



POLICE & FIRE

CIVIL SERVICE COMMISSION

RULES & REGULATIONS

January 2017

Charter Township of Shelby
POLICE & FIRE CIVIL SERVICE COMMISSION
RULES & REGULATIONS

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SECTION 1 – Purpose:

It is the purpose of these Rules & Regulations to establish formal procedures for carrying into effect the provisions of the Civil Service Commission for the Police & Fire Departments as set forth in Act 78 of the Public Acts of 1935 of the State of Michigan as amended, and adopted by the vote of the people of the *Charter Township of Shelby, Michigan, on February 16, 1959 and reaffirmed by a vote of the people on June 27, 1989*. In accordance with the provisions of Act 78, these Rules & Regulations are intended and are hereby declared to apply to all sworn Members of the Police and Fire Departments, and 911 Police/Fire Communication Technicians of the Charter Township of Shelby.

SECTION 2 – Definition of Terms:

The following terms, when used in these Rules and Regulations, shall have the following meaning unless the context clearly requires otherwise:

- A. **ACT** means Act 78 of the Public Acts of 1935 of the State of Michigan, as amended.
- B. **COMMISSION** means the Civil Service Commission for the Police & Fire Departments as provided for in the Act.
- C. **DEPARTMENT** refers to either the Police or Fire Department of the Charter Township of Shelby.
- D. **PRESIDENT** refers to the elected President of the Commission as outlined in Act 78.
- E. **SECRETARY OF THE COMMISSION** refers to the elected Secretary of the Commission as outlined in Act 78.
- F. **APPOINTING AUTHORITY OR REMOVING AUTHORITY** refers to the Township Board of Trustees or designated delegate.
- G. **CLERK** refers to the “ex officio” Clerk of the Commission (Township Clerk).
- H. **RULES** refers to the Civil Service Rules and Regulations adopted herein.

SECTION 3 – Regular Meetings

Regular Meetings of the Commission shall be held publicly on the first Monday of every month, unless otherwise designated by the Commission, at the time and place designated in the “Notice of Meeting” to consider all matters properly within the jurisdiction of the Commission.

Special Meetings may be called by any Commissioner as deemed necessary. Two (2) Members of the Commission present at any Meeting, “Regular” or “Special”, shall constitute a quorum. All meetings of the Police and Fire Civil Service Commission shall be open to the public as provided in the Open Meetings Act (Public Act No. 267 of 1976) and closed to the public where allowed or provided for in the same Act. The minutes of the meeting shall be prepared by the Township Clerk on behalf of, and subject to the approval of the Commission.

The order of business shall be as follows:

- A. Roll Call
- B. Adoption of the Agenda
- C. Reading and approval of minutes of previous meeting(s)
- D. Petitions and Communications
- E. New Business
- F. Unfinished Business
- G. Business from the Floor
- H. Adjournment

SECTION 4 – Petitions and Communications

All petitions and communications to the Commission, from any Employee, shall be addressed as follows:

President

Police & Fire Civil Service Commission

Shelby Township Municipal Building

52700 Van Dyke

Shelby Township, MI 48316

1. All petitions and or communications shall be typed or legibly written and properly signed and shall be delivered to the President.
2. No petitions and/or communications shall be considered or acted upon by the Commission unless presented to the President at least five (5) days prior to any meeting; provided that this provision may be waived by a majority vote of the Commission.
3. In the event of the absence of the President, the Secretary of the Commission shall act as President Pro-Tem and shall be empowered to receive any petitions and/or communications for action by the Commission.

SECTION 5 – Special Meetings

Special Meetings may be called at anytime upon the request of any one (1) Commissioner and follow normal posting procedures. Written postings shall be made not less than twenty-four (24) hours prior to the “Special Meeting”. Written postings for all “Special Meetings” shall specify the date, hour, place and purpose of the Meeting.

Work Sessions, can be scheduled as needed by the Commission. No other agenda items shall be placed on the “Work Session” agenda unless all Commissioners have been notified prior to the “Work Session” and all Commissioners agree to the addition(s).

SECTION 6 – Open Meetings

All Meetings of the Commission shall be open to the public as provided in the Open Meetings Act (Public Act No. 267 of 1976) and closed to the public where allowed or provided for in the same Act.

SECTION 7 – Agenda

The President/Designee shall prepare and distribute an agenda by the Thursday preceding the Regular Monday Meeting. Any Commissioner has the right to add items to an agenda prior to the distribution of the agenda. The agenda will be included with the “Notice” of any “Special Meeting”, “Work Session” or “Regular Meeting”.

SECTION 8 – Minutes

The minutes of the proceedings of the Commission shall be prepared and maintained by the Clerk or Clerk’s/Designee on behalf and subject to the approval of the Commission. After approval by the Commission, the minutes are available in the Township Clerk’s Office in accordance with the Open Meetings Act (Public Act No. 267 of 1976).

SECTION 9 – Records

All records pertaining to activities conducted by the Commission shall be filed in the Commission files. All minutes and correspondence to and from the Commission shall be filed in the Commission files. All Commission records shall be open to public inspection according to Section 9 of the Act, except as follows:

- a. Materials used in examinations, whether or not the examination is conducted.
- b. Service ratings.
- c. Letters of reference or recommendation required by the Commission in the investigation of an applicant.
- d. Police reports on investigations of applicants.
- e. Communications regarding personnel prior to public hearings.
- f. Tapes/Minutes of “Executive Meetings”.

The Commission files shall be kept locked with access provided to the Commissioners/Designee. A log of all incidents shall be maintained to include name of the person entering the files citing the purpose, date and time.

SECTION 10 – Election of Commission Officers

The three (3) Members of the Commission, shall together elect one (1) of their number to act as President of the Commission who shall serve for one (1) year. Each year thereafter, the Commissioners shall elect one (1) of their number to act as President. The Member so elected will serve for one (1) year. Likewise, a Commission Secretary shall be elected in the same manner and will assume the duties of President Pro-Tem in the absence of the President. The election shall be held at the Regular Meeting held in February of each year.

SECTION 11 – Investigation and Appeals

The Commission shall receive and consider any protest by an employee/applicant or the appointing authority against any act or decision in any manner concerned with the administration of Act 78 and these Rules and Regulations, and after such investigation and hearing, or either of them, as the Commission may deem desirable in any case, shall take such remedial action as it may deem warranted.

SECTION 12 – Recruitment

Whenever it becomes necessary to establish a new eligibility list, the Commission shall advertise for the positions. Applications, once approved by the Commission, shall be distributed upon request by the Human Resources Department and received by the Human Resources Department within the timeframe established by the Commission and according to the published notice. An application form must be completely filled out by all applicants to obtain pertinent information relative to the applicant's education, training, experience, and other facts needed in determining the applicant's fitness for service. The Commission will establish the manner in which applications may be made, and procedures for notifying applicants of the acceptance or rejection of their application. The Commission may, for cause, reject an application from any candidate that does not clearly show that the applicant fully possesses the established minimum qualifications for admission to the examination. All applications shall be returned to the Human Resources Department who shall deliver the applications to the Commission for approval. Applications shall not be available for review by any party without the express consent of the commission and shall be held confidential at all times to the fullest extent permitted by law.

All applicants shall have attained the age of majority and shall meet the requirements of the Commission as set forth in the appendices of these rules by the application deadline. The Commission reserves the right to extend time frames to meet eligibility criteria up until the point the eligibility list is formulated. Posting of oral board interviews shall not be required to be published in any local newspaper.

The following procedures will be followed to establish an eligibility list:

- a. Advertisement(s) shall be approved by the Commission.
- b. Advertisement published for a period of two (2) weeks consecutive in a primary publication designated by the Commission, as well as, utilization of other media sources.
- c. Deadline for accepting applications will be fifteen (15) business days from the date of the first publication.

