

## ASSIGNMENTS

- SPECIAL ASSIGNMENTS
  - Investigation
  - Community Services
  - Traffic
  - Training
  - Drugs & Vice
  - Auto Theft
  - Metropolitan Enforcement
  - Special Response

## BENEFITS

- COMPETITIVE WAGES:
  - Starting at \$45,926.00 Annually
- COMPREHENSIVE HEALTH INSURANCE
- LIFE INSURANCE
- VACATION
  - 40 hours after the first year
  - 160 hours maximum
- SICK LEAVE
- RETIREMENT

KENTWOOD POLICE DEPARTMENT  
4742 WALMA AVENUE, SE  
KENTWOOD, MI 49512  
616-656-1680  
616-656-1681

[www.ci.kentwood.mi.us/police](http://www.ci.kentwood.mi.us/police)

## A REWARDING CAREER



COMMUNITY SERVICES



BIKE PATROL



INVESTIGATION

# KENTWOOD POLICE DEPARTMENT

**Law Enforcement At Its Best**



**POLICE OFFICER**

## **APPLICANT INFORMATION & NOTIFICATION**

*The City of Kentwood is an Equal Opportunity  
Employer*

*We do not discriminate on the basis of race,  
religion, color, sex, age, national origin or  
disability*

The Kentwood Police Department is seeking eligible applicants for the position of sworn police officer (Recruit Class 13-1)

## **MINIMUM REQUIREMENTS**

- U.S. CITIZEN
- AT LEAST TWO YEARS OF COLLEGE
  - Four years of college is preferred
- VALID MICHIGAN OPS
  - You must possess a valid Michigan Operator's License at the time of appointment with a satisfactory driving record
- ABLE TO PERFORM THE DUTIES OF A POLICE OFFICER
- GOOD MORAL CHARACTER
  - No Felony Convictions
- NOT LESS THAN 18 YEARS OF AGE
- SUCCESSFUL COMPLETION OF THE WRITTEN EMPLOYMENT EXAM
- CERTIFICATION
  - Must be MCOLES Certifiable by the date of hire

## **SELECTION PROCESS**

- **APPLICATION**

Information for the position of Police Officer may be found on the City of Kentwood website at [www.ci.kentwood.mi.us/](http://www.ci.kentwood.mi.us/). Eligible applicants can register for the EMPCO written exam at [www.empco.net](http://www.empco.net).
- **WRITTEN EXAMINATION**

The entrance level exam is a computer based test administered at multiple test sites throughout Michigan (including at GVSU & GRCC). Check [www.empco.net](http://www.empco.net) to find out test dates and locations. You will also find the minimum state standards and the cost for testing. Only candidates who successfully complete the EMPCO written exam by no later than Saturday, Feb. 16, 2013 will be eligible to continue the hiring process for the Kentwood Police Department.
- **INITIAL INTERVIEW**

Eligible candidates moving on to the next phase of the process will be invited to an initial interview.
- **BACKGROUND INVESTIGATION**

A Background Investigation will be conducted on selected candidates. The Background Investigation will include a detailed questionnaire requiring complete disclosure of

personal, educational, and employment experiences.

- **FINAL INTERVIEW**
- **CONDITIONAL OFFER OF EMPLOYMENT**

Candidates with satisfying background investigations **may** be offered conditional employment.
- **FINAL OFFER OF EMPLOYMENT**

Applicants who are given a conditional offer of employment must successfully complete a medical and psychological assessment before a final offer is extended.
- **ORIENTATION TRAINING**

Newly hired officers will attend a 30-day police orientation training in a classroom setting before entering the field training program.
- **FIELD TRAINING**

Recruits are required to successfully complete the Department's Field Training Program. This program consists of supervised on the job patrol training and evaluation.

Recruits who successfully complete the Field Training Program will remain in a probationary period of not less than one year.