



CITY OF SAGINAW



POLICE OFFICER APPLICATION PROCESS FREQUENTLY ASKED QUESTIONS

Q. *What do Police Officers do?*

- A. This position is professional and community oriented work in the prevention of crime and enforcement of local, state, and federal laws. Duties involve protection of life and property through enforcement of laws and ordinances, performance of routine patrol duties, investigation of crimes and accidents, and traffic enforcement; all within guidelines of established departmental rules.

Duties also involve constant public contact in the performance of work where one has to tolerate stressful situations. You must be able to provide quality service to the public without losing sight of what laws have to be enforced. Prior law enforcement experience is not required.

Q. *How much do Police Officers earn?*

- A. The starting annual salary for a sworn police officer is \$39,823 along with an excellent benefit package of health, life, dental and vision insurances for you and your family. Candidates reach the top of their salary range of \$51,598 in 4 years.

Q. *Who can apply?*

- A. Anyone meeting the basic requirements as listed on the job announcement can apply. Interested local, minority and female candidates are strongly encouraged to apply.

Q. *What are the qualifications to apply?*

- A. Applicants will fall into one of the three following categories:
- Certified: current or prior sworn Police Officer status;
 - Certifiable: successful completion of a recognized police academy;
 - Non-Certified: successful completion of the MCOLES Reading and Writing Test and the MCOLES Physical Fitness Test. Information on test dates and locations is available at www.michigan.gov/mcoles.

In addition, all applicants must meet the following qualifications:

- Must be a citizen of the United States.
- Must be a high school graduate or possess a GED equivalent.
- Height must be in proportion to weight as determined by a physical examination.
- Uncorrected vision correctable to 20/20 vision in each eye by soft contact lenses, gas permeable lenses and/or extended wear lenses. No greater than 20/40 vision in each eye correctable to 20/20 with glasses. Must not be colorblind.

- No prior felony convictions (includes expunged convictions).
- Must have a valid Michigan driver's license and a satisfactory driving record.
- Must be in good physical and mental health, free from any impediment of the senses and possess all extremities.
- Must meet hearing standard as established by MCOLES.

Q. *How do I apply?*

- A. Interested candidates should complete an Employment Application available from the Office of Human Resources, City Hall, Room 202, 1315 S. Washington Avenue, Saginaw, MI 48601. Office hours are Monday through Friday, 8:00 a.m. until 5:00 p.m. Applications are also available at www.saginaw-mi.com under the "Find a Job" link on our home page. Applications can be submitted in person, through the mail, or by fax (989-759-1206).

Proof of officer certification, police academy completion or satisfactory MCOLES test results (both Reading and Writing Test and the Physical Fitness test) must be presented with your application. Do not turn in your application without this additional documentation.

Q. *What is the MCOLES testing?*

- A. MCOLES stands for the Michigan Commission on Law Enforcement Standards. Applicants who are not currently certified police officers, or have not attended a police academy, may apply for the position of Police Officer with the City of Saginaw. However, they must first successfully complete the MCOLES Reading & Writing Test. Proof of successful completion must be submitted along with your application. You must achieve a written test score of either Band A or Band B.

The **Reading & Writing Test** is a 120 multiple-choice test measuring writing skills and reading comprehension skills required both in police training and on the job. Additional information regarding this test can be obtained via the MCOLES website along with a practice test. Register online at www.michigan.gov/mcoles. Test results can be accessed online 24 hours after test administration is complete. Your cost for the Reading & Writing test is \$68.00. Reading and Writing test scores have no expiration date. You may retake the test at any time if you wish to attempt a higher score.

You must also satisfactorily complete the MCOLES **Physical Fitness Test**. This test requires participants to perform Vertical Jumps, Sit-ups, Push-Ups and a ½-Mile Shuttle Run. Performance requirements vary based on the age and sex of the participant. Your cost for the Physical Fitness test will be no more than \$45.00. You must register directly with the test center; you cannot register for this test on-line. This is a Pass/Fail test. Official notification of your test results will be given to you on the day of the test. Test scores are good for 180 days prior to entering a training academy session.

Information on test dates and locations for both tests is available online at www.michigan.gov/mcoles. Click on the *Standards & Training* link located to the left on the MCOLES home page. Then select "Reading & Writing Test" and/or "Physical Fitness Test" under the list of testing options. You will also find the link there for the Reading and Writing Test on-line registration.

Q. *What happens after I apply?*

- A. Non-Certified qualifying applicants will be invited to an oral interview. You must achieve a score of 70% or better on the oral interview.

Certified and Certifiable applicants will be invited to participate in an in-house written test. You must pass this test with a score of 70% or better to proceed to the oral interview.

Q. *What is the oral interview?*

- A. Interviews are conducted by a panel comprised of representatives from the Saginaw Police Department and from the Office of Human Resources. Candidates must achieve an oral interview score of 70% or more to be eligible for consideration.

Q. *What happens when there is a vacancy with the Saginaw Police Department?*

- A. As vacancies occur, candidates will be selected from a pool of qualifying applicants. All candidates must successfully complete a thorough background investigation, a pre-employment physical with drug screen, and a psychological exam.

- B. If you are hired and are not currently a Certified police officer with another community, or a Certifiable graduate of a police academy, the City will sponsor you through Delta College's Police Academy. The Delta College Police Academy is a 17-week program with 594 hours of MCOLES mandated instruction. Academies are held every January and August. Recruits receive a reduced hourly pay rate of approximately \$9.75 while attending the academy to offset the cost of your city-paid tuition. Recruits are strongly advised to start developing basic physical fitness skills several months before the start of school.

Q. *What if I have questions?*

- A. Call our Office of Human Resources at (989) 759-1570. Or visit us at City Hall, Room 202, 1315 S. Washington Avenue. Our office hours are Monday through Friday from 8:00 a.m. until 5:00 p.m. We are always available to answer any questions you may have.



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