



CITY OF GROSSE POINTE WOODS
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TO: ALL PUBLIC SAFETY OFFICER APPLICANTS

FROM: Mark Wollenweber, City Administrator

SUBJECT: Public Safety Officer (PSO) Employment Process
Department of Public Safety

The purpose of this document is to provide employment information for the position of Public Safety Officer for the City of Grosse Pointe Woods.

QUALIFICATIONS:

A minimum of sixty (60) hours of college credit or five (5) years of practical police experience is preferred. All applicants must satisfactorily pass oral interviews and a thorough background investigation in order to be considered for employment.

All applicants must have successfully passed both the written and agility tests of the Michigan Commission on Law Enforcement Standards (MCOLES) and provide supporting documentation. All offers of employment are contingent upon an applicant's successful completion of all psychological and physical examinations.

All applicants must be either a certified Police Officer or a Firefighter II. Having both is preferred. Applicants must also attain licensing as a Medical First Responder prior to the completion of the probationary period. Certifications and licenses shall be maintained while employed with the City. All Public Safety Officers must successfully complete the Field Training Officers Program prior to the end of probationary period.

DUTIES AND WORKING CONDITIONS:

All Public Safety Officers are responsible for the police, fire, and ambulance services provided by the City of Grosse Pointe Woods. Duties include preventive patrol, desk duty, investigation, traffic control, traffic enforcement, traffic accident investigation, firefighting, fire inspection, emergency medical, and any ancillary duties as may be assigned.

Patrol officers work a 28-day cycle, 12-hour shifts. Per each 28-day cycle, Public Safety Officers work an average of 168 hours in the patrol section. A total of fourteen (14) days off are allowed per each 28-day cycle, averaging a total of 182 days off annually.

Personnel shifts are selected annually by seniority. However, because many police problems occur at night, applicants should expect to spend much of their career working evening hours.

TRAINING:

Public Safety work requires high-level training. All Public Safety Officers are required to participate in a continuing training program, which includes fire, police, and emergency medical training.

Public Safety Officers must be proficient on a combat pistol course and shall regularly demonstrate their abilities. During their career, Public Safety Officers will attain other skills and knowledge that will require additional study in order to satisfactorily perform their constantly changing duties.

RESIDENCE REQUIREMENTS:

Unlimited residential boundaries.

SALARY, BENEFITS, AND PENSION:

Full salary is achieved by the end of the fifth employment year. There is a one-year probationary period during which time the Command Officers of the Public Safety Department evaluate each Public Safety Officer's performance and progress. Salary increments, both during and after probation, are stipulated within the union contract.

Comprehensive benefit package including defined benefit pension, BC/BS healthcare, dental, life and vision coverage.

Additionally, Public Safety Officers are eligible for longevity pay in accordance with the union contract.

APPLICATION PROCEDURE:

The employment application is available on the City website at <http://www.gpwmi.us/Docs/Departments/HR/EmploymentApplication.pdf>. An application may also be picked up at City Hall or by writing or calling the Executive Assistant to the City Administrator at 20025 Mack Plaza, Grosse Pointe Woods, Michigan 48236 or (313) 343-2445.

PRE-EMPLOYMENT REVIEW:

Potential candidates will undergo and complete the following steps during the pre-employment review. Adverse findings or inadequate information may interrupt this process at any step. All tests and examinations are graded "Pass/Fail".

- Step 1 Candidate will be fingerprinted, provide an official college transcript, and if applicable, provide a copy of any United States Armed Services discharge documentation.
- Step 2 Personal interviews will be conducted by Command Officers. Additional interviews will occur at various times during the pre-employment period.
- Step 3 A background investigation will be conducted involving employers, teachers, the military, and other necessary sources.
- Step 4 The City of Grosse Pointe Woods reserves the right to impose any additional screening measures it feels necessary. The candidate shall sign a waiver authorizing the City of Grosse Pointe Woods to obtain privileged information in the possession of attorneys, religious staff, or other persons. Any doubts of the applicant's suitability must be resolved in favor of the public and the City's needs in order to hire the most qualified person.

The candidate should expect a time period of at least two months before the final decision is determined. Satisfactory completion of the steps listed above does not ensure employment. The Director of Public Safety will make the final determination based on all candidates' qualifications.

OFFERS OF EMPLOYMENT:

All offers of employment are contingent upon successful completion of further tests and examinations as directed by the City. The successful candidate who receives a contingent offer of employment will be notified and:

1. Undergo a pre-placement physical by the City physician. No candidate will be hired without a report from the City physician that such candidate is physically qualified for the position.
2. Undergo a psychological examination by the City appointed psychologist. No candidate will be hired without a report from the City's appointed psychologist indicating that the candidate is psychologically qualified for the position.

The City reserves the right to impose any additional screening measures it feels necessary including, but not limited to, drug, alcohol, and psychiatric screening. The candidate shall sign a waiver allowing the City to obtain privileged information in the possession of physicians, psychologists, psychiatrists, any provider of health or medical services, or other persons. Any doubts of the candidate's suitability must be resolved in favor of the public and the City.

Should any questions arise regarding this letter, please contact the Executive Assistant to the City Administrator. For documentation purposes, please sign and date receipt of this letter. A copy of this letter with your original signature will be maintained with your application.

Thank you for your interest in the City of Grosse Pointe Woods.



Mark Wollenweber
City Administrator

Rev. 07-13-09

I have read the "Letter to All Public Safety Officer Applicants (revised July 13, 2009),
and agree to comply with the City of Grosse Pointe Woods' employment process.

SIGNATURE

PRINT NAME

DATE