

Announcement No. 19-007

June 27, 2019

INTERNAL/EXTERNAL POSTING**LAW ENFORCEMENT – PATROL DIVISION****Applications are being received in the City Human Resources Office for a Patrol Position**

The City of Traverse City is seeking qualified individuals interested in Police Patrol positions. The City is seeking to fill one current vacancy. Candidates considered qualified must have the following:

- ✓ Associate's Degree (Bachelor's degree preferred) in Criminal Justice or other human services and two years related Law Enforcement experience.
- ✓ Michigan Commission on Law Enforcement Standards (MCOLES) certified or certifiable
- ✓ Successfully complete an in-depth physical examination
- ✓ Successfully complete an in-depth psychological examination
- ✓ Successfully complete an extensive physical fitness testing.

Final selection will be based on education, experience, physical testing, and oral interviews.

A residency requirement for a 20-mile radius for the nearest City limit will be enforced for selected candidates.

Please submit resume, cover letter, a completed application, proof of certifications if applicable and a list of three professional references to the City of Traverse City, Human Resources Office, 400 Boardman Avenue, 2nd Floor, Traverse City, MI 49684 or via email to citypers@traversecitymi.gov by **Friday, August 16, 2019 by 5 PM**. Please visit the City Website to review the job description.

Traverse City is an Equal Opportunity Employer.



TRAVERSE CITY POLICE DEPARTMENT

CITY OF TRAVERSE CITY POLICE DEPARTMENT

JOB DESCRIPTION

Patrol Officer

Supervised by: Road Patrol Sergeant
Supervises: May be required to supervise junior and/or reserve partners
Status: Non-Exempt (Full-Time) **Unit/Group:** P.O.A.M.

General Summary:

Patrol work to ensure the protection of citizens of the City of Traverse City. Work involves responsibility for the operation of a vehicle, issuance of tickets to traffic violators, and apprehension of persons suspected to violating the law. The Patrol Officer will follow the Policy and Procedure Manual of the Traverse City Police Department and be responsible for reporting for duty in a clean uniform, polished leather and personal appearance as defined in the Policy Manual. The Patrol Officer is responsible to the Patrol Sergeant on duty. Maybe assigned to the detectives' bureau and may act as the special investigating officer in all felony investigations. The Patrol Officer may also be assigned as Investigation Technician involved in the collection, preparation and analysis of physical evidence.

This is a sworn position. The employee must be a Michigan certified "Peace Officer."

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties that the employee may be expected to perform. This individual must be able to perform each essential function satisfactorily.

1. Actively support and ensures compliance with the mission, policies, procedures, programs, objectives, philosophies, and vision of the Traverse City Police Department. Support and maintain the Chain of Command.
2. Promote and engage in community policing by interacting and collaborating with the community. Work with local organizations, leaders and ordinary citizens to create and maintain comfortable and safe living conditions. Work side by side with community groups to address specific problems or work toward certain goals.
3. Prevents and discovers commission of crimes; apprehends criminals and offenders; makes presence known consistent with community policing and in a manner that contributes to deterrence and solving of crime.
4. Protects citizens by preventing crime, enforcing laws, apprehending suspects, monitoring traffic, and interacting with community members to form lasting trust/relationships.

