

CHARTER TOWNSHIP OF WEST BLOOMFIELD

POLICE HIRING POLICY

Sec. 1. Minimum Employment Standards for Police Officers.

No person shall be employed as a police officer in the police department unless he/she meets and maintains the following minimum employment standards:

- (a) Must be certified /licensed as a police officer in the State of Michigan by the Michigan Commission on Law Enforcement Standards (MCOLES) at the time of application. Proof of current certification / licensing must be provided at the time of application. Currently employed WBPB Cadets that have been employed for at least one (1) year at the time of application are exempt from this requirement.
- (b) Must successfully pass the MCOLES written and physical pre-employment examinations, as determined by MCOLES, and provide current unexpired written documentation of such at the time of application.
- (c) Must be a citizen of the United States of America.
- (d) Must be at least twenty (21) years old.
- (e) Must have an associate degree or higher from a recognized accredited college or university at the time of application.
- (f) Must submit to fingerprint, photograph, and DNA collection and analysis as required.
- (g) Must not have any felony convictions, including expunged convictions, or convictions of any other type or nature that affect MCOLES certification / licensing.
- (h) If offered a conditional offer of employment, must successfully pass a comprehensive background investigation, as determined by the Chief of Police.
- (i) Must possess a valid State of Michigan motor vehicle operator or chauffeur license. Must possess a good driving record, indicating a respect for traffic laws and good driving habits, and the record must be deemed acceptable for the police department by the Chief of Police.
- (j) Must successfully pass a written examination as described in Section 4 (b), and provide current unexpired written documentation of such at the time of application, if required.
- (k) Must successfully pass an oral examination as described in Section 4 (c).
- (l) If offered a conditional offer of employment, must successfully pass a comprehensive pre-employment medical examination, including drug testing, administered by a licensed physician appointed by the Township, which at a minimum, meets the requirements for MCOLES certification / licensing and which demonstrates the applicant's ability to perform the essential job functions of a police officer.

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- (m) If offered a conditional offer of employment, must successfully pass a comprehensive pre-employment psychological examination administered by a licensed psychiatrist or psychologist appointed by the Township.
- (n) Must take a constitutional oath of office.

Sec. 2. Oath of Office.

As a condition of employment, each police officer must take a constitutional oath of office. Copies of the oath shall be kept and maintained by the Township HR Department and the Township Clerk.

Sec. 3. Acceptance of Employment Applications.

At the request of the Chief of Police, subject to the approval of the Township Board, at a minimum, notice of the acceptance of applications for the position of police officer will be published in a newspaper of general circulation, provided to local area police academies in Oakland, Macomb, and Wayne counties, on the Township's website, and on the MCOLES website. Applications will be accepted during normal business hours at the Township HR Department within the deadlines for applications as published. Applications will only be accepted if submitted on Township approved forms with all requested information being completed or submitted, or as may be reasonably required by the Township HR Director. Failure to follow application guidelines, or failure to submit any/all required information or documentation, shall bar the applicant from further consideration for employment during the application period.

Sec. 4. Employment Application Procedure.

- (a) *Compliance with minimum employment standards.* All applicants 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) *Written examination.* All applicants who have met the requirements of Section 1 shall be required to successfully complete a written examination authorized by the Township HR Director. 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 with time periods limiting when the examination is taken by the applicant being established. The examination shall be open and competitive to all persons qualified. Applicants shall be graded on a scale of one hundred (100%) percent, with a score of eighty (80%) percent considered to be the minimum passing score. The number of eligible applicants shall be entered upon a preliminary eligible list in order of their percentage score on the written examination. The written examination score shall constitute forty (40%) percent of the overall rank of the applicant.