SECTION 13 – Requirements for Positions

Requirements are specified in APPENDIX, “A” through “C”

SECTIONS 14 – Examination Procedures

Sequence is defined in APPENDIX “C-1, C-2 & C-3”

1. No examination shall be prepared by an agency without the express approval of the Commission, by a majority vote of the Commission.
2. The Commission shall be the sole determining body as to the content of all examinations except and to the extent that an applicable collective bargaining agreement provides otherwise.
3. All examinations prepared by an agency, authorized by the Commission, shall be delivered directly to the Commission in a sealed envelope, sealed by the agency for review and approval by the Commission. Once approved, the Commission shall place the examination in a sealed envelope and a Member of the Commission shall place this sealed envelope in the appropriate depository container to be returned to the agency.
4. Scores from Oral Board interviews and written examinations shall be delivered by the approved testing organization in a sealed envelope and delivered directly to the Commission. All test results shall be opened at a Regular Meeting or Special Meeting of the Commission in the presence of the Members.
5. Notice of oral board interviews for recruits shall be made by letter to the applicant as to the time, place and date of the interview. With regard to oral board interviews for promotions within the Departments, notice will be made to each applicant by letter and a posting within the Department noting the time, place and date of the interview. Posting of oral board interviews shall not be required to be published in any local newspaper.
6. Please refer to APPENDIX “C-1, C-2 & C-3” for examination sequence.

SECTION 15 – Examination – Police Department Promotions

1. The actual administration of every examination shall be under the responsible direction of the Commission or its designated agents, free from interference, participation or influence of the appointing authority, or of any person or persons other than the examiners employed by the Commission.
2. A written examination shall be scheduled within one hundred twenty (120) days prior to the expiration date of a certified eligible list or one hundred twenty (120) days after an existing list has been determined exhausted, whichever occurs first. A minimum of forty-five (45) days of study time shall be given to all applicants for promotional exams.
3. In promotional examinations, the requirements of Section 12 (2) of Act 78 of two (2) years in the next lower rank, and five (5) years in the Department are required.
4. Examination notice for a promotional examination will include:
 - a. Written notification (personal notification and Department posting).
 - b. Eligibility requirements.
 - c. Examination date.
 - d. Where to obtain an application.
 - e. Closing date.

The Commission shall post bibliography material for the written examination in prominent places within the Police Department concurrent with the commencement of the study time period.

5. Upon receiving written examination scores, candidates have ten (10) calendar days to file and complete a challenge to the Commission.
6. Appeals pertaining to the written promotional examination questions and answers will be directed to the designated testing authority. In accordance with written contracts with testing authorities and guidelines, the Commission will accept their response for consideration. All candidate reviews will be in accordance with appropriate guidelines to protect the confidentiality and integrity of the examination materials. Notwithstanding the foregoing, the Commission shall have the right to grant credit to all examinees for any question that does not meet the criteria for “examinations for positions” set forth in MCL 38.512 (1) as amended. (Last sentence added by vote of PFCSC on June 7, 2007.)

SECTION 16 – Examination Weights – Recruits

Police Officer, Fire Fighter, and 911 Police/Fire Communication Technician recruits must pass a written and oral examination with a score of seventy (70%) percent or greater on each segment. *

*Changed from ...with a *combined score of seventy (70%) percent* to the above June 7, 2007.

SECTION 17 – Oral Boards

1. **Method of Choosing Oral Boards:** The Commission shall direct and approve the oral board examination process.
2. **Manner of Conducting Oral Boards:** Oral examinations for recruits and Police Department promotions will be conducted in the following manner:
 - a. See APPENDIX “E-1”.
 - b. **Oral Examiner:** All oral examiners shall affix their signature to the rating form.
 - c. **Reviewing Oral Board Ratings:** Applicants may view their complete oral ratings by *written* request to the Commission.
 - d. **Absenteeism:** Candidates who are remiss in reporting for an oral interview, unless otherwise excused, are automatically dropped from continuing the examination process.
3. **Scheduling:** The Charter Township of Shelby Human Resource Department shall be responsible for scheduling of oral board interviews in compliance with the procedures established by the Commission.
4. No person shall be present in any room, where oral board interviews are being conducted, while an interview is in process, with the exception of the applicant, the oral board interviewers, and the facilitator or proctor overseeing the testing process.¹
5. The role of a facilitator or proctor during the Oral Boards shall be to expedite and assist with the testing process. This person shall in no way influence or guide the assessors’ scoring or evaluation of the candidate. The facilitator is responsible to ensure the adherence to any rules as established by the testing provider and the Township’s Police and Fire Civil Service Commission including but not limited to the following:
 - Monitor and keep to time limits and schedules
 - Address concerns or issues raised by the candidate or by the assessors
 - Maintain the confidentiality of the testing materials
 - Prepare, assemble and secure test materials
 - Compile and organize completed oral panel scores ²

¹ 17.4 modified 2/4/2015 to include facilitator.

SECTION 18 – Eligible Lists

A. Establishment of Eligible Lists:

On the basis of ratings obtained in competitive examinations, applicants for appointment in the Police and Fire Departments, and promotion in the Police Department for the ranks of Sergeant, Captain and Lieutenant, shall be ranked on the eligible list in the relative order of their eligibility rating, with the applicant scoring highest, standing first.

All applicants shall be notified of their standing on such list. Eligible lists for recruits and promotions shall remain in force for two (2) years from the date of certification, unless depleted before that time.

1. Eligible list for Police Department Promotions:

Following a request by the Appointing Authority to fill a vacancy, the Commission immediately shall certify from the eligible list the name of the person who received the highest eligibility rating under the provisions of the Act.

2. Eligible List for Police Department, and Fire Department Recruits:

Following a request by the Appointing Authority to fill a vacancy, the Commission shall immediately certify from the eligible list sufficient names of candidates to allow selection in accordance with the “Rule of Five” (average composite scores/ranks) under the provisions of Act 78.

B. Existence of Two (2) Lists:

No one will be hired or promoted from a new list until the previous list is determined to be exhausted or expires. Upon expiration, or exhaustion of an eligible list, another will be prepared as soon as practicable. A listing for new hires may be determined exhausted at anytime there is less than five (5) ranks with concurrence from the Police/Fire Chief.

C. Breaking Ties:

To break a tie on a Police Department promotional exam, the following steps will be followed, (if not covered within the current Collective Bargaining Agreement):

- 1st Step - Seniority in rank will prevail
- 2nd Step - Seniority in Department will prevail

D. Declination of Offer of Employment:

When an applicant is offered a position from the eligible list and declines that position, the applicant's name will be permanently removed from the eligibility list. A written, signed, and dated declaration of the applicant's decision to decline shall be forwarded to the Commission for action, by the Commission, to formally remove the applicant from the eligibility list. If for any reason a written declaration from the applicant is not received, the Chief can request removal from the list only after the applicant has been notified of such action in writing and delivered to the applicant by way of both certified and regular mail.

E. Posting Eligible List:

The Commission shall post, in a public place, the promotional eligible list containing the names and rank of those who passed examination for promotion. The list will also be furnished to the respective Department Head and the Unions.

F. Records:

All examination documents shall be held as the official, confidential records of the Commission to the fullest extent permitted by law.

G. Right to Inspect Examination Records:

Any person who has participated in an examination, shall be permitted to inspect the results and ratings of these tests upon his/her application in person at the office of the Human Resources Department during business hours, and any necessary explanations needed of the methods by which the ratings were recorded and were arrived at shall be supplied.

H. Appeal of Examination Score:

Any promotional examination competitor may appeal his/her examination score(s) by making written request for review to the Commission within ten (10) days of receiving the notice of his/her score.

If, upon review of the examination score(s), an error in the competitor's score is discovered, the Commission may take appropriate action to correct the error; however, any change made to the competitor's examination score shall not invalidate or affect any appointment already made.

I. Removal of Names from Eligibility List:

The name of any person appearing on any current eligible list may be removed by the Commission if the eligible candidate requests in writing that his/her name be removed¹ or if he/she cannot be located by certified/regular mail or other means of ordinary communication within five (5) business days following the date of notification. Any cause specified in these rules for the rejection of applications may likewise be cause for removal of the name of an applicant from the eligible list on which it appears.

Should the Removing Authority seek to remove an applicant from any eligibility list, a written request must be delivered to the Commission. The Commission shall schedule a Removal Hearing within (30) days of such request. The format for a Removal Hearing shall follow the outline as established in Appendix E of these Rules and Regulations.²

¹ The Human Resource Department will handle all voluntary removals on official letterhead.

² Paragraph added by vote of PFCSC July 2, 2007.

SECTION 19 – Probationary Appointment:

Last Revised: 2/7/2011

Immediately after the completion of the probationary period, notification shall be provided to the Civil Service Commission of action taken.

A. Length of Probationary Period – Recruits:

911 Police/Fire Communication Technician: – Serve a one (1) year probationary period.

Fire Fighters: Serve a one (1) year probationary period.

Police Officers: Serve a one (1) year probationary period.

