



Charter Township of West Bloomfield Accepting Applications for Police Service Aide

The Charter Township of West Bloomfield is accepting applications for the position of Police Service Aide at the Police Department. Duties may include: front desk work, report writing, answering phones, gun registrations, administering PBT's, booking arrestees and monitoring prisoners. This is a **part time** (32 hours) **all shifts** position with a starting pay of \$17.63 and a 6 month increase to \$18.51.

Minimum Requirements: Must be a US citizen, at least 18 years old, and must be currently enrolled in a college degree program at an accredited college or university or have obtained an Associate's Degree or higher. To see a complete list of the requirements, please visit our web site at:

http://www.wbtownship.org/how_do_i/apply_for/job/index.php

Applications can be obtained at the Human Resources Department located at 4550 Walnut Lake Road, West Bloomfield 48325, from our web-site at

http://www.wbtownship.org/how_do_i/apply_for/job/index.php

or by calling (248) 451-4795. Applicants will be invited to take and pass a written exam in order to qualify for an interview.

Applications will be accepted until March 15, 2018

An Equal Opportunity Employer

CHARTER TOWNSHIP OF WEST BLOOMFIELD
POLICE SERVICE AIDE (Cadet) HIRING POLICY

Sec. 1. Minimum Employment Standards for Cadet.

No person shall be employed as a Police Service Aide in the police department unless he/she meets the following minimum employment standards at the time of application:

- (a) Must be a citizen of the United States of America.
- (b) Must be at least eighteen (18) years old.
- (c) Education Requirements: Must be currently enrolled in a college degree program at an accredited college or university or have obtained an associate's degree or higher.
- (d) Must submit to fingerprint, photograph, and DNA collection and analysis as required.
- (e) Must not have any felony convictions, including expunged convictions, or convictions of any other type or nature that would affect potential future MCOLES certification/licensing.
- (f) Must possess a good moral character, as determined by the Chief of Police, by successfully passing a comprehensive background investigation.
- (g) Must possess a valid State of Michigan motor vehicle operator's or chauffeur's license.
- (h) Must successfully pass a written examination as described in Section 3 (b), and provide current unexpired written documentation of such at the time of application, if required
- (i) Must successfully pass the oral examination described in Section 3 (c).
- (j) The applicant shall possess normal hearing and normal color vision, and he/she shall be free from any impediments of the senses, and he/she must possess normal visual functions and visual acuity in each eye, correctable to 20/20, and the applicant must be physically able to perform the essential functions of the position of Cadet (outlined in the job description) as established by a licensed physician selected by the Township.

Sec. 2. Periodic Acceptance of Employment Applications.

- (a) From time to time, at the discretion of the Chief of the Police, deadlines for applications for the next testing period may be set. At such time, due notice of such fact shall be published in a newspaper of general circulation in the Township setting the deadline for applications for the upcoming test at no less than 30 calendar days after the publication of the advertisement.
- (b) The written examination shall be taken by all eligible applicants before the end of the application deadline.

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- (c) The application form and/or background questionnaire shall be provided to the applicant by the HR Department. Failure to properly complete or submit the application form and/or background questionnaire as required shall result in the applicant being disqualified from further consideration.

Sec. 3. Employment Application Procedure.

- (a) *Compliance with minimum employment standard.* All applicants for positions in the police department must meet the minimum employment standards set forth in section 1. The Chief of Police and HR Director will prescribe the manner in which all applicants are to demonstrate compliance with the minimum employment standards.
- (b) *Initial written examination; preliminary eligible list.* All applicants for positions in the police department who have met the requirement of subsections 1 (a through j) shall be required to successfully complete a written examination. The selection of the written examination shall be determined by the HR Director in consultation with the Chief of Police. An outside testing service may be utilized. Such examination shall be public and competitive to all persons qualified. Applicants shall be graded on a scale of one hundred (100%) percent for each test section, with a score of seventy (70%) percent considered to be a passing score. Any applicant who passes may be considered for inclusion on the preliminary eligible list. Those eligible applicants shall be entered upon a preliminary eligible list in order of their average percentage on the written examination. The written score shall constitute forty (40%) percent of the overall score of the applicant.
- (c) *Oral examination.* The oral board shall consist of the Administrative Lieutenant or the Administrative Sergeant and two (2) other Police Command Officers, to be chosen by the Police Chief and the HR Director of the Township. All applicants successfully completing subsections (a) and (b) above, shall be eligible for and shall successfully complete an oral examination provided by the oral board. A score of eighty (80%) percent of complete proficiency shall be considered a passing score for the examination. The number of oral examinations may initially be limited by the HR Director to the applicants with the highest ten written examination scores. If additional oral examinations are requested by the Chief of Police, then at a minimum, the applicants with the next highest five written examination scores shall be given an oral examination. This process shall continue until the current position(s) are filled, or until the list of eligible applicants that passed the written examination is exhausted.

The questions developed for the oral examination shall be compiled by or at the direction of the Chief of Police and the oral board. Such questions will be reviewed by the HR Director to assure they do not discriminate against anyone due to race, sex, religion, national origin, color, creed, ethnicity or any other criteria prohibited by law. Results and scoring sheets of the oral examination shall be retained and stored as public records by the HR Department at the completion of the oral examination for a period of

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two (2) years. The oral exam shall be scored at sixty (60%) percent of the overall score of the applicant.