5. Answers call/radio complaints involving traffic, fire, vehicle accidents, robbers, domestic violence, neighborhood disturbances and other misdemeanors, felonies, service calls, secures accident and/or crime scene.
6. Writes reports and completes Field Interrogation Reports forms providing record of all police activity and documentation for legal action reviewed by supervising officer.
7. Administers first aid, conducts preliminary investigations, gathers evidence, identifies witnesses and issues citations or makes arrest if appropriate; interview witnesses and victims, gathers information, preparing physical evidence, conferring with attorneys and testifying.
8. An investigation technical, may be required to collect physical evidence at the scene of crimes, take photographs, prepare evidence for court, and to assist in the investigation of serious accidents of traffic, industrial, or domestic.
9. The Patrol Officer shall become acquainted with the merchants, businesses, the citizens within the City and assist them in identifying problem areas or concerns. The patrol Officer will provide a sense of security for business and citizens with the City.
10. Participates in annual and other regular training programs in police methods and procedures, weapons training, proficiency skills, and physical fitness.
11. Patrol Officer will advise the Shift Commander that he/she is on duty, and will be prepared for assignment on a minutes notice. He/she will check all the information in the officer's personal box, and read all information boards from the shift.
12. The Patrol Officer will receive the equipment to be issued to the Officer from the Shift Commander, and check all equipment for use during tour of duty to ensure proper working conditions and advise the Shift Commander of any defects of the equipment before leaving on patrol.
13. Performs specialized duties such as Detective, K-9 Officer, DARE Officer, FTO Instructor, Firearms Instructor, Emergency Response Team, Motor Officer, Training Officer, Traffic Control, Crime Prevention, Community Relations, Community Police, Academy Instructor/Advisor, Reserve Officer Instructor, LGBTQ Liaison and other specialized activities. (PPCT/CQB Research)
14. Performs public relations duties such as problem resolution, comforting distraught citizens, offering information and guidance, participating in community activities and events, mediating disputed and demonstrating crime prevention techniques.
15. Attend events to set up booths to build relations in a social setting. Interact with the public and provide information to the public.
16. Addresses public needs with traffic issues. Correspond with Motor Team. Provide proactive traffic control.
17. Assist with interdiction team/TNT as it relates to drug information and enforcement. Participate in proactive programs for drug enforcement/drug treatment programs. Special detail assignments for drug enforcement activities.
18. Performs other duties in support in support of the department and other city departments and external agencies as required, logical or assigned.

Required Knowledge, Skills, Abilities, and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Associate's Degree (Bachelor's degree preferred) in Criminal Justice or other human services and two years related Law Enforcement experience.
- Michigan Commission on Law Enforcement Standards (MCOLES) certified or certifiable
- Successfully complete an in-depth physical examination
- Successfully complete an in-depth psychological examination
- Successfully complete an extensive physical fitness testing.
- A clear understanding of the functional organization of the Traverse City Police Department.
- Working knowledge of city governments and the various officers and departments.
- Working knowledge of police terminology and practices; working knowledge of city, state and federal law; working knowledge of the citizen's rights; working knowledge of the laws of traffic, evidence, search and seizure;
- Experience in preparation of formal written reports (directives, search warrants, policy and procedure, grant applications)
- Ability to understand and anticipate problems and to reach logical conclusions from information.
- Ability to work independently and develop ideas with little supervision.
- Ability to practice Self-Initiated Filed Activity (S.I.F.A.).
- Ability to prioritize and process multiple tasks.
- Experience with computers and electronic surveillance equipment and ability/willingness to learn new technology/software applications.
- Ability to make recommendations on personnel "professional development".
- Ability to make recommendations on equipment needs.
- Ability to assume command of an emergency incident and render immediate decisions as needed.
- Liaison with community and business leaders as well as other law enforcement officers.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk and hear. Work may involve personal danger. The employee frequently is required to use hands to finger, handle or feel or operate objects, controls, or tools; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; taste or smell. The employee must frequently lift and/or move items of light to up to 100 pounds in weight. Specific vision abilities required by this job include close vision, color vision, depth perception and peripheral vision.

Work is performed primarily in assigned vehicles, foot patrol, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Assignment to special duty areas such as motorcycle, K-9, schools resource and training. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat. The noise level in the work environment is usually moderate.

Employee Signature

Date



TRAVERSE CITY POLICE DEPARTMENT



CITY OF TRAVERSE CITY, MICHIGAN
An Equal Opportunity Employer

**CITY OF TRAVERSE CITY FIRE DEPARTMENT
EMPLOYMENT APPLICATION**

INSTRUCTIONS: All applications for employment must be made on this form. Applicants are urged to consider carefully and understand fully each question and to print the response in the proper blanks. All information submitted is subject to verification. A false or misleading response may result in disqualification for employment.

