

NOTE:

Applicants must provide an original essay in their own handwriting on the topic:

“Why I should be the candidate hired as a Grosse Ile Township Police Officer”.

The essay must consist of a minimum of 250 words and a maximum of 500 words. This essay must be returned with your completed application. Failure to provide the required essay will result in disqualification from further consideration for employment with Grosse Ile Township.

JOB DESCRIPTION: GROSSE ILE TOWNSHIP

PATROL OFFICER

GENERAL SUMMARY OF FUNCTION

An individual assigned to this classification patrols assigned areas and performs required functions, designed to: deny individuals the opportunity to commit crime, control conditions within his/her sphere of influence that are conducive to crime, provide prompt response to requests for police-related services, protect life and property, maintain the peace and tranquility of the community, promote voluntary compliance with the law and enforce the law and arrest offenders.

DESCRIPTION OF DUTIES

1. *Regular and predictable attendance.*
2. *Enforces the Township ordinances, State and Federal Laws (as applicable) while abiding by the Rules and Regulations of the Grosse Ile Police Department and immediately advise superior officers of incidents or conditions requiring other police action.*
3. *Conduct a preliminary investigation at the scene of crime and/or accident which includes:*
 - a. *Rendering or provision of medical attention of victims.*
 - b. *Apprehension and/or pursuit of the perpetrator when circumstances dictate.*
 - c. *Issuing of descriptions and pick ups of wanted persons or vehicles.*
 - d. *Preservation of crime/accident scene.*
 - e. *Initial interviews of persons at the scene who have information regarding the crime/accident.*
 - f. *Preparation of appropriate reports.*
4. *Conduct follow-up investigations of crime/accident whenever possible.*
5. *Patrol designated areas as assigned by higher authority, observing conditions which are conducive to crime, accident, and detrimental to public health and welfare, taking appropriate action to correct same.*
6. *Collect evidence and information to testify and present in court.*

7. *Respond to fire and rescue calls.*
8. *Control traffic conditions.*
9. *Conduct investigation and surveillance relative to various misdemeanors, missing persons, suspected criminals and participate in return of persons wanted in Grosse Ile.*
10. *Inform general public on laws and ordinances.*
11. *Attend training classes relative to his duties.*
12. *Act as jailer, receiving and searching prisoners.*
13. *Act as police desk officer.*
14. *Perform other related work as required and/or directed by a superior officer.*

DESIRABLE KNOWLEDGE AND SKILLS

1. *Knowledge of approved principles and practices of police work and of applicable ordinances and laws.*
2. *Ability to deal with the public in favorable and unfavorable situations.*
3. *Ability to observe situations analytically and objectively and to report and record them clearly and completely.*
4. *Skill in the use and care of equipment, i.e. firearms, motor vehicles, and other police equipment.*
5. *Ability to react quickly and calmly in any emergency situation.*
6. *Physical strength and agility for police work.*
7. *Maintenance of good general physical and mental health.*
8. *Knowledge of first aid methods, including CPR.*

MANDATORY QUALIFICATIONS

1. *Minimum of high school diploma or GED, with additional credit for advanced education.*

2. *Meet physical and psychological standards set by the Police Commission, as described in the Department Rules and Regulations.*
3. *Aptitude for police work.*
4. *At least 21 years old.*
5. *Citizen of the United States and resident of the State of Michigan for one year prior to appointment.*

Certification as police officer in accordance with Michigan Law Enforcement Council guidelines.

IMMEDIATE SUPERVISOR

Shift Commander or next superior command officer.

*Revised: August 10, 1999
jobd.po*



EMPLOYMENT APPLICATION
GROSSE ILE TOWNSHIP
c/o Township Clerk's Office, 9601 Groh Road
Grosse Ile, MI 48138

Name (Last) (First) (Middle)

Address (Number & Street) Apt # (City) (State) (Zip)

Home Phone Number Work Phone Number

18 Years or Older? Yes _____ No _____

Position Desired or Area of Interest:
1. _____ 2. _____

Schedule Desired: Full Time _____ Permanent _____ Part-Time _____

Person to notify in case of emergency:

