



Charter Township of Canton  
1150 Canton Center Road  
Canton, MI 48188  
Telephone (734) 394-5260

## Notice of Employment Opportunity

The following job posting will remain open until budgeted positions are filled:

### **POLICE OFFICER (Full-time)**

#### **Multiple immediate budgeted vacancies**

**2023 Pay Range: \$56,855 – \$88,099**

Canton Township is offering a lateral compensation program based on full-time experience.

Current full-time sworn law enforcement officer lateral transfer pay for 2023:

- 12-24 months experience - \$64,316
- 25-36 months experience - \$72,245
- 37-48 months experience - \$80,172
- 49+ months experience - \$88,099

**Police Officer top pay under the POAM contract is \$96,268 after four years of service.**

#### Overview of Benefits:

- Lateral transfer for Officers with at least one-year full-time law enforcement experience
- Starting base pay \$56,855
- MERS Defined Benefit Pension
  - Multiplier – 2.5% of base wage
  - Retirement Eligibility – Age 53/25 years of service
- Sick Leave
- Paid Time Off
- Holiday Pay
- Medical (BCN), Dental, Prescription and Life Insurance provided
- Vision Reimbursement
- Short/Long Term Disability
- 12-hour shifts
- Three-day weekend off every other week
- Facial hair permitted and updated tattoo policy

Canton Township is a reciprocal unit as defined in the Reciprocal Retirement Act, Act 88 of 1961

- This is an external posting open to all applicants.
- Must meet the minimum requirements of the position.
- In addition to filling budgeted vacancies, an eligibility list will be created to fill any additional vacancies that may occur within the next 12 months.
- Applicants are encouraged to apply early.
- Due to the number of vacancies:
  - Interviews may be scheduled throughout the posting process.
  - Canton Township reserves the right to extend immediate contingent job offers as qualified candidates are identified.

### POLICE OFFICER - JOB DESCRIPTION

DESCRIPTION OF DUTIES: This is general police work in the protection of life and property and the enforcement of criminal and traffic laws and local ordinances. An employee in this class is responsible for the protection of life and property; prevention of crime; apprehension of criminals; and the general enforcement of laws and ordinances in a designated area on an assigned shift. The employee may be assigned to special details and to a training capacity.

The employee must be able to independently exercise quick but sound judgment in applying appropriate police methods in emergency situations. As the employee acquires experience on the job, they will be granted additional responsibility. Work is supervised by a superior officer through personal inspection, review of reports, and through general appraisal of the effectiveness of the police service.

EXAMPLES OF WORK: (Note: These examples are intended merely as illustrations of the various types of work performed in positions allocated to this classification and do not include all of the duties an employee in this class may be required to perform.)

- Patrols a designated area of the Township to preserve law and order, to prevent/discover the commission of crime, and to enforce motor vehicle operation and parking regulations.
- Answers calls and complaints involving automobile accidents, robberies, and other misdemeanors and felonies.
- At scene of an accident, crime, or fire administers first aid; conducts preliminary investigations; gathers evidence; obtains witnesses; and may make arrests and take prisoners to jail.
- Responds to calls at addresses of commercial, residential, and adjoining areas.
- At central police desk, interviews persons with complaints and inquiries, and attempts to make the proper disposition or directs them to proper authorities.
- Furnishes escorts when required.
- Prepares evidence for issuance of complaints, testifies as a witness in court, and makes reports of all activities and disposition of cases.
- Maintains order in court; conducts prisoners to court from detention quarters; serves criminal process including warrants and departmental subpoenas.
- Performs other duties as assigned.

### MINIMUM QUALIFICATIONS:

- Ability to learn the streets and physical layout of the Township and adjoining areas.
- Some knowledge of first aid methods.
- Some knowledge of modern approved principles, practices, and procedures of police work.
- Some skill in the use of firearms.
- Ability to learn and uphold relevant state laws and Township ordinances.
- Ability to satisfactorily complete required training.

- Ability to react competently, quickly, and calmly in emergency conditions.
- Ability and strength for prolonged and arduous work under adverse conditions.
- Ability to cooperate with supervisors and other employees and to accept lines of authority.
- Ability to deal with the public in a tactful and courteous manner.
- Ability and willingness to comply with the Department's Standards of Appearance policy.

**NECESSARY SPECIAL QUALIFICATIONS:**

- Certified or certifiable as a Michigan Police Officer or currently enrolled in a recognized Police Academy; must have Police Officer Certification from the State of Michigan at time of hire.
- A minimum of an Associate's Degree in Law Enforcement or related field
- Must possess a current, valid Michigan Driver's License with a driving history that does not create liability concerns; i.e. convictions of reckless driving, careless driving, suspended license, or convictions involving drinking and impaired driving.
- Successful completion of the MCOLES Reading and Writing Skills Examination.
- Applicants must have successfully completed MCOLES Physical Fitness Test within the past twelve months at time of interview.

