

CHIEF
THOMAS A. COOMBS

DEPUTY CHIEF
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ADMINISTRATION
(734) 258-3052

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City of Southgate
Police Department

14710 REAUME PARKWAY
CIVIC CENTER
SOUTHGATE, MICHIGAN 48195
(734) 258-3060

TRAFFIC BUREAU
(734) 258-3041

DETECTIVE BUREAU
(734) 258-3054

ORDINANCE OFFICER
(734) 258-3036

FAX: (734) 246-1381

May 10, 2010

To: MCOLES approved Police Training Academies; Placement offices

Re: Acceptance of applications for the Position of entry level police officer

To Whom It May Concern:

The Southgate Police Department would like to offer an employment opportunity to your qualified student body.

The city of Southgate Police Department is actively seeking applicants to establish a 2-year eligibility list for the position of entry-level police officer. An application along with hiring criteria is enclosed, which may be copied as necessary. The application deadline is 4:00 p.m. on Tuesday, June 1, 2010.

The Southgate Police Department has a current staff of 40 sworn police officers and 10 civilian personnel (dispatch, clerical, animal control/ordinance officer.) The Department is divided into two bureaus that consist of the Patrol Division (2 - 12 hr. shifts) and the Investigative Division. Officers currently work K-9, Motor carrier, Motorcycle patrols, Narcotics, and SWAT. Entry-level officers begin with a wage of \$39,131.08+ benefits.

Southgate officers serve a community with a population of approximately 30,000 residents, a large retail/restaurant district, a class 'A' high school, two large middle schools, and a civic center complex with two ice arenas and an executive golf course. Located approximately 8 miles south of Detroit on the I-75 corridor, officers will also have opportunities to work with law enforcement agencies of bordering communities, which are of a similar makeup.

Sincerely Yours in Law Enforcement,

Thomas A. Coombs

Thomas A. Coombs
Chief of Police

cc: Civil Service Commission, file

POLICE OFFICER-CITY OF SOUTHGATE
JOB ANNOUNCEMENT

The City of Southgate is seeking applications for employment for the position of entry-level Probationary Police Officer to create an eligibility list. The current starting salary is \$39,131.08, plus benefits. The minimum qualifications include:

- Be a U.S. citizen
- Must possess a High School Diploma or equivalent
- Be at least 21 year of age at time of application
- Must have a good driving record and a valid Michigan driver's license.
- Must pass a complete background investigation.
- Must successfully pass all written and oral exams administered at the direction of the Police and Fire Civil Service Commission.
- Must have no prior felony or other disqualifying convictions and/or arrests.
- Must pass all psychological, physical, and drug screen exams administered at the direction of the City.
- Must have no other disqualifying factors that would prohibit or otherwise preclude the applicant from fully performing the duties of a Southgate Police Officer.
- Must comply with Southgate Police Department policy which requires all members to present a neat and professional appearance at all times.
- Tattoos, brands, body piercings and other body art shall not be visible while a member is in uniform or other business attire.
- The uniform includes a short sleeve shirt open at the front of the neck. In addition to visibility, some tattoos or brands may have symbolic meanings that are inconsistent with the values of the Southgate Police Department.
- All applicants must be MCOLES certified, certifiable, or able to prove they are **currently attending or are scheduled to attend**, an MCOLES certified police academy at the time of application. **NOTE: All applications submitted without proof of the above will be rejected.**
- It is the sole responsibility of the applicant to maintain the aforementioned pre-employment eligibility standards and requirements.
- **Fingerprinting will be done electronically by SPD, at the time of the preliminary interview.**

Applications may be obtained at the:

Southgate City Clerk's Office
14400 Dix-Toledo
Southgate, Michigan 48195
734-258-3015

Between 8 a.m. and 5 p.m., Monday through Friday

**Applications must be submitted and received by the SOUTHGATE CITY
CLERK'S OFFICE, no later than 4:00 p.m. on Tuesday, June 1, 2010.**

The City of Southgate is an equal opportunity employer.

CITY OF SOUTHGATE
DEPARTMENT OF POLICE APPLICATION

(Please Print or Type)

Date _____

Position Applied For _____

Name (L/F/M) _____

Address _____ How Long? _____
(City/State/Zip)

Previous Address _____ How Long? _____
(City/State/Zip)

Phone Numbers: (Home) _____ (Work) _____ (Cell) _____

Driver's License # _____ State _____

Social Security # _____ U.S. Citizen? Yes ___ No ___

Are You At Least 21 Years of Age _____

ASSOCIATED EXPERIENCE

Have You Ever Applied For A Position In A Police Department? _____

If Yes, When And Where? _____

Have You Ever Had Any Police Experience? _____

If Yes, When And Where? _____

Have You Ever Had Any Safety Training? _____

If Yes, When And Where? _____

HEALTH

Do you have any impairments, physical, mental, or medical, which would interfere with your ability to do the job for which you have applied? Yes ___ No ___

If Yes, Explain _____

EMPLOYMENT

Present Or Last Employer _____
Address _____ Phone _____
Type of Business _____ From _____ To _____
Reason for Leaving _____

Previous Employer _____
Address _____ Phone _____
Type of Business _____ From _____ To _____
Reason for Leaving _____

Previous Employer _____
Address _____ Phone _____
Type of Business _____ From _____ To _____
Reason for Leaving _____

EDUCATION

Elementary School (Graduated From) _____
Address _____ Dates Attended _____

High School or Equivalent _____
Address _____ Dates Attended _____
Phone # _____ Courses Taken _____
Did You Graduate? _____ If Yes, When? _____
If No, State Reason _____

College or University _____
Address _____ Dates Attended _____
Phone # _____ Courses Taken _____
Did You Graduate? _____ If Yes, When? _____

Special Courses Taken _____
Degrees or Certificates _____

MILITARY

Armed Forces Served _____ Rank _____
Dates Served _____ Type of Discharge _____

Reason For Other Than Honorable Discharge _____

CRIMINAL HISTORY

Is There Any Legal Action Pending Against You? Yes _____ No _____
If Yes, Explain _____

Were You Ever Convicted Of Or Arrested For A Criminal Offense (Including Traffic)?
Yes _____ No _____
If Yes, Explain _____

REFERENCES

Who Suggested That You Apply For A Position Here? _____

Name _____ Phone # _____
Address _____ City _____

Name _____ Phone # _____
Address _____ City _____

AFFIDAVIT OF APPLICATION

On this day, said applicant personally appeared before me and having duly sworn before me that the printed and written parts of this foregoing application are, to the best of the applicant's knowledge, information and belief, true in all respects, and the signature hereto affixed is genuine.

Signature of Applicant

Sworn to and subscribed before me by said applicant this ____ day of _____,
20__.

Notary Public

My Commission Expires: _____

NOTE: APPLICATION MUST BE NOTARIZED!