Leave of Absence During Probationary Period: A probationary period is a bona fide period of observation and evaluation, the returning military service member or union employee granted leave during his/her probationary period must complete the remaining period of probation upon reemployment. The employee who left employment, for military service or any other bona fide leave of absence, and was in the midst of a bona fide apprenticeship program or probationary period that required actual training and/or observation in the positions, rather than merely time served in the position, should be allowed to complete the apprenticeship or probationary period following reemployment. Once the employee completes the apprenticeship or probationary period, the employee's pay and seniority should reflect both the pre-and post-service time in the apprenticeship or probationary period, plus the time served in the military.

B. Length of Probationary Period – Promotions:

Employees promoted pursuant to Act 78 shall serve a six (6) month probationary period unless, upon the expiration of the probationary period, the Appointing Authority notifies both the probationer and the Commission in writing of the unsatisfactory conduct or performance by the probationer. The probationer, upon receiving such notice may demand a written statement of the reasons for such determination, and may demand a meeting before the Commission. The statement must be served on the probationer not less than seven (7) days before the hearing date.

At the hearing, the Commission may affirm or reverse the decision of the Appointing Authority, or may order an additional probation period not to exceed six (6) months. The decision of the Commission shall be final.

If the probationer does not receive full status and regular employment in the higher position, he/she shall resume the duties of his/her former position, and the appointing authority shall be entitled to another certification of eligibles.

SECTION 20 – Causes for Removal or Suspension, Charges, Hearings, Appeals, Reduction in Force:

Refer to Section 13 and Section 14 of Act 78, 911 Technician, the Police Department and/or Fire Department Rules and Regulations, and the Collective Bargaining Agreements of the Police and Fire Departments.

SECTION 21 – Appeals:

An Employee shall have the option to appeal any disciplinary action by following the grievance procedure as set forth in the Collective Bargaining Agreements, or the appeal procedure set forth in the provisions of Act 78 Public Acts of 1935, as amended, but not both. The time for filing the appeal shall be governed by the bargaining agreements, or in the absence thereof, and then the time limits as set forth in the appeal procedure under Act 78 shall be followed. See APPENDIX “E” for the public hearing format for an appeal.

SECTION 22 – Forms and Records:

In order that proper reports may be made and records maintained, the Commission shall develop and implement such forms and records as it deems appropriate for the fulfillment of its functions.

SECTION 23 – Political and Religious Discrimination Prohibited:

No person shall be appointed, promoted, suspended, demoted, discharged, or be in any way favored or discriminated against because of his/her political or religious opinions or affiliations.

SECTION 24 – Veteran Preference:

Last Revised: 1/9/2017

Under the provisions of 1965 PA 190 (MCL 35.61 *et seq.*) and 1897 PA 205 (MCL 35.401 *et seq.*), “veteran” means “an individual who served in the United States Armed Forces, including the reserve components, and was honorably discharged.”

Any applicant claiming “veteran” status must establish preference by notation on his/her DD214, or other official government document evidencing the same, and must be submitted with the applicant’s original application.

One-half (1/2) preference credit point shall be added to the final “passing” composite score in any open competitive examination which is announced, and for which an application has been accepted, and all of the aforementioned requirements have been met.

SECTION 25 – Administrative Authority:

The President shall reserve the right to grant administrative authority on an as needed basis.

SECTION 26 – Adoption and Amendment of Rules and Regulations:

These revised rules are hereby adopted as the Rules and Regulations which the Commission is directed by the Act to prescribe, and shall be known as the “Charter Township of Shelby Police & Fire Civil Service Commission Rules and Regulations.” They may be amended by the Commission at any meeting in accordance with Section 3 of these Rules and Regulations. All previous Rules and Regulations are hereby revoked.

The members of the Police & Fire Civil Service Commission, by formal motion adopted these Revised Rules and Regulations on February 7, 2011. The effective date of these Rules is February 7, 2011.

Henry Hartfelder
President

Date

James Hering
Secretary of the Commission

Date

Richard Graving
Commissioner

Date

APPENDIX A
Last Revised 10/5/2009

Driving Record for Patrol Officer, 911 Dispatcher and Fire Fighter/Medic
DRIVING RECORD & CRIMINAL HISTORY REQUIREMENTS

The applicant's total record will be evaluated; including the pattern of law violations, the seriousness, the circumstances and the number of occurrences will be considered.

CONVICTION OF NO. 1 WILL BE CAUSE FOR AUTOMATIC DISQUALIFICATION:

1. Conviction of a felony.

CONVICTIONS OF NO. 2 - 3 MAY BE CAUSE FOR DISQUALIFICATION IN THE TEN (10) YEARS PREVIOUS TO FILING AN APPLICATION:

2. Any conviction for operating a vehicle while under the influence of alcohol or drugs, or while impaired by alcohol or drugs in any combination, or while having an unlawful blood alcohol level.
3. Any conviction of a misdemeanor.

CONVICTIONS OF NO. 4 - 5 IN THE FOUR (4) YEARS PREVIOUS TO FILING AN APPLICATION MAY BE CAUSE FOR DISQUALIFICATION:

4. Lost driving privilege through suspension or revocation of license, due to an unsatisfactory driving record as defined by the Michigan Department of State Driver License Point System.
5. Conviction for careless driving.

CONVICTIONS OF NO. 6 - 8 IN THE TWO (2) YEARS PREVIOUS TO FILING AN APPLICATION WILL BE CAUSE FOR AUTOMATIC DISQUALIFICATION:

6. Accumulation of eight (8) or more points on driving.
7. Conviction of three (3) or more moving violations.
8. A record of two (2) or more traffic accidents each resulting in a traffic conviction.

THESE RESTRICTIONS APPLY NOT ONLY TO THE TIME CONSTRAINTS INDICATED PRIOR TO FILING AN APPLICATION, BUT ALSO TO THE PERIOD OF TIME BETWEEN APPLICATION DATE AND THE DATE OF HIRE.

Any convictions for moving traffic violations, accidents, non-moving violations of other laws which indicate a poor driving attitude, or lack of respect for law and order, will be considered basis for **disqualification by the screening and/or oral appraisal boards.**

Applicants must possess the minimum qualifications listed in this document as of the date of application and maintain eligibility status throughout the hiring process.

To the best of my knowledge, my driving records do not conflict with any of the above criteria.

Signature

Date

APPENDIX B
Revised 11/16/2015

Physical Requirements for Patrol Officer
Employment Standards for Michigan Law Enforcement Officers

The chart below outlines the selection and employment standards published by the Michigan Commission on Law Enforcement Standards (MCOLES). By law, no person shall be employed as a law enforcement officer unless they fully comply with these standards. Agencies may set standards higher than these, however, the burden is upon the agency to defend the job relatedness of the higher standard.

Agencies must screen **all** candidates considered for employment for compliance with **all** standards. This includes both preservice and agency employed basic training candidates.

The selection and employment standards published under the authority of Public Act 203 of 1965 are found in Rules 28.1403 and 28.1404 of the Michigan Administrative Code of 1979, as amended.

Category	Standard	Comments
Age	Not less than 21 years.	No maximum age
Citizenship	United States Citizenship.	
Education	At least 60 credit hours toward a college degree -or- Two (2) years of policing experience with a law enforcement agency. -or- Two (2) years of military experience with honorable discharge.	
Police Academy and Certification	A candidate may apply for the position of police officer without having graduated from a state approved training academy and passing a state certification test. However, candidates who have graduated from a state approved training academy and passed a state certification test are preferred.	For candidates who are military police veterans, the military Police Basic Training Program will apply.
Felony Convictions	No prior felony convictions.	Includes expunged convictions.
Good Moral Character	Possess good moral character as determined by a favorable comprehensive background investigation covering school and employment records, home environment, and personal traits and integrity. Consideration will be given to all law violations, including traffic and conservation law convictions, as indicating a lack of good character.	Includes arrest and expunged convictions, all previous law violations and personal protection orders.
Driver's License	Possess a valid Operator's or chauffeur's License issued in the United States of America with no more than four (4) points on their current driving record.	A valid State of Michigan Driver's License is required prior to employment.