Name	Address	Home Phone	Business Phone
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Are you eligible for employment in the United States?
Yes _____ No _____ Alien Number (If any?) _____

What starting salary range do you consider appropriate?
\$ _____ to \$ _____ per _____ Hour _____ Day _____ Week _____

Have you previously applied for employment with the Township?
Yes _____ No _____ If so, date or position _____

Have you ever been employed by the Township?
Yes _____ No _____ If so, date and position _____

Is any additional information relative to a different name necessary to check work record?
Yes _____ No _____ If yes, explain _____

Who referred you to the Township? Agency _____ Advertising _____

HEALTH INFORMATION

I have been provided with a copy of the job description of the position for which I am applying.

Yes _____ No _____

If the answer to the above question is yes, are you able to perform these tasks with or without accommodation?

Yes _____ No _____ Yes, with accommodation _____

If you answered the above question "Yes, with accommodation", how would you perform the task and with what accommodation (s)?

NOTICE OF HANDICAPPER RIGHTS

If you have a physical, mental or medical impairment which would interfere with your ability to perform in a position at the Township but which may be accommodated by, for instance, the purchasing of equipment or devices, the provision of readers or interpreters or the restructuring or altering of work schedules, the Michigan Handicappers Civil Rights Act requires that you notify the Township in writing of your need for accommodation within 182 days after you become aware or should reasonably have known that the accommodation was needed.

NOTICE OF MEDICAL EXAMINATION

Any offer of employment is contingent upon your ability to pass **medical and psychological examination** and **drug screen** prior to the commencement of employment.

CONVICTION RECORD

Have you ever been convicted of a crime? Yes _____ No _____

If yes, explain when, where and the nature of all criminal convictions?

Are there any felony charges pending against you now? Yes _____ No _____

If yes, describe: _____

Township policy does not necessarily render conviction of a crime an absolute bar to employment. Such facts as the seriousness and nature of the offense or violation, how many years ago the offense occurred and rehabilitation will be considered by the Township in relation to the specific job which you seek.

MILITARY

If you have served, indicate period from _____ to _____

Branch _____

Reserve status _____

LIST OF PREVIOUS EMPLOYERS – MOST RECENT FIRST

Note: Please give accurate, complete information on all full or part time positions held.

Dates: (Month and Year) From _____ To _____
Employer _____
Address _____
Phone # _____ Final Salary _____
Supervisor's Name _____ Type of Business _____
Title or Position _____
Responsibilities/Duties:

Reason for Leaving:

Dates: (Month and Year) From _____ To _____
Employer _____
Address _____
Phone # _____ Final Salary _____
Supervisor's Name _____ Type of Business _____
Title of Position _____
Responsibilities/Duties:

Reason for Leaving:

Dates: (Month and Year) From _____ To _____
Employer _____
Address _____
Phone # _____ Final Salary _____
Supervisor's Name _____ Type of Business _____
Title of Position _____
Responsibilities/Duties:

Reason for Leaving:

Dates: (Month and Year) From _____ To _____
Employer _____
Address _____
Phone # _____ Final Salary _____
Supervisor's Name _____ Type of Business _____
Title of Position _____
Responsibilities/Duties:

Reason for Leaving:

APPLICANT'S STATEMENT

I certify that the information contained in this application is correct to the best of my knowledge. I acknowledge that any misrepresentation or omission regarding any requested information may result in rejection of this of this application or my dismissal from employment at any time.

I authorize the references and previous employers listed above to provide any and all information concerning any previous employment and pertinent information, including disciplinary information, they may have, personal or otherwise. I also authorize the Grosse Ile Township Board to provide any and all information, including disciplinary information, concerning my employment with the Township, personal or otherwise, to any subsequent prospective employer. I release all parties from all liability for any damage that may result. I specifically waive any right to be notified under Section 6 (3) (a) of the Michigan Bullard-Plawski Act of the release of personnel file information by previous employers and the release of personnel file information to prospective employers by the Township of Grosse Ile

I understand that neither this document, any discussion nor any offer of employment constitutes a contract for future employment. In further consideration of my employment, I agree to conform to the rules and regulations established by Grosse Ile Township Board. Further, I understand and agree that my employment and compensation can be terminated at any time, with or without cause, with or without notice, and without regard to the date of payment of my wages or salary, at the option of either the employer or myself. I understand that no person or persons other than the Grosse Ile Township Board has the authority to enter into any agreement to employ, any agreement of employment for any specific period of time, or to make any agreement contrary to the foregoing, unless contained in a written employment agreement signed by myself and the Grosse Ile Township Board.

