



Virg Bernero, Mayor

**CITY OF LANSING
NOTICE OF JOB VACANCY**

GENERATION OF THIS POSTING IS TO ESTABLISH A CANDIDATE POOL OF ELIGIBLE CERTIFIED / CERTIFIABLE CANDIDATES FOR FUTURE POLICE OFFICER I VACANCIES WITHIN THE LANSING POLICE DEPARTMENT.

THE CITY OF LANSING GIVES PREFERENCE TO QUALIFIED LANSING RESIDENTS IN HIRING FOR ALL CITY EMPLOYMENT. MILITARY VETERANS ARE ENCOURAGED TO APPLY.

ATTENTION APPLICANTS: Evaluation of the employment application is part of the selection process. The City of Lansing reserves the right to limit the number of applicants who proceed for further consideration. Failure to obtain or maintain job required qualifications will result in appropriate action consistent with the provision of the Appropriate Collective Bargaining Agreement or Personnel Rules.

Class Title: Police Officer I (FOP-NS) Salary: \$42,206.54/yr. - \$60,691.57/yr. Dept/Division: Police

1. **MUST BE AVAILABLE TO WORK NIGHTS, WEEKENDS, AND HOLIDAYS AND ON AN OVERTIME BASIS.**
2. Must be twenty-one (21) years of age on date of appointment
3. Must be legally able to work in the United States
4. Must possess a valid Michigan Driver's License at time of employment and possess a satisfactory driving record.
5. Must not have pending, or have been convicted of any felony charges and pass a criminal history record check.
6. Must meet physical standards as determined by the City's Medical Director.
7. Possess good moral character as determined by a favorable, comprehensive, and extensive background investigation that may cover review of attended schools and employment records, home environment, and personal traits and integrity.

*** * * Only Certified / Certifiable Applicants Will Be Considered At This Time * * ***

APPLICATION PROCESS:

State of Michigan and out of state candidates seeking consideration for employment with the City of Lansing Police Department **MUST** complete the City of Lansing online application along with the additional required documents posted from the City of Lansing website at www.lansingmi.gov/jobs as part of the required documentation for this process.

Additional Police Officer I Certified/Certifiable Documentation for Police Officer I **MUST** be downloaded from the city website (www.lansingmi.gov/jobs) and completed and mailed to the City of Lansing Department of Human Resources as part of the application process for this position. You **MUST** also include a copy of your MCOLES Reading & Writing and Physical Agility scores along with the additional required documents. NOTE: You must pass with Band A or Band B. BAND C or BAND D is not acceptable.

Official college transcripts **MUST** be sent from the educational institution directly to City of Lansing Department of Human Resources, 8th floor, 124 West Michigan Avenue, ATTN: Regina Wilson, Lansing MI 48933, A Proof of Transcript Request receipt from the college/university **MUST** accompany the application packet if unable to immediately provide Official College Transcripts. Additional certifications and relevant documentation may be included as attachments with the online application OR may also be mailed and included as part of the application packet for this process.

EDUCATION & EXPERIENCE REQUIREMENTS: The City of Lansing reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements.

-High School Diploma or GED and Proof of completion of MCOLES approved police academy which results in obtaining ninety (90) term or sixty (60) semester hours of college level course work. (In some cases, fifty-three (53) term or thirty-six (36) semester credits is acceptable. **Candidates with prior law enforcement experience** and a lapse in certification **MUST** provide proof of MCOLES recertification within 30 days of the start of the background investigation and prior to City of Lansing conditional job offer. **Out of state Certified applicants** are eligible to apply by submitting the required application documentation AND **MUST** adhere to the instructions as stated for Candidates with prior law enforcement experience

PHYSICAL CAPACITY REQUIREMENTS: Standing, walking, running, climbing, jumping, crawling, dragging heavy objects/persons, lifting, pulling, pushing, listening, speaking, twisting, turning, bending, crouching, hearing no lower than 35 dBHL in each ear, color vision, and visual acuity without correction must be at least 20/100 in each eye with a binocular vision of 20/100, correctable to at least 20/20 in each eye with lenses. (Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions with or without reasonable accommodations. Should you need any disability related accommodation in the application and/or selection process, please contact the Department of Human Resources).

Required Knowledge, Skills & Abilities, Essential Job Functions and Environmental Conditions available upon request, full job descriptions will be distributed to Candidates selected to participate in the selection process.

METHOD OF APPLICATION: IF YOU WISH TO BE CONSIDERED FOR THIS POSITION, YOU MUST SUBMIT ALL REQUIRED DOCUMENTATION. ADDITIONAL AND PERTINENT DOCUMENTS MAY BE INCLUDED. *NOTE: FAILURE TO SUBMIT THE REQUIRED DOCUMENTATION/INFORMATION BY THE STATED DEADLINE WILL PRECLUDE YOU FROM FURTHER CONSIDERATION.

Application and required documentation must be submitted to the following address, no later than **June 19, 2015.**

**CITY OF LANSING DEPARTMENT OF HUMAN RESOURCES
City Hall, 124 W. Michigan Avenue, Lansing, Michigan 48933
Monday – Friday, 8:00 a.m. - 4:30 p.m.**

www.lansingmi.gov, (517) 483-4004 (Voice/TDD)

Documents may be received in the City of Lansing Career Center Drop Box located on the 1ST floor of City Hall lobby or mailed to: City of Lansing Department of Human Resources, 4th floor City Hall, 124 W. Michigan Avenue, Lansing Michigan 48933. **NO HAND DELIVERED DOCUMENTS WILL BE ACCEPTED.**

THE CITY OF LANSING IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN ITS POLICIES OR PRACTICES ON THE BASIS OF RELIGION, RACE, COLOR, NATIONAL ORIGIN, GENDER, SEXUAL ORIENTATION, AGE, MARITAL STATUS, HEIGHT, WEIGHT, ARREST RECORD, OR DISABILITY OF ANY INDIVIDUAL.