



Charter Township of Canton
1150 Canton Center Road
Canton, MI 48188
Telephone (734) 394-5260
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Website: www.canton-mi.org

Notice of Employment Opportunity

The following full-time position will be open until 4:00 p.m. on Friday, January 31, 2014:

POLICE OFFICER

Start Rate of Pay - \$41,136/year

This is an external posting open to all applicants. A hard copy of a completed Canton Township employment application must be received in the Human Resources Division prior to the deadline date and time stated above.

Must meet the minimum requirements of the position.
Applications not completed in their entirety will not be considered.

Only those applications that are received in the Human Resources Division prior to 4:00 p.m. on Friday, January 31, 2014, will be considered.

Job Description and Hiring Process Attached
Date Posted: January 10, 2014

JOB DESCRIPTION POLICE OFFICER

DESCRIPTION OF DUTIES:

This is general police work in the protection of life and property and the enforcement of criminal and traffic laws and local ordinances. An employee in this class is responsible for the protection of life and property; prevention of crime; apprehension of criminals; and the general enforcement of laws and ordinances in a designated area on an assigned shift. The employee may be assigned to special details and to a training capacity.

The employee must be able to independently exercise quick but sound judgment in applying appropriate police methods in emergency situations. As the employee acquires experience on the job he will be granted additional responsibility. Work is supervised by a superior officer through personal inspection, review of reports, and through general appraisal of the effectiveness of the police service.

EXAMPLES OF WORK: (Note: These examples are intended merely as illustrations of the various types of work performed in positions allocated to this classification and do not include all of the duties an employee in this class may be required to perform.)

- Patrols a designated area of the Township to preserve law and order, to prevent/discover the commission of crime, and to enforce motor vehicle operation and parking regulations.
- Answers calls and complaints involving automobile accidents, robberies, and other misdemeanors and felonies.
- At scene of an accident, crime, or fire administers first aid; conducts preliminary investigations; gathers evidence; obtains witnesses; and may make arrests and take prisoners to jail.
- Responds to calls at addresses of commercial, residential and adjoining areas.
- At central police desk, interviews persons with complaints and inquiries, and attempts to make the proper disposition or directs them to proper authorities.
- Furnishes escorts when required.
- Prepares evidence for issuance of complaints, testifies as a witness in court, and makes reports of all activities and disposition of cases.
- Maintains order in court; conducts prisoners to court from detention quarters; serves criminal process including warrants and departmental subpoenas
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Ability to learn the streets and physical layout of the Township and adjoining areas.
- Some knowledge of first aid methods.
- Some knowledge of modern approved principles, practices, and procedures of police work.
- Some skill in the use of firearms.
- Ability to learn and uphold relevant state laws and Township ordinances.
- Ability to satisfactorily complete required training.
- Ability to react competently, quickly and calmly in emergency conditions.
- Ability and strength for prolonged and arduous work under adverse conditions.
- Ability to cooperate with supervisors and other employees and to accept lines of authority.
- Ability to deal with the public in a tactful and courteous manner.
- Ability and willingness to comply with the Department's Standards of Appearance policy (i.e. employees shall not have any body art or tattoos that are visible while in uniform and employees shall not have tattoos that are considered vulgar, obscene or suggestive in nature).
- A minimum of an Associates Degree in Law Enforcement or related field or currently enrolled in a recognized police academy; must have Police Officer Certification from the State of Michigan and Associates Degree at the time of Canton Township job offer.

NECESSARY SPECIAL QUALIFICATIONS:

- Must possess a current, valid driver's license with a driving history that does not create liability concerns; i.e. convictions of reckless driving, careless driving, suspended license, or convictions involving drinking and impaired driving.
- Successful completion of the MCOLES Reading and Writing Skills Examination.
- Applicants must have successfully completed MCOLES Physical Fitness Performance Test as outlined on the attached hiring process. The MCOLES Physical Fitness Performance Test must be current at the time of employment start date.