Each applicant appointed to a position with the Police Department of the City of Traverse City shall meet minimum requirements, including the successful completion of criminal background check, drug test, physical and psychological evaluations, and oral examinations.

A newly appointed employee shall be required to complete a probationary period, during which time such employee may be separated for cause without appeal. This probationary period is considered the last state of the selection process.

According to Law, the City of Traverse City may not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status unless any such condition is a bona fide occupational qualification reasonably necessary to the normal operation of the business.

1. Position applying for: TRAVERSE CITY POLICE DEPARTMENT PATROL

2. Name _____
(First) (Middle) (Last)

3. Address _____
(Number) (Street or PO Box) (City)(State) (Zip)

4. Home Phone _____ Cell Phone _____

5. Email Address _____

6. When will you be available to start work? _____

7. Check all types of work you would accept.

_____Permanent _____Temporary _____Day Work _____Shift Work

8. Are you authorized to work in the United States? YES _____ NO _____
(if yes, verification will be required)

9. **EDUCATION AND TRAINING:** Do you possess a High School Diploma (or G.E.D.)? ____

If not, last grade completed _____

School name, City and State _____

Other Schools Attended	City and State	Course or Major Studied	Degree or Certificate Received

Other training you received (for example, special courses, work training programs, armed forces training). Please estimate the number of hours of training you received.

10. **REQUIREMENTS:** You must possess the following education/experience requirements. Please indicate which requirement you currently possess and attach a copy of proof.

- Michigan Commission on Law Enforcement Standards (MCOLES) certified / certifiable
- Bachelor's Degree in Criminal Justice or other human services
- Associate's Degree in Criminal Justice or other human services w/ two years related Law Enforcement Experience

11. EXPERIENCE: Start with your present or last job and work backwards. Include paid or unpaid, full or part-time, military, summer jobs, etc. Note: We may contact any previous employers to verify your statements.

Starting Date _____ Salary or hourly rate _____

Ending Date _____ Hours per week _____

Name and address of present or last employer _____

Reasons for leaving _____

Name and title of immediate supervisor _____

Description of duties and responsibilities _____

Starting Date _____ Salary or hourly rate _____

Ending Date _____ Hours per week _____

Name and address of present or last employer _____

Reasons for leaving _____

Name and title of immediate supervisor _____

Description of duties and responsibilities _____

Starting Date _____ Salary or hourly rate _____

Ending Date _____ Hours per week _____

Name and address of present or last employer _____

Reasons for leaving _____

Name and title of immediate supervisor _____

Description of duties and responsibilities _____

If more than three previous employers, list others here:

<u>From</u>	<u>To</u>	<u>Company & Address</u>	<u>Position</u>	<u>Salary</u>	<u>Reason for leaving</u>
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12. **OTHER SPECIALIZED QUALIFICATIONS AND SKILLS:** List qualifications and skills you possess such as active technical/professional licenses and numbers, academic or professional awards.

13. **MILITARY SERVICE:** Have you ever served in the Armed Forces of the United States or National Guard? _____

If yes, complete the following: Branch of Service _____

Active Duty: From _____ To _____

Rank upon Separation or Discharge _____

Type of Separation or Discharge _____

Are you presently a member of the active reserves? _____

ADDITIONAL INFORMATION

Have you ever been employed by the City of Traverse City? _____

If yes, when? _____ What Department? _____

List any relatives working here and their relationship to you: _____

Have you ever been convicted of any violation of law other than traffic offenses?

Yes _____ No _____ If yes, where, when and nature of offense(s): _____

Do you have a valid driver's license? Yes _____ No _____

License No. _____ State _____

Have you had your driver's license suspended or accumulated more than four points?