Disorders, Diseases or Defects	Be free from any physical defects, chronic diseases, organic diseases, organic or functional conditions which may tend to impair the efficient performance of a law enforcement officer's duties or which might endanger the lives of others or the law enforcement officer.	This includes, but is not limited to, diseases such as diabetes, seizures and narcolepsy. Each case shall be investigated to determine its extent and effect on job performance. The evaluation should include the expert opinion of a licensed physician specializing in occupational medicine.*
Hearing	Pure tone air conduction sensitivity thresholds for each ear, as shown on the pure tone audiogram, shall not exceed a hearing level of 25 decibels at any of the following frequencies: 500, 1000, 2000, 3000, and 4000 Hertz.	Initial testing may be performed by a certified hearing conservationist, a licensed hearing aid specialist or a licensed audiologist. See note for individuals requiring additional unaided or aided testing requirements by a licensed audiologist.
Height/Weight	Height and weight in relation to each other as indicated this by accepted medical standards.	A licensed physician shall make this determination. A Body Mass Index (BMI) of 35 or more will require further medical evaluation. For more information contact the Standards and Training Section at (517) 322-6525
Mental/ Emotional Disorders	Be free from mental or emotional instabilities which may tend to impair the efficient performance of a law enforcement officer's duties or which might endanger the lives of others or the law enforcement officer.	Mental and emotional stability may be assessed by a licensed physician, or a licensed psychologist or psychiatrist. MCOLES may require the examination be conducted by a licensed psychologist or psychiatrist.
Physical Integrity	Be free from any impediment of the senses, physically sound and in possession of extremities.	The unaided eye shall be tested using pseudoisochromatic plates. The Farnsworth Dichotomous D-15 panels shall be used for any candidate who fails the pseudoisochromatic plates.
Vision, Color	Possess normal color vision without the assistance of color enhancing lenses.	The unaided eye shall be tested using pseudoisochromatic plates. The Farnsworth Dichotomous D-15 panels shall be used for any candidate who fails the pseudoisochromatic plates.
Vision, Corrected	Possess 20/20 corrected vision in each eye.	Includes peripheral vision, depth perception, etc.
Vision, Normal Functions	Possess normal visual functions in each eye.	
Reading and Writing	Ability to Pass the MCOLES reading and writing examination or an approved agency equivalent examination prior to application, Proof of results to be submitted with the department's employment application. (does not apply to current sworn personnel actively working in another community)	Pre-enrollment testing is required for admittance to an approved training program, however this standard is fulfilled only upon successful completion of physical fitness training
Physical Fitness	Pass the MCOLES physical fitness pre-enrollment examination prior to application, Proof of results to be submitted with the department's employment application. (does not apply to current sworn personnel actively working in another	This may be done by completing successfully, an approved college preservice program, a basic training academy or a Military Police Basic Training Program.

community)

Police Training	An MCOLES police certification and a graduation certificate from a state-approved police academy. (does not apply to current sworn personnel actively working in another community)	
Licensing Examination	Pass the MCOLES licensing examination upon the completion of basic training. (does not apply to current sworn personnel actively working in another community)	The medical examination must be completed after a "conditional offer of employment" (ADA requirement).*
Medical Examination	Examination by a licensed physician to determine that the applicant meets all medical standards.	
Fingerprinting	Fingerprint the applicant with a search of state or federal fingerprint files to disclose criminal record.	Includes expunged convictions.
Oral Interview	Conduct an oral interview to determine the applicant's acceptability for a law enforcement officer position and to assess appearance, background and the ability to communicate.	
Drug Testing	Cause the applicant to be tested for the illicit use of controlled substances	Must use a Commission certified laboratory and comply with Commission procedures.

*Agencies are encouraged to request the assistance of the Standards Compliance Section of MCOLES when their employment process reveals that a candidate may not comply with a state standard. This is particularly true with medical conditions which may involve circumstances unfamiliar to the agency and which require medical opinions.

** Agencies with an applicant who fails the **initial** hearing standard should contact the MCOLES Standards Compliance Section for additional unaided and aided hearing criteria as well as testing protocols. Please call (517) 322-6525 with any questions.

**Michigan Commission on Law Enforcement Standards
106 W. Allegan St., Suite 600, P.O. Box 30633, Lansing, MI 48909**

APPENDIX C-1

Examination Sequence for Patrol Officer and Firefighter/Medic Recruits:

Last revised: 02/02/2014

- A. Civil Service Commission reviews, revises and approves minimum qualifications, application procedures and examination process.
- B. Recruitment and advertisement referring applicants to EMPCO testing system.
- C. Download list of qualified applicants upon expiration of advertisement.
- D. Contact candidates to submit official application.
- E. Receipt of applications.
- F. Perform criminal history check and driving record.
- G. Commission verifies applicant meeting all qualifications and requirements and approves application for competition.
- H. Conduct “Appeal” process if needed.
- I. Oral examination.
- J. Commission approves written and oral examination results.
- K. Creates and certifies eligibility list.
- L. Certify eligibles based upon written request from the Police Chief or Fire Chief.

APPENDIX C-2

Examination Sequence for 911 Police/Fire Communication Technician Recruits:

- A. Civil Service Commission reviews, revises and approves minimum qualifications, application procedures and examination process.
- B. Recruitment and advertisement.
- C. Receipt of applications.
- D. Perform criminal history check and driving record.
- E. Commission verifies applicant meeting all qualifications and requirements and approves application for competition.
- F. Conduct "Appeal" processes if needed.
- G. Typing Examination.
- H. Written examination.
- I. Oral examination.
- J. Commission approves written and oral examination results.
- K. Creates and certifies eligibility list.
- L. Certify eligibles based upon written request from the Police Chief.

APPENDIX D-1

Oral Board Guidelines

In an attempt to ensure a fair and equitable process as it relates to oral board examinations, the Police & Fire Civil Service Commission has developed a process as it relates to oral board examinations.

The procedures to be implemented are as follows:

- ◆ Applicants are to sign-in at the Human Resource Department on a form that contains the applicant's number, printed name, and signature.
- ◆ A copy of the sign-in sheet, with printed name and signature deleted, is given to the oral board examiners.
- ◆ Applicants arriving for their oral board exam in uniform are to remove their badge and nameplate identification.
- ◆ The applicant shall not disclose his or her last name to the oral board examiners.
- ◆ The oral board examiners shall not ask the applicant for his or her last name.
- ◆ The oral board examiners shall refer to the applicant by first name, rank or position (i.e. Sergeant, Lieutenant etc.)
- ◆ The applicant shall not give any written documents to the oral board examiners. (This includes resumes).
- ◆ The oral board examination results shall be sent directly to the President of the Commission with scores listed by applicant number.
- ◆ A copy of these procedures is given to each applicant and to the oral board examiners.
- ◆ Prior to the commencement of each interview that the oral board examiners will read the following statement:

“During this oral board interview, we will neither ask you to divulge your last name, nor shall you provide your last name to us. Additionally, we will not take receipt of any written documents from you during this interview nor will any written documents be considered in evaluating your examination score”.

APPENDIX D-2

Oral Board Participant Handout:

Thank you for presenting yourself today for participation in the oral interview process for the position of _____ for the Charter Township of Shelby. You will be interviewed today by three (3) individuals employed under a contractual agreement by the Township. This process has been selected to insure that the scoring of the interview process is conducted in the most objective fashion available.

Each of the panel members has been selected and trained to provide a panel that can provide each applicant with an equal opportunity. Additionally, we have asked all of our panel members to excuse themselves from participating in the interviewing of any applicant with whom they have had prior work or personal experience, which they believe, may influence their ability to objectively evaluate that individual.

Should you however find that you have been assigned to an interview panel that is comprised of one or more individuals who you believe is unable to evaluate you in a fair and objective fashion, please take in the following steps:

1. **Prior** to commencing the interview process ask to be excused to speak with a member of the Human Resource Department. The Commission will not consider objections to panel members made after the interview process has commenced.
2. Inform the Human Resource Department representative that you believe that a conflict exists.
3. The representative will ask you to complete a detailed written statement to the Civil Service Commission, which spells out which panel member or members you believe cannot provide you with an objective interview opportunity and the reasons you believe this to be the case.

4. Upon your presenting this statement to Human Resources you will be returned to the same interview panel.

Once all of the interviews are completed the Commission will conduct a hearing to determine whether or not the score or scores of the panel member/s in question will be used in the formulation of your final oral board score. You will be notified of the time and place at which this hearing will be conducted and be allowed to present any additional information you may have at that time.

Charter Township of Shelby Police & Fire Civil Service Commission

APPENDIX E

Public Hearing Format for Appeals:

Definitions:

- ◆ **Removing Authority:** Removing Authority as defined by Act 78 or duly authorized designee.
- ◆ **Appellant:** The person appealing the disciplinary action or his/her duly authorized designee.