PHYSICAL DEMANDS:

<u>Physical Demands</u>		<u>Lift/Carry</u>	
- Stand-	Frequently	- Less than 10 lbs-	Frequently
- Walk-	Frequently	- 10 - 29 lbs-	Occasionally
- Sit-	Occasionally	- 30 - 59 lbs-	Rarely
- Use of Hands/Fingers-	Frequently	- 60 - 100 lbs-	Rarely
- Reach-	Occasionally	<u>Push/Pull</u>	
- Climb-	Rarely	- Less than 10 lbs-	Frequently
- Crawl-	Rarely	- 10 - 29 lbs-	Occasionally
- Squat or Kneel-	Rarely	- 30 - 59 lbs-	Rarely
- Bend-	Occasionally	- 60 - 100 lbs-	Rarely

Revised: 04/26/2010

Hiring Process – Police Officer

Canton Township is creating an eligibility list for the Police Officer position. Candidates must submit a completed Canton Township Employment Application by the posted deadline date **and** successfully complete the NCJOSI^2 through the EMPCO Law Enforcement Testing Service (LETS) prior to this position's posting deadline date to be considered for this Canton Township Police Officer job posting.

Candidates can obtain a Canton Township Employment Application from the Township website <http://www.canton-mi.org/humanresources/jobs.asp>

To schedule the NCJOSI^2, candidates must log onto <https://www.empco.net/testing/> and follow the instructions. There is a fee to take the examination.

Test results are valid for one year. The NCJOSI^2 written test must have been successfully completed through the EMPCO Law Enforcement Testing Service on or after February 1, 2013 to be considered current for this job posting. Candidates must select to share their written test score with the Canton Township Public Safety Department prior to the posting deadline date to be considered for this posting. Test scores can take up to 72 hours to post. Test scores will be pulled at **4 p.m., Friday, January 31, 2014.**

In addition, candidates must successfully complete all of the following requirements by the posted deadline dates to be considered for the Canton Township Police Officer position.

January 10th thru January 31st

1. Submit a Canton Township Employment Application Form, completed in its entirety prior to posted deadline date of **4 p.m., Friday, January 31, 2014.** *Note: Faxed or emailed applications will not be considered.*
 - a. Application must be received in the Canton Township Human Resources Division by the posted deadline date.
 - b. Late and incomplete applications will not be accepted. Applicants choosing to mail their application need to be conscious of postal delivery times.
 - The Administration Building will be closed on Monday, January 20th.
 - c. All communication will be via email. Applicants must provide a valid email address on the application and the email address must be written legibly. Please add jobs@canton-mi.org to your safe sender list.

After February 1, 2014

2. Candidates selected to move on in the hiring process will be emailed a selection questionnaire no later than 4:00 p.m. on Tuesday, February 4, 2014.
 - a. The completed questionnaire must be returned by mail or in person and must be received in Human Resources prior to 4:00 p.m. on Wednesday, February 12, 2014.
 - b. Emailed or faxed questionnaires will not be accepted.
 - c. Applicants who do not receive a questionnaire will receive email notification they are no longer being considered.
 - d. Applicants who do not receive email communication on the status of their application by 4:00 p.m., Tuesday, February 4, 2014, need to contact Canton Township Human Resources at 734-394-5260 to verify the status of their application.