I understand that my application will remain active for a period of six months, after which time it will no longer be considered. I understand that the Township of Grosse Ile guarantees privacy and confidentiality of all information contained within this application and resume.

Signature: _____ Date: _____



POLICE APPLICANT BACKGROUND QUESTIONNAIRE

GROSSE ILE TOWNSHIP POLICE DEPARTMENT
24525 MERIDIAN ROAD
GROSSE ILE, MICHIGAN 48138
(734) 676-7100

INSTRUCTIONS

Read every question carefully and answer each question accurately and truthfully. Applicant may be disqualified from further processing if the applicant makes a false statement in this questionnaire. All entries, except signature, must be printed legibly with pen and ink, or typed. If space provided is not sufficient for complete answers, or you wish to furnish additional information, attach sheets of the same size as this questionnaire and number answers to correspond with questions. Applicant must sign each page. Application must be notarized on final page.

I. PERSONAL HISTORY AND RESIDENCY DATA:

1. Full Name _____
Last First Middle

2. Present Address _____
Number and Street City State Zip Code

3. Date of Birth _____.

4. MCOLES Certifiable: Yes ___ No ___ if yes MCOLES Number: _____ if no, when will you be certifiable? _____

4. How long have you lived at your address? _____

5. List all prior addresses, excluding your present address, beginning with the next, most recent.

MONTH AND YEAR

ADDRESS

From To Street City State Zip Code

From To Street City State Zip Code

From To Street City State Zip Code

From To Street City State Zip Code

Signature

II. TRAFFIC AND CRIMINAL OFFENSE HISTORY DATA:

1. Indicate below EVERY TRAFFIC TICKET received in this state or elsewhere (excluding parking violations).

DATE	OFFENSE	LOCATION	COURT DISPOSITION OR FINE	YOUR AGE AT TIME	POLICY AGENCY CONCERNED

2. Have you ever been arrested, detained, taken into custody, or issued an appearance citation by a federal, state or local law enforcement agency in the United States of America or any foreign land as a juvenile, or as an adult, for any criminal charge or civil law-related offense? No ____ Yes ____ . If yes, explain, listing date(s), agency(ies) involved, charge, disposition, and sentence.

3. Have you ever been, or think you may have been, investigated by any federal, state or local law enforcement agency in the United States or America or any foreign land? No ____ Yes ____ . If yes, explain, listing date(s), agency(ies) involved, and circumstances.

Signature

4. Have you ever been convicted of, pled guilty to, or pled nolo contendere to any criminal charge in any court in any country? No____ Yes____. If yes, explain in detail, list date(s), original charge, court, location and agency(ies) involved.

5. Have you ever had an arrest, charge, conviction, guilty plea or any other criminal matter expunged from your record as either a juvenile or as an adult? No____ Yes____. If yes, explain in detail.

6. Have you ever been placed on probation for any criminal matter by a federal, state or local court in the United States of America or any country? No____ Yes____. If yes, explain in detail, listing court location, charge and disposition.

7. Have you ever been detained in, incarcerated in, or served a sentence in any youth home, jail, prison, penitentiary or other detention facility? No____ Yes____. If yes, explain in detail.

8. Have you ever been questioned by police or any other law enforcement agency, anywhere, anytime? No____ Yes____. If yes, explain in detail.

Signature

III. CIVIL COURT DATA:

1. Were you ever summoned or subpoenaed to court in a civil action or proceeding, or were you ever a party (plaintiff or defendant) in a civil action in this state or elsewhere? No____ Yes____. If yes, explain in detail below.

IV. EDUCATION:

1. List all schools, colleges, and business schools, in order attended, with the most recent listed first.

From Mo/Yr	To Mo/Yr	School	Address	Last Grade/Team Completed	Degree
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

2. Did you graduate and receive a high school diploma? Yes____ No____. If not, do you have a high school equivalency certificate? Yes____ No____. If yes, who issued the certificate? _____ .
Date issued: _____.