General Information:

The Removing Authority or their duly authorized designee and the Appellant or their duly authorized designee, shall provide three (3) copies of any and all documents that will be requested to be introduced into evidence to the President of the Commission prior to the beginning of the Public Hearing. This submission shall be no less than three (3) business days prior to the scheduled hearing. Additionally, the Removing Authority or their duly authorized designee and the Appellant or their duly authorized designee, shall provide three (3) copies of a typewritten list of witnesses that either party intend to call to provide sworn testimony to the President of the Commission. Any request to introduce a witness not specifically identified on these witness lists shall require verification to the satisfaction of the Commission as to the basis for calling this witness. Members of the Commission shall be permitted to ask any questions of the witnesses.¹

FORMAT:

1. The President calls open the Public Hearing.
2. The Removing Authority/Designee presents the charges and specifications of the alleged incident to the Commission.
3. All persons providing testimony shall be sworn or affirmed by the Commission or the Commission's Designee.
4. The Removing Authority/Designee presents all documents, evidence, and witnesses to substantiate the charges and specifications.
5. The Appellant presents all documents, evidence, and witnesses to contest any of the charge(s) and specifications.
6. The Removing Authority and Appellant are given five (5) minutes for any closing remarks. The Removing Authority shall speak first, followed by the Appellant.

¹ Sentence changed by vote of the Police & Fire Civil Service Commission at their regular meeting of October 9, 2006 from "Members of the Commission shall not be permitted to ask any questions of the witnesses" to the above.

7. The President closes the Public Hearing. The Commission shall not accept any further discussion or comment from any person(s) once the Public Hearing has been closed.
8. The Commission, at its discretion, may elect to render a decision prior to adjourning the Public Hearing based upon an agreement to so do by all three (3) Commissioners. If all three (3) Commissioners do not mutually agree to render a decision at this time, the Public Hearing will be held in recess until a majority of the Commissioners agree to decide the issue. In no event, shall the Commission delay its decision beyond ten (10) days after receipt of the official transcription of the Public Hearing.
9. Each Member shall make his/her decision individually based upon the evidence and testimony as presented during the Public Hearing. Each Commissioner shall individually mark a form to either “Sustain” or “Deny” the disciplinary action taken. These forms shall be forwarded to the President who shall tally the decision of the individual Commissioners and shall announce the decision of the Commission, stating publicly the vote of each individual Commissioner.¹ A simple majority shall decide the case.

After the Public Hearing has been completely transcribed by the transcribing person or agency, three (3) copies of the transcription shall be delivered in a sealed envelope addressed to the President of the Commission. No other copies of the transcription shall be made available to any other person, group, official, or agency without the express written permission of the Commission. A verbatim written record of all testimony shall be transcribed and kept in the Commission files.

¹ “stating publicly the vote of each individual Commissioner” added by vote of the Commission at their June 7, 2007 meeting.



APPENDIX F - APPLICATIONS

Last Revised: 1/11/2010

CHARTER TOWNSHIP OF SHELBY

POLICE AND FIRE CIVIL SERVICE COMMISSION

APPLICATION FOR 911 POLICE/FIRE COMMUNICATION TECHNICIAN

DO NOT WRITE IN THIS SPACE

Appl. No. _____

Rank: _____

INSTRUCTIONS

Complete this application in ink or use a printer. Answer all questions fully. Additional information may be included on a separate sheet of paper.

INCORRECT, FALSE OR MISLEADING INFORMATION WILL BE CAUSE FOR REJECTION OR DISMISSAL AFTER APPOINTMENT.

- 1) Name (Please Print) _____
- 2) Address _____ City _____ State ____ Zip _____
- 3) Phone No. _____ 3a) email address: _____
- 4) Are you 21 years or older ____ Yes ____ No
- 5) Previous address, if different from above, for the past three (3) years.

- 6) U.S. Citizen or legally entitled to work in the US? ____ Yes ____ No
SSN # _____
- 7) Driver License or State issued ID _____ State _____
- 8) Have you previously filed an application with this Commission? ____ Yes ____ No
- 9) If you are currently employed, may the Civil Service Commission contact your present employer regarding your qualifications? ____ Yes ____ No
- 10) Military Service : Branch _____

From _____ To _____

If you believe that you are eligible for Veterans Preference, please attach a copy of your DD214.

- 11) Have you ever been convicted or are there any charges pending for any crime including misdemeanors, other than traffic violations? _____ Yes _____ No

If yes, Explain:

EDUCATION

- 12) Circle the highest year of school successfully completed:

7 8 9 10 11 12 13 14 15 16 16+

Name/Location of School
City/State

Years Attended
From - To

Name of Course

High School/GED Certificate _____

College/University _____

Post Graduate/Professional _____

Special Training, Apprenticeships, Correspondence Courses, etc., not included above:

Course

Where Taken

Date Completed

EMPLOYMENT RECORD

13) Give a complete account of your full-time employment. BEGIN ON THE FIRST LINE WITH YOUR PRESENT OR MOST RECENT POSITION:

1. Employer Name, Address, City, State and Zip Code

Phone No. _____ Date Employed (From) _____ (To) _____

Supervisor's Name and Job Title _____

Work Performed _____

Reason for Leaving _____

2. Employer Name, Address, City, State and Zip Code

Phone No. _____ Date Employed (From) _____ (To) _____

Supervisor's Name and Job Title _____

Work Performed _____

Reason for Leaving _____

3. Employer Name, Address, City, State and Zip Code

Phone No. _____ Date Employed (From) _____ (To) _____

Supervisor's Name and Job Title _____

Work Performed _____

Reason for Leaving _____

4. Employer Name, Address, City, State and Zip Code

Phone No. _____ Date Employed (From) _____ (To) _____

Supervisor's Name and Job Title _____

Work Performed _____

Reason for Leaving _____

5. Employer Name, Address, City, State and Zip Code

Phone No. _____ Date Employed (From) _____ (To) _____

Supervisor's Name and Job Title _____

Work Performed _____

Reason for Leaving _____

6. Employer Name, Address, City, State and Zip Code

Phone No. _____ Date Employed (From) _____ (To) _____

Supervisor's Name and Job Title _____

Work Performed _____

Reason for Leaving _____

- 14) List any additional experience you have had that in your judgment strengthens your qualifications for this position:

REFERENCES

List three (3) individuals, other than previous employers and relatives, who are familiar with your qualifications and character:

	<u>Name</u>	<u>Address</u>	<u>Occupation</u>	<u>Phone No.</u>
1.	<hr/>	<hr/>	<hr/>	<hr/>
2.	<hr/>	<hr/>	<hr/>	<hr/>
3.	<hr/>	<hr/>	<hr/>	<hr/>

APPLICATION DEADLINE:

ALL APPLICANTS MUST ATTACH THE FOLLOWING PROOFS TO THIS APPLICATION BY THE APPLICATION DEADLINE

- _____ 1. Education – High School Diploma or GED equivalent. **(MUST PROVIDE A COPY OF YOUR DIPLOMA/CERTIFICATE)**

- _____ 2. Must have a valid driver license to operate a vehicle in the State of Michigan. **(MUST PROVIDE A COPY OF DRIVER LICENSE)**

- _____ 3. Waiver of Liability – Must sign a waiver of liability form. Applicant must not have been convicted of a felony or serious misdemeanor. A LEIN record check will be run. Applicants must be in compliance with the current Police & Fire Civil Service Commission driver record and criminal history requirements.

STATEMENT

I represent and warrant that the answers I have made to each and all of the foregoing questions are full and true to the best of my knowledge and belief. In order that the officials of the Charter Township of Shelby may be fully informed as to my personal character and qualifications for employment, I refer to each of my former employers and to any other person who may have information concerning me.

Since this information is furnished at my request and thus for my benefit, I do hereby release the Charter Township of Shelby from any and all liability for damages of any nature incurred by releasing such information. I acknowledge that any false statement knowingly made in answering the above questions is cause for removal from the eligibility list or discharge during or after probation.

I authorize investigation of all statements contained in this application and specifically authorize the Employer to investigate any work record with any prior employer. I further authorize my prior employers to disclose all personnel information and specifically waive my right to notice under Section 6 (c) (a) of the Bullard-Plawecki Act.

Signature of Applicant _____ Date _____

You will be informed of testing dates and times.