Yes _____ No _____ If yes, where, when and nature of offense(s): _____

Have you tested positive, or refused a test within the past two years on any DOT pre-employment drug and/or alcohol test administered by a DOT-covered employer?

Yes _____ No _____

Can you perform the essential duties of the job in which you wish to be employed, with or without accommodation? Yes _____ No _____ If no, please explain: _____

Have you ever been dismissed from any position? (If answer is yes, give complete details.)

Have you ever been forced to resign from any position? (If answer is yes, give complete details.)

STATE ANY ADDITIONAL INFORMATION THAT YOU FEEL MAY BE HELPFUL TO US IN CONSIDERING YOUR APPLICATION.

EMPLOYMENT REFERENCES

1.
NAME, ADDRESS, PHONE NUMBER

2.
NAME, ADDRESS, PHONE NUMBER

3.
NAME, ADDRESS, PHONE NUMBER

REQUIRED DOCUMENTS:

- Completed Application of Employment
- High School or GED Transcripts
- Copy of Driver's License
- College Transcripts (if applicable)

AUTHORIZATION AND UNDERSTANDING:

Upon the signing of this application, I represent that all of the information now or hereafter given by me in support of my application is true and complete. I authorize you to verify any of the information concerning my employment or education with the appropriate individuals, companies, institutions or agencies, and I authorize them to release such information as you require, including my prior disciplinary employment record, without any obligation to give me written notice of such disclosure. I also authorize you to release any information requested by any of my prospective or subsequent employers, including disciplinary employment records. I specifically waive any rights to be notified under Section 6(3)(a) of the Michigan Bullard-Plawecki Act of the release of personnel file information by prior employers and of the release of personnel file information to prospective employers by the City of Traverse City. I hereby release you and them from any liability whatsoever as a result of any such inquiries and disclosures. I agree that any false information in support of my application may subject me to discharge at any time during the period of my employment.

If applying for a position with the City of Traverse City, I understand I may be subject to a full background investigation, including finger print checks, a review of police and arrest records, and a review of any criminal conviction history. If applying for a position which involves working with children, I understand that I am subject to a background investigation that will include a review of any criminal conviction history.

I agree that any action or suit against the City arising out of my employment or termination of employment, including but not limited to claims arising under State or Federal civil rights statutes, must be brought within 180 days of the event giving rise to the claims or be forever barred. I waive any limitation periods to the contrary. I further agree that if I should bring any action or claim arising out of my employment against the City in which the City prevails, I will pay to the City any and all costs incurred by the City in defense of said claims or actions, including attorney fees. I further agree that my employment is conditional until such time as the results of my post-offer employment physical and drug test are known.

FOR BARGAINING UNIT POSITION APPLICANTS: I understand that conditions of my employment will be in accordance with the applicable collective bargaining unit agreement with the City of Traverse City. I agree that I shall be bound by the rules, policies, regulations, and terms of employment of the City as they are from time to time changed, and no additional obligations can be imposed on the City except those which have been acknowledged in writing by the City Manager. I further understand that the Michigan Handicappers' Civil Rights Act, MCL 37.1101, et seq, requires employers to make accommodations to handicapped applicants and employees where the accommodation does not impose an undue hardship on the employer. Handicapped employees and applicants may request an accommodation of their handicap by notifying the City in writing of the need for accommodation within 182 days of the date the handicapper knows or should know that an accommodation is needed. Under the Act, failure to properly notify the City will preclude any claim that the employer failed to accommodate the handicapper.

Signature

Date

EQUAL OPPORTUNITY EMPLOYER: The City of Traverse City considers applicants for all positions without regard to race, religion, sex, national origin, age, marital status, handicap, or any other legally protected status.

NOTE: Please ensure every line is completed. If the question does not apply, write N/A. Do not leave the space blank or refer to your resume. Fill out every section and sign above Applicants are responsible for completing the application. Failure to do so may result in it being withdrawn from the process.