



## **ADVERTISEMENT**

# **Police Officer for the MANISTEE CITY POLICE DEPARTMENT**

Starting Salary: **\$48,746 - \$53,551**

### **POSITION SUMMARY:**

This is general duty police work in the prevention of crime and the enforcement of State Laws as well as Local Ordinances. Persons in this position shall be responsible for maintaining the quality of life for all Manistee residents, businesses, and guests. This will be accomplished not only by the enforcement of laws, but also through Community Policing.

### **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 which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

Affect an arrest, forcibly if necessary, using handcuffs and other restraints.

Communicate effectively over law enforcement radio channels while initiating and responding to radio communications, under adverse conditions such as siren usage and high-speed vehicle operations.

Communicate effectively, both orally and in writing with supervisors, other city employees, and citizens to provide information, advice and support.

Conduct searches of buildings and large outdoor areas which may involve walking and/or standing for long periods of time and which require the ability to distinguish color and perceive shapes.

Conduct visual and audio surveillance for extended periods of time.

Exercise independent judgment within legal guidelines, to determine when there is reasonable suspicion to detain, when probable cause exists to search and arrest, when force may be used and to what degree.

Gather information in criminal investigations by interviewing and obtaining statements of victims, witnesses, suspects, and confidential informants.

Effectively load, unload, aim, and fire handguns, rifles and other agency firearms from a variety of body positions in situations that justify the use of deadly force while maintaining emotional control under extreme stress.

Manage interpersonal conflicts to maintain order.

Operate an emergency vehicle during both the day and night; in emergency and pursuit situations involving speeds in excess of posted limits while exercising due care and caution.

Perform law enforcement patrol functions while working twelve hour shifts and unanticipated overtime.

Perform tasks which require lifting, carrying, or dragging people or heavy objects while performing arrests, rescue, or general patrol functions.

Perform searches of persons which involve touching and feeling to detect potential weapons and contraband.

Prepare investigative and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations.

Pursue fleeing suspects on foot both day and night in unfamiliar terrain.

Read and comprehend rules, regulations, policies, procedures, and the law for purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the public.

Subdue resisting subjects using hands and feet while employing defensive tactics maneuvers or approved non-lethal weapons.

Use force to gain entrance through barriers to search, seize, investigate, and/or rescue.

Further the mission, vision and values of the City through excellent customer service, creative problem solving, decision making, communication and stewardship of City resources.

Initiate and suggest actions to improve departmental and City operations, employee performance, morale and work methods.

Provide teaching, mentoring and motivation to other employees within the organization through the sharing of knowledge, skills and information; is proactive in performing and improving his/her own work

and suggests and participates in projects and activities to improve the function of the entire organization.

Assist fellow employees with developing and implementing programs and objectives to improve departmental and City-wide efficiency.

Work cooperatively with all City employees toward the common goal of providing high quality services.

Perform related work as required.

**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.

Be a Michigan resident and certified or certifiable as a police officer by MCOLES or be currently enrolled in a MCOLES approved academy.

Must be a U.S. citizen and be 21 years or older at the time of employment.

Possess an associate degree in law enforcement, criminal justice, public administration, or a related field with a bachelor's degree preferred.

Possess a valid Michigan driver's license with a satisfactory driving record.

Have no felony convictions and/or disqualifying criminal history.

Must be of good moral character.

Must be able to successfully complete all phases of the selection process.

Climb over obstacles; climb through openings; jump down from elevated surfaces; jump over obstacles, ditches and streams; and crawl in confined areas to pursue, search, investigate, and/or rescue.

Enter and exit vehicles quickly to perform rescue operations, pursue a suspect, or answer an emergency call.

Knowledge of proper police policies and procedures.

Knowledge of the geography of the City and adjacent areas.

Skill in the operation of all necessary police equipment and vehicles.

Skill in establishing and maintaining effective working relationships with the general public and fellow employees.

Ability to see, hear and speak effectively without limitations to complete the duties described above.