Eligibility is not a guarantee of employment.

Date Application Received _____

Initials of person Accepting Application _____

APPLICATIONS MUST BE DATE/TIME STAMPED

EQUAL OPPORTUNITY EMPLOYER

**CHARTER TOWNSHIP OF SHELBY
POLICE & FIRE CIVIL SERVICE COMMISSION
REQUIREMENTS FOR 911 POLICE/FIRE COMMUNICATION TECH.**

PRELIMINARY REQUIREMENTS:

1. Must be a citizen of the U.S. or have legal authorization to work in the United States at the time of application.
2. Must be at least twenty-one (21) years of age or older at the time of application.
3. Must not have been convicted of a violation of criminal law. (Criminal law generally includes all offenses except traffic law, conservation law and liquor law). A violation of criminal law is cause for automatic disqualification.
4. Education – Graduation from an accredited High School or GED equivalent.
5. Must pass a written and oral examination with a minimum score of seventy (70%) percent on each. Must pass a typing test with a minimum of 30 net wpm.

CONDITIONS OF EMPLOYMENT:

1. Vision must be free of significant abnormality, correctable to 20/20, and normal color vision.
2. Must pass a complete physical examination, including drug testing; a psychological examination; and a background investigation prior to hire, in accordance with the rules of the Commission.
3. Must meet the driving record requirements of the Charter Township of Shelby Police and Fire Civil Service Commission.



**CHARTER TOWNSHIP OF SHELBY
POLICE AND FIRE CIVIL SERVICE COMMISSION
APPLICATION FOR FIRE FIGHTER/MEDIC**

DO NOT WRITE IN THIS SPACE
Appl. No. _____
Rank: _____

INSTRUCTIONS

Complete this application in ink or use a printer. Answer all questions fully. Additional information may be included on a separate sheet of paper.

INCORRECT, FALSE OR MISLEADING INFORMATION WILL BE CAUSE FOR REJECTION OR DISMISSAL AFTER APPOINTMENT.

1) Name (Please Print) _____

2) Address _____ City _____ State ____ Zip _____

3) Phone No. _____ 3a) email address: _____

4) Are you over 21 years of age? ____ Yes ____ No

5) Previous address, if different from above, for the past three (3) years.

6) U.S. Citizen? ____ Yes ____ No 7) SSN# _____

8) Driver License No. _____ 8a) State _____

9) Have you previously filed an application with this Commission? ____ Yes ____ No

10) If you are currently employed, may the Civil Service Commission contact your present employer regarding your qualifications? ____ Yes ____ No

11) Military Service: Branch _____

From _____ To _____ Combat Action ____ Yes ____ No

You must provide a copy of your DD214 at the time of application to be eligible for Veteran's Preference Point.

12) Have you ever been convicted or are there any charges pending for any crime including misdemeanors, other than traffic violations? _____ Yes _____ No

If yes, Explain:

EDUCATION

13) Circle the highest year of school successfully completed:

7 8 9 10 11 12 13 14 15 16 17 18

Name/Location of School
City/State

Years Attended
From - To

Name of Course

High School/GED Certificate

College/University _____

Post Graduate/Professional _____

Special Training, Apprenticeships, Correspondence Courses, etc., not included above:

Course

Where Taken

Date Completed

EMPLOYMENT RECORD

14) Give a complete account of your full-time employment. BEGIN ON THE FIRST LINE WITH YOUR PRESENT OR MOST RECENT POSITION:

5. Employer Name, Address, City, State and Zip Code

Phone No. _____ Date Employed (From) _____ (To) _____

Supervisor's Name and Job Title _____

Work Performed _____

Reason for Leaving _____

6. Employer Name, Address, City, State and Zip Code

Phone No. _____ Date Employed (From) _____ (To) _____

Supervisor's Name and Job Title _____

Work Performed _____

Reason for Leaving _____

7. Employer Name, Address, City, State and Zip Code

Phone No. _____ Date Employed (From) _____ (To) _____

Supervisor's Name and Job Title _____

Work Performed _____

Reason for Leaving _____

8. Employer Name, Address, City, State and Zip Code

Phone No. _____ Date Employed (From) _____ (To) _____

Supervisor's Name and Job Title _____

Work Performed _____

Reason for Leaving _____

5. Employer Name, Address, City, State and Zip Code

Phone No. _____ Date Employed (From) _____ (To) _____

Supervisor's Name and Job Title _____

Work Performed _____

Reason for Leaving _____

7. Employer Name, Address, City, State and Zip Code

Phone No. _____ Date Employed (From) _____ (To) _____

Supervisor's Name and Job Title _____

Work Performed _____

Reason for Leaving _____

15) List any additional experience you have had that in your judgment strengthens your qualifications for this position:

REFERENCES

16) List three (3) individuals, other than previous employers and relatives, who are familiar with your qualifications and character:

	<u>Name</u>	<u>Address</u>	<u>Occupation</u>	<u>Phone No.</u>
1.	_____	_____	_____	_____
	_____	_____	_____	_____
2.	_____	_____	_____	_____
	_____	_____	_____	_____
3.	_____	_____	_____	_____

STATEMENT

I represent and warrant that the answers I have made to each and all of the foregoing questionnaire full and true to the best of my knowledge and belief. In order that the officials of the Charter township of Shelby may be fully informed as to my personal character and qualifications for employment, I refer to each of my former employers and to any other person who may have information concerning me.

Since this information is furnished at my request and thus for my benefit, I do hereby release the Charter Township of Shelby from any and all liability for damages of any nature incurred by releasing such information. I acknowledge that any false statement knowingly made in answering the above questions is cause for removal from the eligibility list or discharge during or after probation.

It is understood that after acceptance of an application for employment, testing is required. If all tests are successfully completed, I will be placed on the eligibility list in order of scoring. Eligibility lists run for two (2) years from the time of establishment. During that two (2) year period, the Township may or may not request certification of any names for hiring.

I authorize investigation of all statements contained in this application and specifically authorize the Employer to investigate any work record with any prior employer. I further authorize my prior employers to disclose all personnel information and specifically waive my right to notice under Section 6 (c) (a) of the Bullard-Plawecki Act.

Signature of Applicant

Date

You will be informed of interview dates and times.

Placement on the Eligibility is not a guarantee of employment.

Date Application Received _____

Initials of person Accepting Application _____

APPLICATIONS MUST BE DATE/TIME STAMPED

EQUAL OPPORTUNITY EMPLOYER

CHARTER TOWNSHIP OF SHELBY

APPLICATION DEADLINE:

ALL APPLICANTS MUST ATTACH THE FOLLOWING PROOFS TO THIS APPLICATION BY THE NOTED DEADLINE

- _____ 1. Citizenship of the United States must be maintained as a condition of employment. **Provide necessary documentation, i.e. Birth Certificate, Passport, etc. with application form.**

- _____ 2. Must be at least twenty-one (21) years of age at the time of application. **Provide copy of Birth Certificate & Social Security Card with application form.**

- _____ 3. Must possess a valid U.S. driver license to operate a vehicle in the State of Michigan, demonstrate a good driving record, and meet the driving record requirements of the Shelby Township Police & Fire Civil Service Commission. **Must have a State of MI driver's license prior to beginning employment. Provide copy of driver's license with application form.**

- _____ 4. Must not have been convicted of a violation of criminal law. (Criminal law generally includes all offenses except traffic law, conservation law and liquor law). In general, conviction for a violation of criminal law is automatic disqualification.

- _____ 5. Education - Must have a high school diploma or GED certificate. **Provide copy of Diploma or GED with this application form.**

- _____ 6. Must possess a State of Michigan Paramedic's license, Fire Fighter I and Fire Fighter II certificates and valid CPAT (Candidate Physical Ability Test) by the time of employment offer by the Department. **Please provide copies of Paramedic License, Fire fighter I & II Certificates, CPAT with application or as soon as issued.**

**Driving Record for Patrol Officer, 911 Dispatcher and Fire Fighter/Medic
DRIVING RECORD & CRIMINAL HISTORY REQUIREMENTS**

The applicant's total record will be evaluated; including the pattern of law violations, the seriousness, the circumstances and the number of occurrences will be considered.