- (d) *Preliminary eligible list.* A preliminary list of eligible applicants will be compiled by the HR Department and will consist of those applicants who have successfully met the requirements of subsections (a) through (c). All preliminary list applicants, whose combined average percentage score on the written and oral examinations equals or exceeds the passing score, shall have their names entered on the preliminary eligible list in the order of their combined average percentage from the written and oral examinations. Whenever two (2) or more eligible applicants have the same combined average percentage, priority in time of filing of applicants shall determine their respective standing. Each applicant shall be notified of his/her standing on the list by the HR Director, by mail, within fifteen (15) days from the date of the compilation of the preliminary list of eligible applicants. All eligible lists shall be public record in the offices of the HR Department.
- (e) *Applicants on preliminary eligibility list must continue eligibility.* Each applicant on the preliminary eligibility list must continue to satisfy and meet the provisions and requirements of Section 1. Failure of an applicant to meet such standards and requirements will result in the removal of the applicant's name from the preliminary eligibility list.
- (f) *Medical and psychological examination prior to employment.* Applicants who receive a conditional offer of employment shall pass the Township's pre-employment physical, drug screening, and if required, psychological tests. Applicants must demonstrate an acceptable level of physical fitness, as required to meet the essential functions of the position, as certified by a Township appointed licensed physician. The results of such exams shall be filed with the HR Department prior to the applicant's start of employment.

Sec. 4. Vacancies Filled from Eligible Applicant List; Effective Period of List.

- (a) *Vacancies.* The Chief of Police, subject to the approval of the Township Board, shall fill Police Service Aide vacancies by appointment of an applicant on the current preliminary eligibility list. All conditional or other offers of employment shall be made by the HR Department in accordance with Township policies.
- (b) *New Hires.* The Chief of Police may appoint any applicant on the preliminary eligibility list who received one of the highest five (5) combined percentages of the written and oral exams. The preliminary eligibility list shall be effective for a period of three (3) months following the date of its compilation. On a one time basis, the Chief of Police may extend the effective period for up to an additional three (3) months.

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- (c) *Adjustment of preliminary eligibility list.* The preliminary eligibility list shall be adjusted upward if/when any of the following occur:
1. An applicant declines a conditional offer of employment.
 2. An applicant fails to comply with any requirement of the hiring policy and is removed from the list.
 3. An applicant fails to pass any portion of the background check, physical, drug screening, or psychological examinations and is removed from the list.
 4. An applicant is hired from the list.
- (d) The Township reserves the right to create new or additional preliminary eligibility lists while an existing list is still valid, but shall not fill any vacancies from the new or additional lists until the proceeding list has expired.

Sec. 5. General.

- (a) Amendments to this policy must be presented to the Board of Trustees and may be adopted, as modified, at a successive meeting.
- (b) The current hiring policies shall be posted on the Township's website.



WEST BLOOMFIELD TOWNSHIP

Job Description

Police Service Aide

Drafted: 06/08/06
Updated: 09/30/15

Adopted: 11/09/15
Pay Grade: 3.5

General Summary:

Assists members of the public at the front desk, answers non-emergency phone lines, assists in the processing of prisoners, conducts visual checks on prisoners, prepares police reports on minor incidents, and provides other support tasks to assist Police Officers and the Dispatch Center.

Representative Duties and Responsibilities which may be considered Essential Function(s):

Clerical:

- Answers: non-emergency telephone lines and provides dispatchers with information about non-emergency service calls.
- Assists: in support tasks such as keyboarding subpoenas and copying tickets.
- Prepares: paperwork required to submit evidence to the crime lab and transport such evidence to and from the crime lab, while maintaining accurate records of the movement of the evidence.
- Enters: information from reports, dispatch records, tickets and other documents into the computer system.

Public Safety:

- Assists: officers in the processing of prisoners including photographing, fingerprinting, logging property, completion of prisoner questionnaire and lock-up; in the delivery of meals and providing for other needs of prisoners.
- Checks: visually all prisoners on a regular basis.
- Gathers: information from individuals reporting minor property damage incidents with no suspects or other non-threatening incidents.
- Operates: LEIN terminal to make inquiries and confirm warrants for officers. Motor vehicle under normal driving conditions including the towing of trailers and other equipment.
- Prepares: minor police reports.

Special Items:

- May be assigned unique tasks to the department within the competency level of the other tasks described in this document.
- The preceding statements are intended to describe the general nature and level of work being performed by personnel assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. Performs other related duties as required.

Qualifications:

- High School Graduation or equivalent required.
- Must be enrolled in a Police Administration or Criminal Justice program at an accredited institution.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria. Additional experience or education may be substituted on a two for one basis to meet minimum requirements. See ADA requirements for additional requirements.

Equipment and Tools Used:

Personal computers, copiers, calculators, law enforcement software.

Abilities:

Math - An understanding of percentages, fractions, ratios, rates, measurements and calculations is required.

Reading - Ability to read, comprehend, and interpret manuals and instructions (including ordinances, state and federal laws).

Writing - Ability to write instructions and communicate problems, procedures for supervision or for others. Ability to write correspondence to other employees.

Speaking - Ability to clearly communicate information and questions related to all aspects of the job in person, in court, and over the phone using correct English.

Physical Requirements:

Lifting - up to 60 pounds on an occasional basis

Pushing - ability to transfer/push materials up to 100 lbs by pushing or the use of lift carts.

Movement - Ability to maneuver as necessary to use copier and personal computer equipment or

supplies.

Kneeling, stooping occasionally.

Walking - frequently; Standing - occasionally; Sitting - constantly

Use of hands - constantly

Reaching - frequently

Vision - near vision required, color vision required.

Hearing - must be able to hear and understand normal speech in same room and on phone.

Environment and Hazards:

Noise - office environment.

Electrical hazards - rarely.

Caustic chemicals - no.

Extreme outdoor temperatures - rarely. Traffic hazards – yes

Atmosphere hazards - no.

Moving equipment hazards - no. Slip hazards – no.

Building hazards – no.

Dangerous persons - frequently. High Pressure lines – no.

Heights – no.

Weapons - frequently. Dust – rarely.

Biohazards – rarely.