

Opens 8/01/13



# JOBS...

Job Opportunity Bulletin for

*Saginaw*

## POLICE OFFICER

(NON-CERTIFIED CANDIDATES)

**\$39,429** (\$18.96/hr.) **to \$51,087** (\$24.56/hr.)

Candidates receive a reduced pay rate of approximately \$9.75/hour while attending a 17-week Police Academy

### THE POSITION

The City of Saginaw is currently recruiting potential candidates for consideration in the event of future Police Officer vacancies. This 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 under potentially stressful situations.

### REQUIREMENTS

- Prior police officer experience or police academy training are not required; however, applicants must have valid MCOLES Reading and Writing Test & Physical Fitness Test certifications and proof of exam results by application deadline. (See reverse for additional information.)
- Must be at least 18 years of age.
- Must be a citizen of the United States.
- Must be a high school graduate or possess a GED equivalent.
- Must meet all Michigan Commission on Law Enforcement Standards (MCOLES) current physical standards.
- Must have no prior felony convictions (includes expunged convictions).
- Must have a valid Michigan driver's license and a satisfactory driving record.
- Selected candidates will be sponsored in Delta College's Police Academy. Satisfactory completion of the academy is required to become a sworn officer.

### EXAMINATION PROCESS

Applicants must achieve either a Band A or Band B score on the MCOLES Reading and Writing test and provide proof of satisfactory performance on the MCOLES Physical Fitness test to advance to the Oral Interview. Successful candidates will be placed in a pool used to fill any authorized vacancies. Upon selection, the following components must be satisfactorily completed to continue in the process: background investigation; physical exam with drug screen; psychological exam. If hired, the City will sponsor you through Delta College's Police Academy.

### APPLICATION PROCEDURE

Submit a completed City of Saginaw Employment Application to the Office of Employee Services, City Hall, Room 202, 1315 S. Washington Ave., Saginaw, MI, 48601 by 5:00 p.m. **Friday, November 29, 2013**. Proof of valid MCOLES written and physical exam scores must be presented with your application. Employment applications are available from our Office of Employee Services Monday through Friday, 8 a.m. to 5 p.m. in City Hall, Room 202, or on-line at [www.saginaw-mi.com](http://www.saginaw-mi.com) under the "Find A Job" link. An FAQ sheet is also available on line and from our office to help guide you through this application process.

### BENEFITS: Subject to change in accordance with collective bargaining agreements:

Health insurance; dental insurance; vision benefits; life insurance; defined contribution retirement; Paid Time Off days based on seniority; short and long term disability; employee credit union; employee assistance program

The City of Saginaw employs only United States citizens and individuals authorized to work in the United States, pursuant to the Immigration Reform and Control Act of 1986.

The City of Saginaw does not discriminate on the basis of handicapped status in admission or access to or treatment or employment in its programs and activities.

**AN EQUAL OPPORTUNITY EMPLOYER**

# MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS (MCOLES)

## Pre-Employment Test Schedule for Law Enforcement Candidates

Applicants who are not currently certified police officers or have not attended a police academy can 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 with your completed City of Saginaw Employment Application. Below is information on how you can register for this testing.

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. 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](http://www.michigan.gov/mcoles). Test results can be accessed online 24 hours after test administration is complete. Hard copies are mailed to the candidate within two weeks of testing. Your cost for the Reading & Writing test is \$65.00.

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 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 contact the register directly to sign up; you cannot register 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.

A complete listing of MCOLES testing dates and locations can be obtained online at [www.michigan.gov/mcoles](http://www.michigan.gov/mcoles). Click on the *Standards & Training* "Training" link located to the left of the home page. Then select "Reading & Writing Test" and/or "Physical Fitness Test" under the list of testing options for more information. You will also find the link there for the Reading and Writing Test on-line registration. Below is information regarding some upcoming test dates?

<u>Test Location</u>	<u>Reading &amp; Writing Test Dates</u>	<u>Physical Fitness Test Dates</u>
<b>Delta Community College</b> University Center, MI Dawn Jurik: (989) 686-9176	Aug. 25, Sept. 22, Oct. 20, Nov. 17	Aug. 25, Sept. 22, Oct. 20, Nov 17
<b>Grand Rapids Community College</b> Fawn Tobolic: (616) 234-4280		Aug. 1, Aug. 8, Aug. 16, Sept. 6
<b>Grand Valley State University</b> (616) 336-7142	Aug. 3, Aug. 24	
<b>Lansing Community College</b> Denise Arroyo: (517) 483-1964	Oct. 4, Nov. 1	Oct 4 <sup>th</sup> , Nov 1 <sup>st</sup>
<b>Macomb Police Academy</b> Clinton Twp., MI Karen Graunstadt: (586) 498-4060	Aug. 3, Aug. 7, Sept. 4, Sept. 7, Oct. 2, Oct. 5, Nov. 2, Nov. 6	Aug. 3, Sept. 7, Oct. 5, Nov 2
<b>Oakland Police Academy</b> Auburn Hills, MI Joe Marchetti: (248) 232-4221	Aug. 17, Oct. 19, Nov. 16	Aug. 10, Oct. 12, Nov. 9
<b>Washtenaw Community College</b> Ann Arbor, MI (734) 462-4306	Oct. 20, Nov. 17	
<b>Wayne County Reg'l Police Academy</b> Garden City, MI Fred Stanton or Jodi Bilak: (734) 462-4783	Aug. 11, Sept. 15, Oct. 6, Nov. 3	Aug. 11, Sept. 15, Oct. 6, Nov. 3