CONVICTION OF NO. 1 WILL BE CAUSE FOR AUTOMATIC DISQUALIFICATION:

9. Conviction of a felony.

CONVICTIONS OF NO. 2 - 3 MAY BE CAUSE FOR DISQUALIFICATION IN THE TEN (10) YEARS PREVIOUS TO FILING AN APPLICATION:

10. Any conviction for operating a vehicle while under the influence of alcohol or drugs, or while impaired by alcohol or drugs in any combination, or while having an unlawful blood alcohol level.
11. Any conviction of a misdemeanor.

CONVICTIONS OF NO. 4 - 5 IN THE FOUR (4) YEARS PREVIOUS TO FILING AN APPLICATION MAY BE CAUSE FOR DISQUALIFICATION:

12. Lost driving privilege through suspension or revocation of license, due to an unsatisfactory driving record as defined by the Michigan Department of State Driver License Point System.
13. Conviction for careless driving.

CONVICTIONS OF NO. 6 - 8 IN THE TWO (2) YEARS PREVIOUS TO FILING AN APPLICATION WILL BE CAUSE FOR AUTOMATIC DISQUALIFICATION:

14. Accumulation of eight (8) or more points on driving.
15. Conviction of three (3) or more moving violations.
16. A record of two (2) or more traffic accidents each resulting in a traffic conviction.

THESE RESTRICTIONS APPLY NOT ONLY TO THE TIME CONSTRAINTS INDICATED PRIOR TO FILING AN APPLICATION, BUT ALSO TO THE PERIOD OF TIME BETWEEN APPLICATION DATE AND THE DATE OF HIRE.

Any convictions for moving traffic violations, accidents, non-moving violations of other laws which indicate a poor driving attitude, or lack of respect for law and order, will be considered basis for **disqualification by the screening and/or oral appraisal boards.**

Applicants must possess the minimum qualifications listed in this document as of the date of application and maintain eligibility status throughout the hiring process.
To the best of my knowledge, my driving records do not conflict with any of the above criteria.

Signature

Date

Application revision 11/2015



**CHARTER TOWNSHIP OF SHELBY
POLICE AND FIRE CIVIL SERVICE COMMISSION
APPLICATION FOR PATROL OFFICER**

DO NOT WRITE IN THIS SPACE

Appl. No. _____

Rank: _____

INSTRUCTIONS

Complete this application in ink or use a printer. Answer all questions fully. Additional information may be included on a separate sheet of paper.

INCORRECT, FALSE OR MISLEADING INFORMATION WILL BE CAUSE FOR REJECTION OR DISMISSAL AFTER APPOINTMENT.

- 1) Name (Please Print) _____
- 2) Address _____ City _____ State ____ Zip _____
- 3) Phone No. _____ 3a) email address: _____
- 4) Are you over 21 years of age? ____ Yes ____ No
- 5) Previous address, if different from above, for the past three (3) years.

- 6) U.S. Citizen? ____ Yes ____ No 7) SSN# _____
- 8) Driver License No. _____ 8a) State _____
- 9) Have you previously filed an application with this Commission? ____ Yes ____ No
- 10) If you are currently employed, may the Civil Service Commission contact your present employer regarding your qualifications? ____ Yes ____ No
- 11) Military Service: Branch _____
From _____ To _____ Combat Action ____ Yes ____ No

- 12) Have you ever been convicted or are there any charges pending for any crime including misdemeanors, other than traffic violations? _____ Yes _____ No
If yes, Explain:

EDUCATION

- 13) Circle the highest year of school successfully completed:

7 8 9 10 11 12 13 14 15 16 17 18

Name/Location of School City/State	Years Attended From - To	Name of Course
---------------------------------------	-----------------------------	----------------

High School/GED Certificate

College/University _____

Post Graduate/Professional _____

Special Training, Apprenticeships, Correspondence Courses, etc., not included above:

<u>Course</u>	<u>Where Taken</u>	<u>Date Completed</u>
---------------	--------------------	-----------------------

EMPLOYMENT RECORD

14) Give a complete account of your full-time employment. BEGIN ON THE FIRST LINE WITH YOUR PRESENT OR MOST RECENT POSITION:

9. Employer Name, Address, City, State and Zip Code

Phone No. _____ Date Employed (From) _____ (To) _____

Supervisor's Name and Job Title _____

Work Performed _____

Reason for Leaving _____

10. Employer Name, Address, City, State and Zip Code

Phone No. _____ Date Employed (From) _____ (To) _____

Supervisor's Name and Job Title _____

Work Performed _____

Reason for Leaving _____

11. Employer Name, Address, City, State and Zip Code

Phone No. _____ Date Employed (From) _____ (To) _____

Supervisor's Name and Job Title _____

Work Performed _____

Reason for Leaving _____

12. Employer Name, Address, City, State and Zip Code

Phone No. _____ Date Employed (From) _____ (To) _____

Supervisor's Name and Job Title _____

Work Performed _____

Reason for Leaving _____

5. Employer Name, Address, City, State and Zip Code

Phone No. _____ Date Employed (From) _____ (To) _____

Supervisor's Name and Job Title _____

Work Performed _____

Reason for Leaving _____

8. Employer Name, Address, City, State and Zip Code

Phone No. _____ Date Employed (From) _____ (To) _____

Supervisor's Name and Job Title _____

Work Performed _____

Reason for Leaving _____

15) List any additional experience you have had that in your judgment strengthens your qualifications for this position:

REFERENCES

16) List three (3) individuals, other than previous employers and relatives, who are familiar with your qualifications and character:

	<u>Name</u>	<u>Address</u>	<u>Occupation</u>	<u>Phone No.</u>
1.	_____	_____	_____	_____
	_____	_____	_____	_____
2.	_____	_____	_____	_____
	_____	_____	_____	_____
3.	_____	_____	_____	_____

STATEMENT

I represent and warrant that the answers I have made to each and all of the foregoing questionnaire full and true to the best of my knowledge and belief. In order that the officials of the Charter township of Shelby may be fully informed as to my personal character and qualifications for employment, I refer to each of my former employers and to any other person who may have information concerning me.

Since this information is furnished at my request and thus for my benefit, I do hereby release the Charter Township of Shelby from any and all liability for damages of any nature incurred by releasing such information. I acknowledge that any false statement knowingly made in answering the above questions is cause for removal from the eligibility list or discharge during or after probation.

It is understood that after acceptance of an application for employment, testing is required. If all tests are successfully completed, I will be placed on the eligibility list in order of scoring. Eligibility lists run for two (2) years from the time of establishment. During that two (2) year period, the Township may or may not request certification of any names for hiring.

I authorize investigation of all statements contained in this application and specifically authorize the Employer to investigate any work record with any prior employer. I further authorize my prior employers to disclose all personnel information and specifically waive my right to notice under Section 6 (c) (a) of the Bullard-Plawecki Act.

Signature of Applicant

Date

You will be informed of interview dates and times.

Eligibility is not a guarantee of employment.

Date Application Received _____

Initials of person Accepting Application _____

APPLICATIONS MUST BE DATE/TIME STAMPED

EQUAL OPPORTUNITY EMPLOYER

CHARTER TOWNSHIP OF SHELBY

APPLICATION DEADLINE:

ALL APPLICANTS MUST ATTACH THE FOLLOWING PROOFS TO THIS APPLICATION BY THE APPLICATION DEADLINE

- _____ 1. Citizenship of the United States must be maintained as a condition of employment.
- _____ 2. Must be at least twenty-one (21) years of age at the time of application. **(PROVIDE COPY OF BIRTH CERTIFICATE AND SOCIAL SECURITY CARD)**
- _____ 3. Must possess a valid U.S. driver license to operate a vehicle in the State of Michigan, demonstrate a good driving record, and meet the driving record requirements of the Shelby Township Police & Fire Civil Service Commission. Must have a State of MI driver's license prior to beginning employment. **(PROVIDE COPY OF DRIVER LICENSE)**
- _____ 4. Must not have been convicted of a violation of criminal law. (Criminal law generally includes all offenses except traffic law, conservation law and liquor law). In general, conviction for a violation of criminal law is automatic disqualification.
- _____ 5. Education and Training - Must have either 1. At least 60 credit hours toward a college degree; 2. Two (2) years of policing experience with a law enforcement agency; 3. Two (2) years of military experience with honorable discharge in accordance with the Rules and Regulations of the Police & Fire Civil Service Commission. Waiver of the educational requirement is at the discretion of the Commission. **(PROVIDE COPY OF DIPLOMA OR TRANSCRIPTS OR MILITARY DD214)**
- _____ 6. Unless you are currently an active sworn employee of another agency you must present a passing, current M.C.O.L.E.S. written and physical test results at the time of application, and maintain certificates throughout the term of the eligibility list. **(PROVIDE COPY OF CURRENT, PASSING M.C.O.L.E.S. WRITTEN AND PHYSICAL TEST RESULTS)**

**Driving Record for Patrol Officer, 911 Dispatcher and Fire Fighter/Medic
DRIVING RECORD & CRIMINAL HISTORY REQUIREMENTS**

The applicant's total record will be evaluated; including the pattern of law violations, the seriousness, the circumstances and the number of occurrences will be considered.

