



## City of Plymouth Position Posting

Police Officer  
Police Department



Date: April 16, 2013

The City of Plymouth is accepting applications for the position of Police Officer. Applicant must be MCOLES certified/certifiable or currently attending an MCOLES approved Police Academy. Entrance wage of \$35,324, increases to \$43,388 upon completion of FTO and reaches a max of \$67,149 after four years. Applicant must be able to work evenings, weekends, and holidays.

To apply, mail, fax or e-mail resume to Human Resources, 201 S. Main, Plymouth, MI 48170; Fax (734) 455-1892 or [jobs@ci.plymouth.mi.us](mailto:jobs@ci.plymouth.mi.us). Application and job description are available online at <http://www.ci.plymouth.mi.us>. Deadline for receipt of applications is 4:00 p.m. on May, 14, 2013. Post marked documents are not acceptable.

Testing will take place Thursday, May 23, 2013 for those who meet the desired minimum qualifications. There will be no make-up days scheduled; testing will take place only on Thursday, May 23, 2013. Interviews will take place on Tuesday, June 18, 2013 for those selected.

The City of Plymouth is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, religion, age, gender or disability.



## City of Plymouth Position Description



### Police Officer Police Department

Application must be made on form provided by City of Plymouth. Deadline for receipt of applications is May 14, 2013, at 4:00pm. No applications will be accepted after May 14, 2013 at 4:00pm. Postmarked is not acceptable. Include with application copies of any diplomas and MCOLE certificates, etc.

Testing will take place Thursday, May 23, 2013 for those who meet the desired minimum qualifications. There will be no make-up days scheduled; testing will take place only on Thursday, May 23, 2013. Interviews will take place on Tuesday, June 18, 2013 for those selected.

#### **GENERAL PURPOSE**

The maintenance of social order within carefully prescribed ethical and constitutional restrictions. Performs police patrol, investigation, traffic regulation, and related law enforcement activities.

#### **SUPERVISION RECEIVED:**

Police Officer works under the general supervision of the Director of Public Safety but officer may frequently have to use independent judgment in emergencies.

#### **SUPERVISION EXERCISED**

None

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Enforces laws, rules, and regulations and maintains order within the City of Plymouth.

Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.

Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances;

Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.

Responds to non-emergency and emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene.

Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victim, witnesses and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.

Prepares a variety of reports and records including officer's Daily Log, reports of investigation, field interrogation report, alcohol reports, influence reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc.

Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, traffic safety, etc.

Participates in investigating criminal law violations occurring within the City limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.

Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.

Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.

Maintains contact with general public, court officials, and other City officials in the performance of police operating activities.

The work week will include all shifts, day, night, and overlapping shifts with weekends and holiday; and may at any time (off day, after completion of a shift, etc.), require an appearance in court or before a prosecuting attorney.

Not be permitted to leave a scheduled shift until replacement arrives, or in the event of a continuing police or fire emergency which requires additional personnel; and subject to a call back to duty from an "off" or "leave" status in the event of a shift shortage or police emergency.

In the delivery of law enforcement services, must not bear, harbor, or espouse, any preconceived prejudice to any race, religion or creed; and must not become visibly angered or annoyed, by verbal abuse and taunts.

**The City of Plymouth is currently giving serious consideration to forming a combined police-fire unit thereby creating a Public Safety Department. In the event that occurs, the Police Officer position will be modified to a Public Safety Officer position. All training will be provided so that officers receive their Level I & Level II Firefighter with Hazmat certification. Furthermore, all issues related to working conditions, salary and benefits would be negotiated with the bargaining unit representing all police officers.**

## **DESIRED MINIMUM QUALIFICATIONS**

### General:

- (A) Must be 21 years or older at the time of employment;
- (B) Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State;
- (C) Felony convictions and disqualifying criminal histories within the past seven years are not allowed;
- (D) U.S. citizen;
- (E) Must be able to read and write the English language;
- (F) Must be of good moral character and of temperate and industrious habits.
- (G) No convictions for domestic violence.

### Education and Experience:

- (A) High school diploma or equivalent. Four year college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field is preferred.
- (B) Certified/certifiable by the Michigan Commission on Law Enforcement Standards (COLES) is required at time of appointment.

### Necessary Knowledge, Skills and Abilities:

- (A) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment;
- (B) Some skill in operating the tools and equipment listed below;
- (C) Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow verbal and written instructions; Ability to meet the special requirements listed below; Ability to learn the City's geography.

## **SPECIAL REQUIREMENTS:**

- (A) Ability to meet Department's physical standards.
- (B) Posses a valid Michigan Operator License without record of suspension or revocation in any state
- (C) Free from criminal arrest and conviction,
- (D) Possess high moral character,
- (E) Not less than 21 years of age,
- (F) Free from drug dependency,
- (G) Capable of completing required training for position under proper supervision

## **SELECTION GUIDELINES:**

Formal application; review of education and experience; testing including written and physical agility test; oral interview; background check; psychological examination; physical exam to include drug screening.

Formal application, rating of education and experience; oral interview, background and reference check; physical exam to include drug screening will be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as then needs of the employer and requirements of the job change.