Ability to run, crawl, climb, and maneuver when physical mobility is required to complete the duties described above.

Ability to observe situations analytically and objectively and report and record them clearly and accurately.

Ability to react quickly and effectively to emergency situations.

### **Work Environment**

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, crime scenes, hot smoky environments, and unpleasant surroundings. At fire-related emergency scenes the employee could be exposed to extreme changes in the environment; high heat or severe cold; fumes, airborne particles, or odors; dangers of walls, ceilings or floors collapsing; hazardous materials, sharp or otherwise dangerous instruments or equipment; risk of electric shock; vibration; bloodborne pathogens and communicable diseases; and other dangers associated with firefighting. The noise level in the work environment is usually quiet in the office, and quiet to loud in the field. Duties will occasionally include exposure to persons in various emotional states, as well as under the influence of alcohol and/or drugs.

### **Wages & Benefits:**

New hire wage range is \$48,746 - \$53,551 based on experience.

Manistee City Police Department Officers are provided with a defined benefit retirement plan governed by the MERS System with a 2.5 multiplier.

City will pay up to \$200 for fitness club membership or home fitness program.

The City of Manistee provides the following paid time off: Vacation time, Sick time, Holiday Time, and Compensatory time.

### **To Apply:**

Interested applicants should submit an application, cover letter, resume and references to the City Clerk's office or emailed to Detective Sergeant Kirsten Goodspeed at [kgoodspeed@manisteemi.gov](mailto:kgoodspeed@manisteemi.gov) with Police Officer as the subject line. Resumes will not be accepted in lieu of a completed application; however, applicants are encouraged to include a resume and cover letter with their completed application.

**The City of Manistee is an equal opportunity employer.**

APPLICATION FOR EMPLOYMENT



AN EQUAL OPPORTUNITY EMPLOYER

INSTRUCTIONS - COMPLETE ALL SECTIONS:

Please print the requested information in the spaces provided below:

Date of Application: \_\_\_\_\_ Date available to begin work: \_\_\_\_\_
Month/Day/Year Month/Day/Year

PERSONAL INFORMATION

Form containing personal information fields: Last Name, First, Middle, Social Security Number, Street Address, Home Telephone, City, State, Zip Code, Cell Telephone, e-mail address, Emergency contact (Name, Address, Telephone Number), Age (18+), and Criminal Record (convicted of a crime, pending charges).

EMPLOYMENT DESIRED

Form containing employment desired fields: POSITION(S) APPLIED FOR, DEPARTMENT(S) (Police, Fire, Finance, Clerk, Water & Sewer, Public Works, Parks, Marina, Administration, Other), PAY/SALARY DESIRED, Kind of Work Sought (Full-time, Part-time, Seasonal), and a field for specifying days, hours or time of year sought.

## EDUCATION

Applicants for certain positions may be required to provide transcripts:

EDUCATION	NAME & LOCATION OF SCHOOL	# OF YEARS COMPLETED	SUBJECTS STUDIED	DEGREES EARNED
High School				
College/University				
Vocational/Trade/Graduate School				

## GENERAL

Do you have any special training, skills, qualifications, licenses, certifications or other experiences that relate to the position(s) applied for?

---



---

A current driver's license is required for positions which require the operation of any City vehicles/equipment. A license check will be conducted for application for positions requiring a current driver's license.

U.S. Military Service:

Branch of Service \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Rank or Rating \_\_\_\_\_ Type of Discharge \_\_\_\_\_

## PHYSICAL RECORD

Medical Examinations: In accordance with the provisions of the Americans with Disabilities Act, the City of Manistee may require job applicants to undergo a medical examination after an offer of employment has been made and prior to the commencement of employment duties, and may condition the offer of employment on the results of such examination.

