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THE CIVIL SERVICE DEPARTMENT  
CITY OF LIVONIA, MICHIGAN  
An Equal Employment Opportunity Employer  
M/F/H

Robert F. Biga  
Human Resources Director

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THE CITY OF LIVONIA IS SEEKING QUALIFIED APPLICANTS FOR EMPLOYMENT AND  
ANNOUNCES AN ON-GOING OPEN-COMPETITIVE EXAMINATION FOR  
**POLICE OFFICER** PAY RANGE  
**\$45,552.00 to \$60,756.80**

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LAST DATE TO FILE APPLICATIONS: Applications for this examination will be accepted at the office of the Civil Service Department, 33000 Civic Center Drive, Livonia, MI 48154, **UNTIL FURTHER NOTICE**. The telephone number is (734) 466-2530.

QUALIFICATIONS

AT THE TIME OF APPLICATION, A CANDIDATE MUST:

1. Be a citizen of the United States.
2. Be at least 20 years and 6 months of age.
3. Possess a High School Diploma or General Educational Development (GED) Test; and,
4. Have been awarded and provide proof of an Associate Degree in Law Enforcement or Police Administration or a Bachelor Degree in any non-Criminal Justice discipline from an accredited college or university; Or possess four (4) years of paid full-time qualified work experience; Or possess an equivalent combination of college education and full-time paid qualified work experience. **See attachment for more detailed information.**
5. Be one of the following and provide proof:
  - a. A Certified Michigan Police Officer; OR
  - b. Certifiable as a Police Officer in the State of Michigan, subject to verification or re-verification by a Michigan Commission on Law Enforcement Standards (MCOLES) approved training academy; OR
  - c. Be currently enrolled in an MCOLES approved training academy and certifiable by date of hire.
6. Possess normal hearing, normal color vision, and normal visual functions and acuity in accordance with the Civil Service Commission approved visual acuity standard as attached.
7. Be free from any physical defects, chronic diseases, organic diseases, organic or functional conditions, or mental and emotional instabilities which may tend to impair the efficient performance of duties or which might endanger the lives of others or the individual employee;
8. Provide proof of a passing MCOLES physical fitness certificate obtained within the preceding twelve (12) months of the applicant's interview date; and meet all other physical requirements as determined by the Civil Service Commission and a physician appointed by the City. **ALL CANDIDATES MUST COMPLY. THERE ARE NO EXCEPTIONS;**

- 9. Possess and maintain a valid motor vehicle operator's or chauffeur's license and have an acceptable driving record.

DESCRIPTION OF WORK

An employee in this classification performs general law enforcement duties in the Police Division of the Department of Public Safety. This employee enforces traffic laws, issues tickets, appears in court, responds to vehicle accidents, apprehends persons who violate City ordinances or State statutes, responds to complaints from citizens, assists persons seeking aid, and performs related duties as assigned.

PARTS OF EXAMINATION AND WEIGHTS

Written Test – 50%    Chief's Interview Panel – 50%\*  
 Psychological Evaluation – Pass/Fail  
 Background Investigation – Pass/Fail

**\*NOTE:** A minimum of 15 candidates with the highest passing scores on the written test will be invited to continue to the interview portion of the examination process. Once that band has been exhausted, the next 15 candidates will be invited to complete the interview process

**NOTE:** Candidates are required to submit original degrees/transcripts and MCOLES certification in consideration for the Chief's Interview Panel.

The results at each step in the application process will determine eligibility for continuation onto subsequent steps. The process will include City of Livonia application and supporting documentation, written examination, Chief's interview panel, personal history questionnaire, background investigation, psychological evaluation and pre-employment physical. Applicants must pass each part of the examination process in order to be placed on the eligibility list. **Note: All applicants must comply with all qualifications, including number eight (8).**

No tape recorders, calculators or other electronic devices are permitted during any part of this examination. Failure to comply will result in your immediate disqualification.

**NOTE:** At the time of appointment, applicants are required to pass a pre-employment medical examination including drug testing conducted by a physician authorized by the City of Livonia.

**PURPOSE:** The purpose of this examination is to establish an eligible list to fill current and future vacancies.

**PROBATIONARY PERIOD:** Appointees must satisfactorily complete a two-year probationary period before the appointment will be considered regular.

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958 C o.c.	EXAMINER:    Derrick L. Washington, Personnel Analyst II CLERICAL:    Jan Patterson, Personnel Clerk	Announced: 11-15-12 Re-Announced: 1-24-13 Re-Announced: 6-14-13 Re-Announced: 1-24-14 Re-Announced: 6-24-14
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**City of Livonia  
Civil Service Commission  
Attachment to Police Officer (958-C o.c.) Announcement**

**Equivalent Qualified Police experience and training is defined as follows:**

<u>Education</u>	<u>Qualified Experience Needed</u>
Bachelor’s Degree in any field or Associates Degree in Law Enforcement	0 years
High School and 36 semester hours of college credit	1 year
High School and 24 semester hours of college credit	2 years
High School and 12 semester hours of college credit	3 years
No college. High School/GED. No college credit	4 years

Qualified experience is defined as prior law enforcement patrol experience or active duty military service.

- Prior Police experience will only be considered valid for application purposes if the experience has been with a single agency and is an uninterrupted employment period and the applicant has completed the agency’s probationary period as prescribed by the agency.
- Active Military Duty experience is considered only if the applicant has been honorably discharged and a long form DD-214 is supplied.
- Experience should be described in sufficient detail including work assignments. The supplied documents will be utilized by the City to determine whether the candidate has acceptable work experience.

If an applicant possesses certification or licensing from another state, the applicant must be certifiable by the Michigan Commission on Law Enforcement Standards (MCOLES) on the date of hire. Out of state applicants should visit <http://www.michigan.gov/mcoles/0,4607,7-229--148071--,00.html>, for the specific requirements and the certification process as dictated by MCOLES.