



CITY OF SAGINAW POLICE OFFICER APPLICATION PROCEDURE FREQUENTLY ASKED QUESTIONS



Q. *What do Police Officers do?*

A. This position is professional and community oriented work in the prevention of crime and enforcement of local, state, and federal laws. Duties involve protection of life and property through enforcement of laws and ordinances, performance of routine patrol duties, investigation of crimes and accidents, and traffic enforcement; all within guidelines of established departmental rules. Duties also involve constant public contact in the performance of work where one has to tolerate stressful situations. Must be able to provide quality service to the public without losing sight of what laws have to be enforced. Prior law enforcement experience is not required. See the City's job posting for a complete list of Requirements, the Pay Range and a description of the Employee Benefit Package.

Q. *How do I apply?*

A. Interested candidates should complete an Employment Application available from the Office of Employee Services, City Hall, Room 202, 1315 S. Washington Avenue, Saginaw, MI 48601. Office hours are Monday through Friday, 8:00 a.m. until 5:00 p.m. Applications are also available on-line at www.saginaw-mi.com under the Quick Links "Employment Opportunities" drop-down box. A copy of the full job posting is also available on-line. Applications can be submitted in person, through the mail or by fax (989-759-1206). Applications must be received by 5 p.m. Wednesday, December 29, 2010. Mailed applications must be postmarked on or before December 29th. Copies of valid MCOLES exam scores or proof of officer certification/academy completion must be presented with your Employment Application. Do not turn in your application without this additional documentation.

Q. *What is the MCOLES testing?*

A. MCOLES stands for the Michigan Commission On Law Enforcement Standards. Applicants who are not currently certified police officers or have not attended a police academy can still apply for the position of Police Officer with the City of Saginaw. However, they must first successfully complete the MCOLES Reading & Writing Test and the MCOLES Physical Fitness Test. Proof that you have successfully completed both of these tests must be submitted along with a completed City of Saginaw Employment Application.

The **Reading & Writing Test** is a 120 multiple-choice test measuring writing skills and reading comprehension skills required both in police training and on the job. The writing portion measures Detail, Spelling, Word Usage, Clarity and Grammar. The reading comprehension portion consists of reading a passage and then answering a series of items on the passage. Additional information regarding this test can be obtained via the MCOLES website, along with a practice test. Register for this test online at www.michigan.gov/mcoles. Test results can be accessed online 24 hours after test administration is complete. Your cost for the Reading & Writing test is \$65.00. Reading and Writing test scores have no expiration date.

The **Physical Fitness Test** requires participants to perform Vertical Jumps, Sit-ups, Push-Ups and a ½-Mile Shuttle Run. Performance requirements vary based on the age and sex of the participant. Brochures regarding the test are available upon registration. Your cost for the Physical Fitness test will be no more than \$45.00. You must register directly with the test center; you cannot register for this test on-line. Official notification of Physical Fitness test results will be given to the candidate on the day of the test. Test scores are good for 180 days prior to entering a training academy session.

Information on local MCOLES testing dates and locations is available from the city's website on Page Two of the Police Officer job announcement. A complete listing of MCOLES testing

dates and locations can be obtained online at www.michigan.gov/mcoles. Click on the *Standards & Training* link located to the left on the MCOLES home page. Then select "Reading & Writing Test" and/or "Physical Fitness Test" under the list of testing options. You will also find the link there for the Reading and Writing Test on-line registration.

Q. *What happens after I apply?*

A. Candidates will be notified by mail to participate in a written test administered by the City. This is a separate test from the MCOLES Reading & Writing test. If you successfully pass the written test, you will be invited to an oral interview. We anticipate the written test and the oral interviews to be held in early 2011.

Q. *How will you use my written test and oral interview scores?*

A. Scores from the written test and the oral interview will be compiled and used to place candidates on an Eligible List in rank order of their composite score.

Q. *What if I'm a military veteran?*

A. Additional veteran's preference points will be given to candidates with 180 or more days of active military service and honorable discharge status. These points are added to their composite score. A copy of your Form DD214 must be provided in order to receive these preference points.

Q. *What happens when there is a vacancy with the Saginaw Police Department?*

A. As vacancies occur, candidates will be selected from the Eligible List in rank order to begin their pre-employment processing. Candidates must successfully complete a thorough background investigation, a pre-employment physical with drug screen and a psychological exam. If you are hired and are not currently a police officer with another community or a graduate of a police academy, the City will sponsor you through Delta College's Police Academy.

Q. *What is an Eligible List?*

A. Candidates will be placed on an Eligible List in rank order of their composite scores from the written test and oral interview. The City's Civil Service Commission then certifies the list. This list will be used to fill any entry-level Police Officer vacancies occurring within the Saginaw Police Department over the next two years or until the list is exhausted. Candidates are selected from the list in rank order number to begin their employment processing.

Q. *Who can apply?*

A. Anyone meeting the basic requirements as listed on the job announcement can apply. Interested minority and female candidates are strongly encouraged to apply.

Q. *Do I have to live in the City?*

A. No. City residency is not required.

Q. *What if I still have questions?*

A. You may direct any additional questions to the Office of Employee Services at (989) 759-1570. Office hours are Monday through Friday from 8:00 a.m. until 5:00 p.m.

AN EQUAL OPPORTUNITY EMPLOYER