3. If you attended college, what was your major? _____
Minor? _____.

4. Were you ever dismissed from a school or college, or was any other disciplinary action, including scholastic probation, ever taken against you? Yes____ No____. If yes, give details.

School or College	Date	Type of Action	Reason
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature

5. Have you had any training in law enforcement related functions? Yes ____ No _____. If yes, give details.

V. EMPLOYMENT:

1. What is your present occupation?_____.

2. Are you now engaged in any business as an owner or partner (active or silent)? Yes_____ No_____. If yes, give details._____

3. Have you ever applied for employment with this department, any other police department, public safety department, or any other governmental agency? Yes ____ No _____. If yes, give details, position(s) sought, dates and agencies: _____

4. List on the next page your complete work history, beginning with your present position and working backward to your first employment. List any period of unemployment. Include all part-time employment.

WORK HISTORY

NAME & ADDRESS OF EMPLOYER	FROM Mo/Yr.	TO Mo/Yr.	BEGINNING & ENDING SALARY	POSITION & ENDING SALARY	REASON FOR LEAVING
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1. Name

Address

City

2. Name

Address

City

Signature

3. Name

_____ Address

_____ City

4. Name

_____ Address

_____ City

5. Name

_____ Address

_____ City

6. Name

_____ Address

_____ City

5. Were you ever discharged or asked to resign from any employment? Yes_____ No_____ If yes, give details of discharges or forced resignations below.

Employer	Employer's Address	Date	Reason for Discharge

6. Were you ever subjected to any oral or written disciplinary or corrective action in connection with any employment? Yes_____ No _____. If yes, explain in detail.

Signature

VI. SELECTIVE SERVICE DATA:

1. Have you registered with the Selective Service? Yes____ No____

2. Selective Service Registration Number:_____

VII. MILITARY SERVICE DATA:

1. Have you ever served on active duty in the Armed Services of the United States? Yes____
No _____. If yes, indicate below all active military service.

Branch	Serial No.	From	To	Highest Rank	Date Discharged
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Branch	Serial No.	From	To	Highest Rank	Date Discharged
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Branch	Serial No.	From	To	Highest Rank	Date Discharged
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2. Were you ever court martialled, tried on charges, or were you subject of a summary court, deck court, captain's mast, company punishment, or any other disciplinary action? Yes____ No____. If yes, explain in detail, including reason, type of disciplinary action, date, charge and disposition:

3. Are you now, or have you ever been, a member of any military reserve or National Guard organization? Yes ____ No _____. If yes, give details:

4. Are you required to attend military training meetings? Yes____ No____. If yes, explain in detail, including date obligation is completed:

Signature

5. If you were enrolled in specialist schools while in the Armed Forces, specify the military school, length of time attended, and type of study.

6. Have you ever served in a military organization of any foreign government? Yes____ No____. If yes, give details, including type of discharge.

7. List all commendations and citations awarded you as a member of the Military.

VIII. MISCELLANEOUS:

1. Do you own or possess any firearms? Yes____ No____ . If yes, list description of each.

2. Have you ever killed another person? Yes____ No____. If yes, explain in detail.

3. Have you ever shot or injured another person? Yes____ No____. If yes, explain in detail.

4. If it became necessary in the course of your police duties to lawfully take a human life, would you have any reluctance to do so? Yes____ No____. If yes, explain in detail.

Signature

5. Have you ever used a firearm or other deadly weapon? Yes____ No____. If yes, explain in detail.

6. Have you ever been in combat in the military? Yes____ No____. If yes, explain in detail.

7. Have you ever been involved in an accident wherein another person was injured or killed? Yes____ No____. If yes, explain in detail.

8. Have you ever been injured in any fashion as a result of a criminal assault, whether or not the other person was charged? Yes____ No____. If yes, explain in detail.

9. Have you now, or ever, used another name, alias, or other identity for any purpose in any country? Yes____ No____. If yes, explain in detail.