**TOOLS AND EQUIPMENT USED**

Police car, police radio, radar gun, handgun and other weapons as required, handcuffs, breathalyzer, pager, first aid equipment, computer. Items listed are only a partial list of possible tools and equipment used for this position.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate but will vary depending upon the circumstances.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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City of Plymouth  
201 S. Main  
Plymouth, MI 48170



## EMPLOYMENT APPLICATION

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address *(All communication will be primarily through email)*: \_\_\_\_\_

Are you legally eligible for employment in the U.S.A. \_\_\_\_\_ Yes \_\_\_\_\_ No (subject to verification) Are you of legal age to work? \_\_\_\_\_ Yes \_\_\_\_\_ No

Position applied for: \_\_\_\_\_ Were you previously employed by the City? \_\_\_\_\_ If yes, when? \_\_\_\_\_

How did you learn of the vacant position? Please Specify \_\_\_\_\_

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_

### RECORD OF EDUCATION

High School Diploma or GED equivalent: \_\_\_\_\_ Yes \_\_\_\_\_ No School Attended: \_\_\_\_\_

College: \_\_\_\_\_ Degree Obtained/Course of Study: \_\_\_\_\_

#### FOR POLICE OFFICER POSITIONS ONLY:

Are you certified? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you attended a Police Academy? \_\_\_\_\_ If yes, when and where did you attend? \_\_\_\_\_

Please indicate any other education/training you have received or skills, experiences or other qualifications that might be beneficial for the position for which you are applying. **(Do not list any information that Federal and/or State law precludes obtaining in the pre-employment stage.)**

**EMPLOYMENT HISTORY** (Please list all employers beginning with most recent. Attach additional sheets if necessary.)

**EMPLOYER #1** **Dates of Employment:** From: \_\_\_\_\_ To: \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Position Held:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Last Annual Salary:** \_\_\_\_\_ **Reason for Leaving:** \_\_\_\_\_

**Briefly describe work you performed:** \_\_\_\_\_

**May this employer be contacted for a reference?**  Yes  No

**EMPLOYER #2** **Dates of Employment:** From: \_\_\_\_\_ To: \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Position Held:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Last Annual Salary:** \_\_\_\_\_ **Reason for Leaving:** \_\_\_\_\_

**Briefly describe work you performed:** \_\_\_\_\_

**May this employer be contacted for a reference?**  Yes  No

**EMPLOYER #3** **Dates of Employment:** From: \_\_\_\_\_ To: \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Position Held:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Last Annual Salary:** \_\_\_\_\_ **Reason for Leaving:** \_\_\_\_\_

**Briefly describe work you performed:** \_\_\_\_\_

**May this employer be contacted for a reference?**  Yes  No

**ATTENTION:** Read this introduction carefully before answering any questions on this page. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal law also prohibits discrimination based on age, citizenship, disability, veteran status, and union activities. The Fair Credit Reporting Act imposes restrictions with respect to credit data. **DO NOT ANSWER ANY QUESTIONS CONTAINED ON THIS PAGE UNLESS THE BOX NEXT TO THE QUESTION HAS BEEN CHECKED**, thereby indicating that for the position you are applying, the requested information is needed for a legally permissible reason, including, without limitation, security requirements, a bonafide occupational qualification or business necessity.

**Previous Address:** \_\_\_\_\_

**Are you over the age of eighteen?** \_\_\_\_\_ Yes \_\_\_\_\_ No. If no, hire is subject to verification that you are of minimum legal age.

**Sex:** \_\_\_\_\_ Male \_\_\_\_\_ Female  **Height:** \_\_\_\_\_  **Weight:** \_\_\_\_\_

**Are you eligible to be bonded?** \_\_\_\_\_ Yes No \_\_\_\_\_

**In the past seven years, have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled or expunged or sealed by the Court?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

**You have been given a written job description listing the essential job functions for the position(s) for which you have applied. Review the job description and answer the following questions.**

**Are you able to perform each of the essential job functions?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**If no, list the function(s) you are unable to perform and explain why you are unable to perform them.**

\_\_\_\_\_  
\_\_\_\_\_

**Indicate Drivers License Number and State of Issuance:** \_\_\_\_\_

**PERSONAL REFERENCES** (not former employers or relatives)

1. Name & Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

2. Name & Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

3. Name & Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

**WAIVER & RELEASE - PLEASE READ & SIGN BELOW**

I certify that the answers and information given by me in this application are true, correct and complete without qualification. I understand that the City of Plymouth has the right to refuse to hire or immediately discharge me, at any time, if it discovers that I have provided incomplete, untrue, or misleading answers or information in this application or on any other documents or forms submitted at any time during my employment.

I hereby authorize the City to verify the answers and information given by me in this application and to make any investigation of my background deemed necessary. I authorize former employers, law enforcement organizations, educational institutions, and any other third party contacted by the City to release to the City any information they have regarding me without providing written notice to me.

I also understand that if I am considered favorably for employment, I may be required to undergo, at the City's expense, a psychological exam and /or a medical examination that will include drug screening.

I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the City of Plymouth in any way if the City decides to employ me. I understand and agree that any employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason.

I authorize the City to use any information in its possession concerning me for any purpose it deems appropriate, including disclosure of information to any third party, future employer or prospective future employer without notification to me of such disclosure, and I release the City from any liability in connection with such use or disclosure.

If I am hired by the City, I understand and agree that I will be bound by the rules, regulations, policies, procedures, and other terms and conditions of employment of the City as they are from time to time changed, with or without notice to me. I also understand that any employment manuals or handbooks that may be distributed to me during the course of my employment shall not be construed as a contract.

I understand that no personnel recruiter, interviewer or other representative of the City has any authority to enter into any agreement for employment for any specified time or agree to any wage schedule without the approval of the City Manager.

I agree not to commence any action or claim relating to my employment with the City or this application for employment more than six months after termination of such employment or the date of this application, and to waive any statute of limitations to the contrary.

\_\_\_\_\_  
Signature of Applicant

Date: \_\_\_\_\_