**I HEREBY CERTIFY THAT I AM NOT CURRENTLY ENGAGED IN THE ILLEGAL USE OF DRUGS:**

I understand that as a condition of employment, **for positions requiring the operation of any City vehicles/equipment**, I may be required to take a pre-employment drug test for the illegal use of drugs, which may include the collection of urine samples from my person. I agree that the results of this test may be submitted to the City of Manistee, or its authorized representative, and I expressly release the collection agency and the testing laboratory from any and all liability for performing the requested test, and for communicating the results to the City of Manistee. I understand that if the results of any pre-employment drug tests are positive, it will be cause for rejection of my application or, if I am hired, that my employment with the City of Manistee may be immediately terminated.

I agree not to commence any action or suit relating to my employment with the City more than six (6) months after the occurrence of the facts giving rise to the claim, whichever is earlier, and to waive any longer statute of limitations to the contrary. In the event that the statute of limitations applicable to such claim is less than six (6) months, I agree that the shorter statute of limitations shall apply"

Applicant's Signature: \_\_\_\_\_

### FORMER EMPLOYERS

Please give an accurate, complete, full-time and part-time employment record. Start with present, or most recent employer. (List additional employers on a separate sheet, if necessary.)

PLEASE PRINT ALL INFORMATION

1.	Company Name:	Telephone:
	Address <span style="float: right;">City/State</span>	Employed (List Month and Year) From: <span style="float: right;">To:</span>
	List Your Job Title and Responsibilities	Reason for Leaving

2.	Company Name:	Telephone:
	Address <span style="float: right;">City/State</span>	Employed (List Month and Year) From: <span style="float: right;">To:</span>
	List Your Job Title and Responsibilities	Reason for Leaving

3.	Company Name:	Telephone:
	Address <span style="float: right;">City/State</span>	Employed (List Month and Year) From: <span style="float: right;">To:</span>
	List Your Job Title and Responsibilities	Reason for Leaving

4.	Company Name:	Telephone:
	Address <span style="float: right;">City/State</span>	Employed (List Month and Year) From: <span style="float: right;">To:</span>
	List Your Job Title and Responsibilities	Reason for Leaving

Have you ever been discharged or requested to resign any job?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, please explain circumstances _____		
_____		
Are you presently employed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

### REFERENCES

Please give the names of three (3) persons, not related to you, whom you have known for over a year.

NAME	ADDRESS	TELEPHONE	BUSINESS	YEARS KNOWN

**SIGNATURE**  
**(Read carefully before signing.)**

- I certify that the answers and information given by me in this application are true, correct and complete without qualification. I understand that the City of Manistee has the right to refuse to hire or immediately discharge me, at any time, if it discovers that I have provided incomplete, untrue, or misleading answers or information in this application or on any other documents or forms submitted at any time during my employment.
- I hereby authorize the City of Manistee to verify the answers and information given by me in this application and to make any investigation of my background deemed necessary. I authorize former employers, law enforcement organizations, educational institutions, and any other third party contacted by the City of Manistee to release to the City of Manistee any information they have regarding me without providing written notice to me.
- I authorize the City of Manistee to use any information in its possession concerning me for any purpose it deems appropriate, including disclosure of information to any third party, future employer or prospective future employer without notification to me of such disclosure; and I release the City of Manistee from any liability in connection with such use or disclosure.
- If I am hired by the City of Manistee, I understand and agree that I will be bound by the rules, regulations, policies, procedures, and other terms and conditions of employment of the City of Manistee as they are from time to time changed, with or without notice to me.
- I also understand that the City may, in its sole discretion, conduct or have conducted by an individual or entity of its choice, a conviction-only criminal background history search on me. I hereby consent to this search being conducted and to the disclosure of the results of that search by the individual or entity conducting the search to the City. I further hereby release the individual or entity conducting the search, the City, and its employees and agents, from any and all liability, claims and damages, including but not limited to, claims for releasing or using any information revealed as a result of this search. I also understand and acknowledge that criminal convictions may result in disqualification from employment with the City or in dismissal from employment if an offer of employment has been made and accepted.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_