 11:59 p.m. on October 31, 2014.
 - b. Paper applications must be received in the Canton Township Human Resources Division by 4:30 p.m. on the posted deadline date.
 - Faxed or emailed paper applications will not be accepted.
 - Late and incomplete applications will not be accepted.
 - Applicants choosing to complete a paper application need to be conscious of postal delivery times.
 - c. All communication will be via email. Applicants must provide a valid email address on the application and the email address must be written legibly. Please add jobs@canton-mi.org to your safe sender list.

Informational meetings with the Director of Public Safety and the Human Resources Manager are scheduled on the following two dates:

Session One: Wednesday, October 15, 2014 at 5:30 p.m.
Session Two: Tuesday, October 21, 2014 at 5:30 p.m.

The informational meetings will be held in the Canton Township Administration Building located at 1150 Canton Center Road, Canton, MI 48188. The meetings will begin promptly at 5:30 p.m. A building monitor will direct candidates to the meeting room location.

Candidates interested in pursuing a career as a Canton Police Officer are strongly encouraged to attend at least one of the scheduled informational meetings.

November 6, 2014

2. Applicants that do not have a test score available through the EMPCO Law Enforcement Testing Program will be notified via email of test date, time and location by 4:00 p.m. on Thursday, November 6, 2014

Applicants that have a test score available through the EMPCO Law Enforcement Testing program will receive email confirmation that their application and test score were received by 4:00 p.m. on Thursday, November 6, 2014.

Applicants who do not receive email communication on the status of their application by 4:00 p.m. on Thursday, November 6, 2014 need to contact Canton Township Human Resources at 734-394-5260 to verify the status of their application.

November 20, 2014 - TEST DATE

3. The NCJOSI² Test will be held for those candidates scheduled to test directly with Canton Township. Candidates must score a minimum of 70% or higher to move on to the next step in the hiring process.

Canton Township Hiring Process/Timeline – Police Officer (Continued)

November 25, 2014

4. Candidates selected to move on in the hiring process will be emailed a selection questionnaire no later than 4:00 p.m. on Tuesday, November 25, 2014.
 - a. The completed questionnaire must be returned by mail or in person and must be received in Human Resources prior to 4:00 p.m. on Friday, December 5, 2014. Emailed or faxed questionnaires will not be accepted.
 - b. Applicants who do not receive a selection questionnaire will receive email notification they are no longer being considered by 4:00 p.m. on Tuesday, November 25, 2014.
 - c. Applicants who do not receive email communication on the status of their application by 4:00 p.m. on Tuesday, November 25, 2014 need to contact Canton Township Human Resources at 734-394-5260 to verify the status of their application.

On or After December 8, 2014

5. Applications and questionnaires will be screened. The following criteria will be considered when selecting qualified candidates for the oral interview:
 - a. Questionnaire and application prepared representing the quality of desired professional work (responses, spelling, grammar, and presentation are essential).
 - b. Ability to meet the minimum requirements as posted on the job description.
 - c. Certified or certifiable as a Michigan Police Officer **or** Associates Degree in Law Enforcement or related field.
 - o Non-certified or non-certifiable candidates must have Police Officer Certification from the State of Michigan and Associates Degree at the time of Canton Township job offer.
 - d. Successful completion of the MCOLES Reading and Writing Skills Exam at the time of application.
 - e. If selected for the Police Officer position candidate must have successfully completed MCOLES Physical Fitness Performance Test within the past twelve months at date of hire
 - f. A current, valid driver's license
 - g. Background that is free of liability concerns; such as, recent convictions of careless or reckless driving, suspended license, felony or criminal convictions, or convictions involving drinking or impaired driving within the past five years.

January 2015

6. Oral Interviews will be scheduled in January 2015.
 - a. Applicants will be notified of the oral board schedule by 4:00 p.m. Wednesday, December 17, 2014.
 - b. Applicants who are not scheduled for the oral interview will receive email notification they are no longer being considered by 4:00 p.m. Wednesday, December 17, 2014.
 - c. Applicants who do not receive email communication on the status of their application/questionnaire by 4:00 p.m. Wednesday, December 17, 2014 need to contact Canton Township Human Resources at 734-394-5260 to verify the status of their application.
7. Upon conclusion of Oral Interviews, the Eligibility Hiring List will be prepared establishing an expiration date one year from preparation date.
8. All candidates will be notified **via email** of disposition of their employment application.
9. All offers of employment are contingent on the results of further interviews, reference checks, psychological examination, thorough background investigation, working history verification, physical examination/drug screen and satisfactory completion of a probationary period. Applicants who do not receive a questionnaire will receive email notification they are no longer being considered.