10. Have you ever been employed by, worked in conjunction with, or received compensation from any law enforcement, public safety, or governmental agency? Yes____ No____. If yes, explain in detail.

Signature

If you have been so employed:

a. Were you ever sued for actions arising from your duties? Yes____ No____. If yes, explain in detail.

b. Have you ever been the subject of an internal affairs investigation or inquiry of that agency? Yes____ No____. If yes, explain in detail.

c. Were you ever the subject of a citizen(s) complaint? Yes____ No____. If yes, explain in detail.

11. Have you ever failed to file city, state or federal income tax returns? Yes ____ No____. If yes, explain in detail.

12. Have you ever been the subject of a civil rights complaint investigation? Yes____ No____. If yes, explain in detail.

13. Are you now, or have you ever been, associated with any individual or organization which was investigated, or is now being investigated, for involvement in any criminal activity? Yes____ No____. If yes, explain in detail.

Signature

14. Have you ever been accused of taking a bribe or gratuities while in a government office or appointment, or in a civilian capacity? Yes ____ No ____ . If yes, explain in detail.

15. Have you ever been accused of making a false police report or insurance claim?

16. Does it bother you that you may have contact with people harboring potentially communicable diseases; e.g., AIDS, hepatitis, herpes, tuberculosis? Yes ____ No ____ ,

17. Have you ever been denied insurance? Yes ____ No ____ . If yes, explain in detail.

18. Have you ever had insurance cancelled? Yes ____ No ____ . If yes, explain in detail.

19. How many years have you operated a motor vehicle? ____ Were you ever involved in an accident while driving a vehicle? Yes ____ No ____ . If yes, give details, including dates, places, injuries or deaths, charges and arrests.

20. Were police reports made on these accidents? Yes ____ No ____ . If yes, specify the police agency concerned:

21. Do you possess a Michigan Operator's License?

Operator's License: Yes ____ No ____ License No. _____ Exp.Date _____
Chauffeur's License: Yes ____ No ____ License No. _____ ExpDate _____

Signature

22. Did you ever possess an operator's or chauffeur's license issued by any state other than Michigan? Yes____ No____. If yes, specify state issuing and expiration date.

23. Was your license, operator's and/or chauffeur's ever suspended or revoked? Yes____ No____. If yes, explain in detail.

24. Did you use, or have you used, narcotics, depressants, stimulants, hallucinogens, marijuana, barbiturates, cocaine, heroin, or any controlled substances? Yes____ No____. If yes, explain in detail.

25. Have you ever used prescription drugs which were not prescribed for you? Yes____ No____. If yes, explain in detail.

26. Does the use of alcohol currently have an adverse affect on your job performance or your ability to perform the responsibilities of your job? Yes____ No____. If yes, explain in detail.

27. Are you unable or unwilling to work any particular shift or day of the week? Yes____ No _____. If Yes, explain in detail._____

28. Is there any reason that you would be unable or unwilling to perform the following described duties of a Grosse Ile Police Officer?

GENERAL STATEMENT OF DUTIES:

Under supervision, to perform responsible law enforcement and patrol work; to maintain order and patrol the entire Township, regulate traffic, protect life and property and prevent crime and disorder; to investigate motor vehicle accidents and provide police services at the scene of other emergencies; and to perform related work as required.

Signature

SUPERVISION RECEIVED:

Work is performed under the supervision of a superior officer.

TYPICAL EXAMPLES OF WORK:

An employee in this class may be called upon to do any or all of the following: (these examples do not include all of the tasks which the employee may be expected to perform.)

Patrol the township in a radio equipped patrol car to prevent crime and disorder, protect life and property, direct and regulate traffic, investigate accidents and enforce motor vehicle operation and parking regulations.

Investigate suspicious activities, apprehend and arrest violators of the law, gather evidence and assist in prosecuting law violators.

Write and issue tickets for parking infractions, speeding ordinance violations and other offenses.

Investigate and restore order when called to the scene of automobile accidents or other emergencies.

Assist elderly or ill persons, give first aid, locate missing persons and lost children.

Obtain and preserve evidence, testify in court and otherwise assist in the prosecution of criminal cases.

Assist in guarding prisoners and assume responsibility for their safety and personal property while so assigned.