**PHYSICAL DEMANDS:**

Reasonable Accommodations: Canton Township provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact the ADA Coordinator at (734) 394-5260. We encourage all interested qualified applicants to apply for open positions. Requests for accommodations will be reviewed on a case-by-case basis.

**PHYSICAL DEMANDS**

| <u>Physical Demands</u> |              | <u>Lift/Carry</u>   |              |
|-------------------------|--------------|---------------------|--------------|
| - Stand-                | Frequently   | - Less than 10 lbs- | Frequently   |
| - Walk-                 | Frequently   | - 10 - 29 lbs-      | Occasionally |
| - Sit-                  | Occasionally | - 30 - 59 lbs-      | Rarely       |
| - Use of Hands/Fingers- | Frequently   | - 60 - 100 lbs-     | Rarely       |
| - Reach-                | Occasionally | <u>Push/Pull</u>    |              |
| - Climb-                | Rarely       | - Less than 10 lbs- | Frequently   |
| - Crawl-                | Rarely       | - 10 - 29 lbs-      | Occasionally |
| - Squat or Kneel-       | Rarely       | - 30 - 59 lbs-      | Rarely       |
| - Bend-                 | Occasionally | - 60 - 100 lbs-     | Rarely       |

*Job Description Updated: November 10, 2015*

**Hiring Process Police Officer**

Canton Township is currently accepting applications for the Police Officer position.

Open Posting - Applicants are encouraged to apply early.

**Employment Application:**

Complete and submit an online application.

Applicants will receive a computer-generated confirmation email after their completed application has been submitted and received by Canton Township.

## **Testing requirements:**

### **EMPCO Law Enforcement Testing System - National Criminal Justice Officer Selection Inventory - I (NCJOSI^2)**

Applicants that have completed one-year continuous full-time service as a licensed Police Officer [are exempt](#) from the EMPCO Law Enforcement Testing Requirement.

- If selected for the contingent offer, candidates must provide proof that they have successfully completed the EMPCO Law Enforcement Testing System within the past 12 months.
- Candidates will have up to 45 days after the interview to complete this requirement.
- Candidates that have a current EMPCO Test (dated within the past 12 months at the time of application) will be considered to meet this requirement.
- To learn more about the EMPCO Law Enforcement Testing System or to register to test visit the EMPCO website at <https://www.empco.net/testing/>
- Study Guides - Study guides are available for the NATIONAL CRIMINAL JUSTICE OFFICER SELECTION INVENTORY - I (NCJOSI^2) Test. To obtain additional information or to order the study guide visit the EMPCO website at: [https://iosolutions.com/shop/?swoof=1&pa\\_examination=ncjosi2](https://iosolutions.com/shop/?swoof=1&pa_examination=ncjosi2)

### **MCOLLES Physical Fitness Test**

1. If selected for contingent offer candidates must provide proof that they have successfully completed the MCOLLES Physical Fitness Test within the past 12 months.
2. Candidates will have up to 45 days after the interview to complete this requirement.
3. Candidates that have a current fitness test certificate (dated within the past 12 months at the time of application) will be considered to meet this requirement.
4. MCOLLES Physical Fitness Test is required for all candidates, including current licensed Police Officers.

### **Interview Preparation**

1. Qualified applicants who submit a completed employment application will receive an email containing information on how to prepare for the oral board interview - email will include a link that contains a list of interview questions.
2. Applicants who do not receive the interview preparation document will receive an email notification they are no longer being considered.
3. It is the applicant's responsibility to contact Human Resources at 734-394-5118 if they do not receive an update within 7 calendar days of submitting their application.

### **Interview Schedules Emailed to Select Candidates**

1. Qualified candidates selected for the Oral Interview will be notified [via e-mail](#).
  - a. Candidates must confirm their attendance by responding to the email.
2. Applicants who are not invited to interview will receive an e-mail notification they are no longer being considered.

### **Interview and Selection Process**

1. Oral boards may be scheduled throughout the posting process.
2. Upon conclusion of Oral Interviews, the Eligibility Hiring List will be prepared to establish an expiration date of one year from the preparation date.
3. Immediate conditional offers of employment may be extended throughout the posting process to fill open budgeted positions.

## **Contingent Job Offers**

1. All offers of employment are contingent on the results of further interviews, reference checks, thorough background investigation and working history verification, driving history verification, psychological examination, physical examination/drug screen, and satisfactory completion of a one-year probationary period.