After February 14, 2014

3. Applications and questionnaires will be screened for qualified candidates. ***The preferred candidates will meet the following criteria:***
- a. Questionnaire and application prepared representing the quality of desired professional work (spelling, grammar, and presentation are essential).
 - b. Associates Degree in Law Enforcement, or at the time of application attending a recognized MI Police Academy, which will result in an Associates Degree.
 - c. Certified or certifiable State of Michigan Police Officer, or at the time of application attending a recognized MI Police Academy, which will result in an Associates Degree.
Applicants currently employed as a Certified Police Officer outside of the state of Michigan must have successfully completed the MCOLES Recognition of Prior Training and Experience Program and/or Testing by application deadline date to be considered.
 - d. Successful completion of the MCOLES Reading and Writing Skills Exam at the time of application or currently attending a recognized Police Academy, which will result in successful completion of the MCOLES Reading and Writing Skills Exam.
 - e. The MCOLES Physical Skills Performance Exam must be current as of January 31, 2014.
The MCOLES Physical Skills Performance requirements are as follows:
 - i. Applicants currently employed as a Certified Police Officer must have successfully completed the MCOLES Physical Skills Performance Exam within the past year or they will be required to successfully complete the MCOLES Physical Skills Performance Exam prior to hire date as a Canton Police Officer.
 - ii. All certified or certifiable Police Officer applicants, not currently employed as a Police Officer, must have a current MCOLES Physical Skills Performance Exam certificate as of January 31, 2014 and cannot allow the MCOLES Physical Skills Performance Exam to expire at anytime during Canton's hiring process (time of application through date of hire). Applicants that allow MCOLES Physical Skills Performance Exam to expire will be removed from the hiring process.
 - iii. Applicants currently attending a recognized police academy, which will result in successful completion of the MCOLES Physical Skills Performance Exam, may apply. Once the applicant successfully completes the MCOLES Physical Skills Performance Exam they must not allow the MCOLES Physical Skills Performance Exam to expire at anytime during Canton's hiring process (date of test through date of hire) or they will be removed from the hiring process.
 - f. Background that is free of liability concerns; such as, convictions of careless or reckless driving, suspended license, felony or criminal convictions, or any convictions involving drinking or impaired driving.
 - g. A current, valid driver's license at the time application is submitted.
Driving Record Requirements:
 - i. Candidates, whose license is currently revoked, denied, suspended or candidates having six (6) or more points on their license will not be considered.
 - ii. Candidates who have an unsatisfactory driving record or a suspension in the past three (3) years will not be considered.
 - iii. Candidates who have a drinking related driving offense or drug related driving offense will not be considered.

- h. Candidates who have been convicted of a felony, pled guilty to a felony, or pled no contest to a felony will not be considered.
 - i. Candidates who have been convicted of a misdemeanor offense of domestic violence, or who are otherwise the subject of a court order which will make the individual ineligible to possess a firearm will not be considered.
 - j. Candidates must be willing and able to comply with the Department's Standards of Appearance policy at all times. The policy states, "Employees shall not have any body art or tattoos that are visible while in uniform and employees shall not have tattoos that are considered vulgar, obscene or suggestive in nature." Officers are required to wear short sleeve uniform shirts May through October.
 - k. Candidates must be willing, able and available to work rotating 12-hour shifts over the next year.
 - l. Candidates must be prepared to work a variety of non-traditional work schedules during the one year probationary period. Work schedules include holidays, weekends, days, afternoons, nights and rotating shifts.
4. Oral Interviews will be scheduled between February 18th and March 7th .
- a. Applicants will be notified of the oral board schedule by 4:00 p.m. Friday, February 14, 2014.
 - b. Applicants who are not scheduled for the oral interview will receive email notification they are no longer being considered by 4:00 p.m. Friday, February 14, 2014.
 - c. Applicants who do not receive email communication on the status of their application/questionnaire by 4:00 p.m. Friday, February 14, 2014, need to contact Canton Township Human Resources at 734-394-5260 to verify the status of their application.
5. Upon conclusion of Oral Interviews, the Eligibility Hiring List will be prepared establishing an expiration date one year from preparation date.
6. All candidates will be notified via email of disposition of their employment application.
7. All offers of employment are contingent on the results of further interviews, reference checks, psychological examination, thorough background investigation, working history verification, physical examination/drug screen and satisfactory completion of a probationary period. Applicants who do not receive a questionnaire will receive email notification they are no longer being considered.