Prepare and maintain records and reports of accidents, complaints, felony offenses and other incidents.

Provide information and general assistance to the public.

Operate LEIN and police and fire radios, when necessary.

Maintain certification as a Breathalyzer Operator.

As a regular police officer, may assume temporary command in the absence of a superior officer. As a senior officer, may supervise emergency reserve police officers.

Respond to fire alarms and other emergencies in order to control crowds and regulate traffic.

Assist in various criminal investigation activities.

Shall be prepared to give information to his/her commanding officer relative to the nature of all business being conducted on his assigned post (area).

Signature

Shall not leave an assigned post except for some police necessity. If required to do so, he/she shall enter on his activity log the time leaving and the reason for it. At the first opportunity he/she shall report to a superior officer on patrol, the fact that he/she left his post and the reason.

Perform marine related work as required.

Perform related work as required.

Yes ____ No ____ . If yes, explain in detail.

29. Do you have any knowledge or information, in addition to that specifically called for in the preceding questions, which is or which may be relevant, directly or indirectly, in connection with an investigation of your eligibility or fitness for appointment to the police department, including, but not limited to: knowledge or information concerning your character, temperament, habits, employment, education, subversive activities, family, associates, criminal record, traffic violations, residences or otherwise? Yes ____ No ____ . If yes, explain in detail on a separate sheet.

IX. PERSONAL INFORMATION:

1. List all other names you have used, including nicknames or aliases _____

2. Telephone number including area code _____ (home) _____ (business).

3. Age _____ Sex _____ Height _____ Weight _____.

4. Are you a U.S. Citizen? _____

5. If you are a naturalized citizen, Certificate number _____
Date _____ Location _____

6. Social Security Number _____

7. List every child born to you:

Date of Birth	Place of Birth	Name of Child	Child being Supported by	Child presently Living with
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Signature

X. MARRIAGE:

1. Spouse's full name _____
Last First Middle
2. Spouse's maiden name, if applicable _____
3. Date of Marriage _____ Location of Marriage _____
City/County/State
4. Are you presently living with your spouse? Yes ____ No _____. If no, explain on a separate sheet.
5. Have you and your spouse ever separated because of marital difficulties? Yes ____ No _____. If yes, explain in detail on a separate sheet.
6. Is your spouse in favor of your becoming a police officer? Yes ____ No _____. If no, provide details on a separate sheet.

XI. DIVORCE, ANNULMENT OR WIDOWED (PREVIOUS MARITAL STATUS):

1. Name in full of former spouse _____
Last First Middle
2. Full address of former spouse _____
Street Number City/State/Zip Code
3. City, County and State where former marriage was performed _____
Date of former marriage _____.
4. Reason for dissolution of marriage _____ Divorce _____ Annulled _____ Widowed _____
5. Grounds for divorce or annulment _____
6. Who instituted suit? _____
7. Title and location of Court issuing divorce or annulment and date divorce or annulment was granted.

Court City/County/State Date of Decree
8. Court Docket Number _____.

Signature

XII. AFFIDAVIT:

1. Applicant must sign before a Notary Public.

Signature of Applicant

Date

STATE OF MICHIGAN

COUNTY OF WAYNE

ON THIS _____ DAY OF _____ 20__, BEFORE ME PERSONALLY APPEARED _____ WHO, BEING DULY SWORN, DEPOSES AND AFFIRMS HE/SHE HAS READ THE FOREGOING QUESTIONNAIRE, SUBSCRIBED THAT HE/SHE UNDERSTANDS THE CONTENTS THEREOF; THAT THE INFORMATION WRITTEN BY THE APPLICANT IS TRUE TO THE BEST OF THE APPLICANT'S KNOWLEDGE AND BELIEF; AND THAT HE/SHE HAS BEEN INFORMED AND UNDERSTANDS THAT ANY MATERIAL MISREPRESENTATION OF THE FACTS GIVEN BY THE APPLICANT SHALL BE CAUSE FOR REJECTION BEFORE APPOINTMENT OR DISMISSAL FROM THE POLICE DEPARTMENT AFTER APPOINTMENT.

My Commission Expires:

Notary Public