

# Charter Township of Flint Civil Service Commission



**Application Packet for Entry Level Police Officer  
2016/2017**

## INFORMATION

The Charter Township of Flint Police Department has an authorized strength of 45 full time sworn staff and fourteen civilian support staff. The department is headquartered in a state of the art facility which was completed in 2004. The department serves a community of 33,691 residents and a large commercial/retail district and anticipates filling (7) seven open fulltime patrol officer positions in 2016/2017.

Top Patrol Officer annual base wage for 2017 is \$61,196 per labor agreement. Benefits: 12-hour shifts (84 hours per pay period), Health, Dental & Vision insurance, MERS Defined Benefit Pension Plan, EAP, Paid Time Off, Uniform/Equipment Provided, Longevity Pay, Shift Premium, etc. **Lateral entry wage transfer considered based on experience and training.**

Specific inquiries about the positions can be made to Chief George Sippert at (810)600-3277.

**NOTICE** is hereby given that the Charter Township of Flint Civil Service Commission will be conducting a Civil Service Examination for the position of Entry Level Police Officer.

### **ALL APPLICANTS MUST MEET THE FOLLOWING QUALIFICATIONS:**

1. Citizen of the United States.
2. Attain the age of majority.
3. Possess a valid Michigan Drivers License.
4. The applicant must possess an Associates Degree and must be Michigan Commission of Law Enforcement Standards (M.C.O.L.E.S.) Certified or Certifiable as defined by M.C.O.L.E.S.

### **OR**

The applicant must possess a Bachelor's Degree or an advanced (Master's or Doctor's) degree from a fully accredited College or University and must possess all qualifications required for entrance into the M.C.O.L.E.S. program and be willing to enter into and complete the M.C.O.L.E.S. training program to be certified.

5. Must possess the Health, Fitness, Physical and Psychological capacity required to perform as a Police Officer.
6. Must file a Flint Township Civil Service Commission Application available at the Flint Township Clerk's Office, 1490 S. Dye Road, Flint, MI 48532 (810) 732-1350 for Entry Level Police Officer along with written proof of the Education requirement during regular business hours, Monday - Thursday 8:00 a.m. to 5:30 p.m. Applications are also available at [www.flinttownshippolice.org](http://www.flinttownshippolice.org) or [www.flinttownship.com](http://www.flinttownship.com).

All qualified applicants will be notified by First Class mail at the address provided on their application form of the date, time and place for the written portion of the examination.

7. Pursuant to collective bargaining agreements, all police officers hired after January 1, 2012, are required to reside within 20 miles from the nearest Township boundary. Officers have ninety (90) days after the initial appointment to comply with this requirement. This requirement does not apply to a person if the person is married and both of the following conditions are met:
  - (a) The person's spouse is employed by another public employer.
  - (b) The person's spouse is subject to a condition of employment or promotion that, if not for this section, would require him or her to reside a distance of less than 20 miles from the nearest boundary of the public employer.

## **APPLICATION PROCESS**

Included in this application packet is a “Flint Township Civil Service Application for Employment” followed by a “Civil Service Commission Authorization to Release Information” form. These forms, along with written proof of the education requirements must be submitted in person or USPS mail to the Flint Township Clerk's Office, 1490 S. Dye Road, Flint, MI 48532. Business hours, Monday - Thursday 8:00 a.m. to 5:30 p.m. excluding holidays.

All qualified applicants will be notified by First Class mail and email at the address provided on their application form of the date, time and place for the written portion of the examination.

**CHARTER TOWNSHIP OF FLINT  
CIVIL SERVICE APPLICATION FOR EMPLOYMENT  
Entry Level Police Officer**

Social Security Number										Name (Last)										(First)										(Middle)																													
Area Code/Phone No.										Street Address										e-mail																																							
Birth Date										U.S. Citizen										City										State										Zip Code										County									
										Yes										No																																							

**CERTIFICATION/SIGNATURE:** *Complete application and read carefully before signing.*

I certify that all the information contained in this application is true and complete and I agree and understand that any falsification of material facts will result in my forfeiting any rights to consideration for employment in the classified service in the State of Michigan.

Signature:

Date:

**OCCUPATIONAL LICENSES, REGISTRATION, CERTIFICATES:**

Name of License: \_\_\_\_\_  
 License No: \_\_\_\_\_  
 Name of License: \_\_\_\_\_  
 License No: \_\_\_\_\_  
 Driver's License Number: \_\_\_\_\_

**LANGUAGE:** *List languages other than English which you can speak, read, or write fluently.*

1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

**EDUCATION:** *Your Transcript is needed, you must furnish us with a copy.*

College or University	Degree	Date Granted	Total Credit Hours	Major and Numbers of Credit Hours
Business or Trade School	Subject	Degree, diploma, or certificate	Date Granted	
High School	Diploma or Certificate	Date Granted		
Special Training or Course	Degree or Certificate	Date Granted		

<b>Military Service</b>	
Branch	Highest Rank Obtained:
Present Membership in National Guard or Reserves: Yes    No	Type of Discharge:

<b>Experience</b>	List your present employer first; list every promotion as a new job. Attach additional lists if necessary
<b>Instructions</b>	Describe your job duties in detail to enable the reviewer to correctly evaluate your qualifications. List the principal tasks and responsibilities performed in each position held. The information that you provide may verify your qualifications for further examinations.