CONVICTION OF NO. 1 WILL BE CAUSE FOR AUTOMATIC DISQUALIFICATION:

17. Conviction of a felony.

CONVICTIONS OF NO. 2 - 3 MAY BE CAUSE FOR DISQUALIFICATION IN THE TEN (10) YEARS PREVIOUS TO FILING AN APPLICATION:

18. Any conviction for operating a vehicle while under the influence of alcohol or drugs, or while impaired by alcohol or drugs in any combination, or while having an unlawful blood alcohol level.
19. Any conviction of a misdemeanor.

CONVICTIONS OF NO. 4 - 5 IN THE FOUR (4) YEARS PREVIOUS TO FILING AN APPLICATION MAY BE CAUSE FOR DISQUALIFICATION:

20. Lost driving privilege through suspension or revocation of license, due to an unsatisfactory driving record as defined by the Michigan Department of State Driver License Point System.
21. Conviction for careless driving.

CONVICTIONS OF NO. 6 - 8 IN THE TWO (2) YEARS PREVIOUS TO FILING AN APPLICATION WILL BE CAUSE FOR AUTOMATIC DISQUALIFICATION:

22. Accumulation of eight (8) or more points on driving.
23. Conviction of three (3) or more moving violations.
24. A record of two (2) or more traffic accidents each resulting in a traffic conviction.

THESE RESTRICTIONS APPLY NOT ONLY TO THE TIME CONSTRAINTS INDICATED PRIOR TO FILING AN APPLICATION, BUT ALSO TO THE PERIOD OF TIME BETWEEN APPLICATION DATE AND THE DATE OF HIRE.

Any convictions for moving traffic violations, accidents, non-moving violations of other laws which indicate a poor driving attitude, or lack of respect for law and order, will be considered basis for **disqualification by the screening and/or oral appraisal boards.**

Applicants must possess the minimum qualifications listed in this document as of the date of application and maintain eligibility status throughout the hiring process.
To the best of my knowledge, my driving records do not conflict with any of the above criteria.

Signature

Date

**Physical Requirements for Patrol Officer
Employment Standards for Michigan Law Enforcement Officers**

The chart below outlines the selection and employment standards published by the Michigan Commission on Law Enforcement Standards (MCOLES). By law, no person shall be employed as a law enforcement officer unless they fully comply with these standards. Agencies may set standards higher than these, however, the burden is upon the agency to defend the job relatedness of the higher standard.

Agencies must screen **all** candidates considered for employment for compliance with **all** standards. This includes both preservice and agency employed basic training candidates.

The selection and employment standards published under the authority of Public Act 203 of 1965 are found in Rules 28.1403 and 28.1404 of the Michigan Administrative Code of 1979, as amended.

Category	Standard	Comments
Age	Not less than 21 years.	No maximum age
Citizenship	United States Citizenship.	
Education	At least 60 credit hours toward a college degree -or- Two (2) years of policing experience with a law enforcement agency. -or- Two (2) years of military experience with honorable discharge.	
Police Academy and Certification	A candidate may apply for the position of police officer without having graduated from a state approved training academy and passing a state certification test. However, candidates who have graduated from a state approved training academy and passed a state certification test are preferred.	For candidates who are military police veterans, the military Police Basic Training Program will apply.
Felony Convictions	No prior felony convictions.	Includes expunged convictions.
Good Moral Character	Possess good moral character as determined by a favorable comprehensive background investigation covering school and employment records, home environment, and personal traits and integrity. Consideration will be given to all law violations, including traffic and conservation law convictions, as indicating a lack of good character.	Includes arrest and expunged convictions, all previous law violations and personal protection orders.
Driver's License	Possess a valid Operator's or chauffeur's License issued in the United States of America with no more than four (4) points on their current driving record.	A valid State of Michigan Driver's License is required prior to employment.

Disorders, Diseases or Defects	Be free from any physical defects, chronic diseases, organic diseases, organic or functional conditions which may tend to impair the efficient performance of a law enforcement officer's duties or which might endanger the lives of others or the law enforcement officer.	This includes, but is not limited to, diseases such as diabetes, seizures and narcolepsy. Each case shall be investigated to determine its extent and effect on job performance. The evaluation should include the expert opinion of a licensed physician specializing in occupational medicine.*
Hearing	Pure tone air conduction sensitivity thresholds for each ear, as shown on the pure tone audiogram, shall not exceed a hearing level of 25 decibels at any of the following frequencies: 500, 1000, 2000, 3000, and 4000 Hertz.	Initial testing may be performed by a certified hearing conservationist, a licensed hearing aid specialist or a licensed audiologist. See note for individuals requiring additional unaided or aided testing requirements by a licensed audiologist.
Height/Weight	Height and weight in relation to each other as indicated this by accepted medical standards.	A licensed physician shall make this determination. A Body Mass Index (BMI) of 35 or more will require further medical evaluation. For more information contact the Standards and Training Section at (517) 322-6525
Mental/ Emotional Disorders	Be free from mental or emotional instabilities which may tend to impair the efficient performance of a law enforcement officer's duties or which might endanger the lives of others or the law enforcement officer.	Mental and emotional stability may be assessed by a licensed physician, or a licensed psychologist or psychiatrist. MCOLES may require the examination be conducted by a licensed psychologist or psychiatrist.
Physical Integrity	Be free from any impediment of the senses, physically sound and in possession of extremities.	The unaided eye shall be tested using pseudoisochromatic plates. The Farnsworth Dichotomous D-15 panels shall be used for any candidate who fails the pseudoisochromatic plates.
Vision, Color	Possess normal color vision without the assistance of color enhancing lenses.	The unaided eye shall be tested using pseudoisochromatic plates. The Farnsworth Dichotomous D-15 panels shall be used for any candidate who fails the pseudoisochromatic plates.
Vision, Corrected	Possess 20/20 corrected vision in each eye.	Includes peripheral vision, depth perception, etc.
Vision, Normal Functions	Possess normal visual functions in each eye.	
Reading and Writing	Ability to Pass the MCOLES reading and writing examination or an approved agency equivalent examination prior to application, Proof of results to be submitted with the department's employment application. (does not apply to current sworn personnel actively working in	Pre-enrollment testing is required for admittance to an approved training program, however this standard is fulfilled only upon successful completion of physical fitness training

another community)

Physical Fitness	Pass the MCOLES physical fitness pre-enrollment examination prior to application, Proof of results to be submitted with the department's employment application. (does not apply to current sworn personnel actively working in another community)	This may be done by completing successfully, an approved college preservice program, a basic training academy or a Military Police Basic Training Program.
Police Training	An MCOLES police certification and a graduation certificate from a state-approved police academy. (does not apply to current sworn personnel actively working in another community)	
Licensing Examination	Pass the MCOLES licensing examination upon the completion of basic training. (does not apply to current sworn personnel actively working in another community)	The medical examination must be completed after a "conditional offer of employment" (ADA requirement).*
Medical Examination	Examination by a licensed physician to determine that the applicant meets all medical standards.	
Fingerprinting	Fingerprint the applicant with a search of state or federal fingerprint files to disclose criminal record.	Includes expunged convictions.
Oral Interview	Conduct an oral interview to determine the applicant's acceptability for a law enforcement officer position and to assess appearance, background and the ability to communicate.	
Drug Testing	Cause the applicant to be tested for the illicit use of controlled substances	Must use a Commission certified laboratory and comply with Commission procedures.

*Agencies are encouraged to request the assistance of the Standards Compliance Section of MCOLES when their employment process reveals that a candidate may not comply with a state standard. This is particularly true with medical conditions which may involve circumstances unfamiliar to the agency and which require medical opinions.

** Agencies with an applicant who fails the **initial** hearing standard should contact the MCOLES Standards Compliance Section for additional unaided and aided hearing criteria as well as testing protocols. Please call (517) 322-6525 with any questions.

Michigan Commission on Law Enforcement Standards
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