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- (c) *Oral examination.* The oral board shall consist of three currently employed WBPD Command Officers selected by the Chief of Police and the HR Director. . Applicants who have been included on the preliminary eligible list, pursuant to Sections 4 (a) and 4 (b) may be given an oral examination provided by the oral board. The number of oral examinations may initially be limited by the HR Director, in consultation with the Chief of Police, to applicants, at a minimum, with the highest ten (10) 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 (5) written examination scores shall be given an oral examination. This process may continue until the current position(s) are filled, or until the list of eligible applicants that passed the written examination is exhausted. Applicants taking the oral examination shall be graded on a scale of one hundred (100%) percent, with a score of eighty (80%) percent considered to be the minimum passing score. The questions developed for the oral examination shall be compiled by the Chief of Police, or his designate, and the oral board. Such questions will be reviewed by the HR Director prior to any oral examinations to ensure 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 Director at the completion of the oral examination for a period of two (2) years. The oral examination shall be scored at sixty (60%) percent of the overall rank of the applicant. Currently employed WBPD Cadets that have been employed for a minimum of one (1) year at the time of application that pass the written examination with a score of eighty percent (80%) or more shall be granted an oral board examination.
- (d) *Eligibility list.* An eligibility list of applicants will be compiled by the HR Director consisting of those applicants who have successfully met the requirements of Sections 4 (a) through 4 (c). All eligibility list applicants shall have their names entered on the eligibility list in the rank order of their combined average percentage from the written and oral examinations. Whenever two (2) or more applicants have the same combined average percentage, priority in time of filing of their Township employment applications for the current employment solicitation shall determine their respective rank order. Each applicant shall be notified of his/her rank order on the list by the HR Director, by U. S mail, or e-mail, within fifteen (15) days from the date of the compilation of the eligibility list. All eligibility lists shall be kept and maintained in the Township HR Department and are considered public records.
- (e) *Applicants on 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 eligibility list. Applicants, who fail the background investigation, or the medical or psychological examinations, shall be removed from the eligibility list.

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- (f) *Medical examination prior to employment.* All applicants who have been included on the eligibility list, pursuant to all of the above requirements, and who receive a conditional offer of employment, must pass the Township's pre-employment medical and drug screen examination and must demonstrate an acceptable level of physical fitness, as established by a Township appointed licensed physician. A declaration of the applicant's medical history shall be available to the examining physician and shall be subject to background investigation. The results of such examinations shall be filed with the HR Department prior to the applicant's start of employment.

- (g) *Psychological examination prior to employment.* All applicants who have been included in the eligibility list, pursuant to all of the above requirements, and who receive a conditional offer of employment, must pass the Township pre-employment psychological examination and must demonstrate an acceptable level of emotional and mental fitness, as established by a Township appointed licensed psychiatrist or psychologist. A declaration of the applicant's medical history shall be made available to the examining psychiatrist or psychologist and shall be subject to background investigation. The results of such examinations shall be filed with the HR Department prior to the applicant's start of employment.

Sec. 5. Vacancies Filled from Eligible Applicant List; Effective Period of List.

- (a) The Chief of Police, subject to the approval of the Township Board, shall fill vacancies in the police department by appointment of an applicant on the current eligibility list. The Chief of Police may appoint any of the applicants on the eligibility list who are currently within the highest eight (8) combined average percentages of the written and oral exams. All conditional offers of employment shall be made by the Township HR Department in accordance with Township policy.

- (b) The rank ordering of applicants on the eligibility list shall adjust upward if/when any of the following occur;
 - 1. An applicant declines an 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 any portion of the background check, physical examination, drug screening, or psychological examinations and is removed from the list.
 - 4. An applicant is hired from the list.

- (c) An eligibility list shall be effective for a period of six (6) months following the date on its publication. The Chief of Police, on a one time basis, may extend the effective period of the list for any period of time up to an additional six (6) months upon written notice to the HR Department prior to the expiration of the list.

- (d) The Township reserves the right to create new or additional eligibility lists while an existing list is still valid, but shall not fill any vacancies from the new or additional lists until the preceding list has expired.

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Sec. 6. General.

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