Employer:		Working Title of Job		
Street Address		Civil Service Title of Job (if known)		
Dates of Employment: (mm/dd/yr) From: _____ To: _____		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Average Hours Per Week	
Total Months in Job:	Civil Service Use ONLY			
	Type	Months	Last Year	Modifier
Description of your duties:				

Employer:		Working Title of Job		
Street Address		Civil Service Title of Job (if known)		
Dates of Employment: (mm/dd/yr) From: _____ To: _____		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Average Hours Per Week	
Total Months in Job:	Civil Service Use ONLY			
	Type	Months	Last Year	Modifier
Description of your duties:				

Employer:		Working Title of Job		
Street Address		Civil Service Title of Job (if known)		
Dates of Employment: (mm/dd/yr)		<input type="checkbox"/> Full Time	Average Hours Per Week	
From: _____ To: _____		<input type="checkbox"/> Part Time		
Total Months in Job:		Civil Service Use ONLY		
		Type	Months	Last Year
Description of your duties:				

Employer:		Working Title of Job		
Street Address		Civil Service Title of Job (if known)		
Dates of Employment: (mm/dd/yr)		<input type="checkbox"/> Full Time	Average Hours Per Week	
From: _____ To: _____		<input type="checkbox"/> Part Time		
Total Months in Job:		Civil Service Use ONLY		
		Type	Months	Last Year
Description of your duties:				

Employer:		Working Title of Job		
Street Address		Civil Service Title of Job (if known)		
Dates of Employment: (mm/dd/yr) From: _____ To: _____		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Average Hours Per Week	
Total Months in Job:	Civil Service Use ONLY			
	Type	Months	Last Year	Modifier
Description of your duties:				

Employer:		Working Title of Job		
Street Address		Civil Service Title of Job (if known)		
Dates of Employment: (mm/dd/yr) From: _____ To: _____		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Average Hours Per Week	
Total Months in Job:	Civil Service Use ONLY			
	Type	Months	Last Year	Modifier
Description of your duties:				

**PREVIOUS RESIDENCE:** Please list all previous addresses that you have resided at for the last three years. If necessary, add additional sheets.

Street Address:		Apt. No.
City:	State:	Zip Code:

Street Address:		Apt. No.
City:	State:	Zip Code:

Street Address:		Apt. No.
City:	State:	Zip Code:

Street Address:		Apt. No.
City:	State:	Zip Code:

List <b>ALL</b> arrests and traffic tickets (except parking tickets)

List all organizations that you belong to:

<b>The attached "AUTHORIZATION TO RELEASE INFORMATION" form must be signed, dated, and notarized. The form must be attached with the application</b>	
Please Note: If your application is incomplete, it will not be processed. Did you sign the application? Did you include your social security Number? Did you review your application? Did you make a copy for your records? Did you include a copy of your transcripts?	<b>Civil Service Use ONLY</b>



**CIVIL SERVICE COMMISSION  
AUTHORIZATION TO RELEASE INFORMATION**

To: Whom it may concern,

I, \_\_\_\_\_, have applied for a position with the Flint Township Police Department through the Flint Township Civil Service Commission. The Flint Township Civil Service Commission and the Flint Township Police Department is authorized to conduct a personal background investigation.

I hereby authorize the Flint Township Civil Service Commission, it's designee or agent, to investigate any and all of my past and current activities, as well as to receive full and complete disclosure of all records relating to me, including, but not limited to, records of education institutions, hospitals, clinics, medical practitioners, the U.S. Military or Veterans Administration, public utility companies, employment or pre-employment records, background reports, employment evaluations, complaints or grievances filed by or against me, salary, polygraph examination reports, criminal or traffic reports or arrest reports or investigations, complaints or grievances filed by or against me whether criminal or civil, to include records and recollections of attorneys at law, or other counsel.

It is my intent, through the execution of this document, to allow the Flint Township Civil Service Commission, its agent or designee, full, complete, and unfettered access to any and all information relating to my life, whether personal or private, and whether or not confidential or otherwise protected by law, rule, regulation, policy or procedure.

I understand that the Flint Township Civil Service Commission will use any information, which is obtained as a result of or due to this authorization, to evaluate my suitability for employment.

**I HAVE FULLY READ AND UNDERSTAND THIS AUTHORIZATION FOR RELEASE.**

A PHOTOCOPY OF THIS SIGNED RELEASE OF INFORMATION FORM SHALL BE DEEMED VALID.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

SWORN TO AND SUBSCRIBED before me and personally known to me or provided identification (type provided) \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NOTARY PUBLIC, State of \_\_\_\_\_

Name of Notary typed or printed: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_