



# **PLEASANT RIDGE POLICE OFFICER APPLICATION**

**No applicant shall be discriminated, or favored with respect to employment because of race, sex, religion, politics, national origin, or ancestry.**

**Each applicant will be limited only by his/her abilities and qualifications.**

## **REQUIREMENTS FOR PLEASANT RIDGE POLICE OFFICER APPLICANTS**

### **Applicants shall:**

Be a United States Citizen

Be a resident of the state of Michigan

Be at least twenty-one (21) years of age when appointed as a police employee

Possess a High School Diploma or GED ( or its equivalent if from outside Michigan)

At time of hire be M.C.O.L.E.S. certified or certifiable

Not have been convicted of a felony

Possess a valid Michigan Driver License

Have a good driving record

Have a substantially traffic crash free driving record

Be in sound mental and physical health

Agree to a thorough physical and mental examination by medical professionals chosen by this department. No recourse to a negative judgement is permitted

Pass a drug screening

Have vision that is 20/20 or corrected to 20/20 via glasses or contacts

Submit to a thorough background investigation

Have a good work record during previous employment

Have a good credit rating

Submit to being fingerprinted

Maintain a telephone number at your place of residence or cell phone the applicant carries

Meet police officer training requirements as required by Michigan law

Be willing to work a rotating schedule and adapt to irregular working conditions

Be willing to work overtime on non-scheduled work days

Be willing to work alone

Must be of good moral character

Must be capable of performing all essential job functions

Be willing to take and pass a written pre employment test

Be willing to appear for interviews by members of the City of Pleasant Ridge government and/or Pleasant Ridge Police Department

## **ESSENTIAL JOB DUTIES**

Pleasant Ridge Police Officer Essential Job Duties, skills, and abilities include, but are not limited to:

Ability to administer emergency first aid

Ability to be self-motivated

Ability to control crowds

Ability to effectively communicate with the public in situations which are highly emotional or hostile

Ability to establish rapport with individuals and groups of differing ages, races, and values

Ability to lift and carry unconscious person(s) short distances

Ability to observe and report observations accurately and in detail

Ability to physically protect oneself, and restrain others

Ability to pursue suspects by running, climbing stairs, forcing entry, scaling walls and fences.

Ability to respond to emergencies from off duty status

Ability to stand or sit for long periods of time, sometimes in extreme weather conditions Ability to operate a vehicle safely even at high speeds under less than ideal conditions or weather

Ability to use communication devices in a professional manner (two way radio, phone, cell phone, pager, email, etc)

Ability to use weapons accurately and safely according to departmental orders and training standards

Ability to work alone

Assisting citizens with problems such as: lost children, injured persons, animal bites, civil disputes, vehicle inspections, abandoned vehicles, being locked out of a car or residence.

Assisting EMS personnel, firefighters, animal control, and City departments as required

Attending briefings, meetings, training, special events as instructed by command staff

Communicate effectively in court and in court proceedings

Demonstrate regular attendance without excessive absenteeism

Directing vehicle or pedestrian traffic when congestion occurs or as directed

Extensive knowledge of criminal law, and procedures; Such as: search and seizure, arrest, interrogation, confession, evidence, crime scene protection, due process, and court procedure

Extensive knowledge of traffic laws

Extensive knowledge of roads, residences, and businesses within our city

Extensive knowledge of surrounding communities, roads, and highway layout

Euthanizing animals in the line of duty that may be sick or injured

Interviewing witnesses, victims, suspects; and recording their responses and actions

Investigating crime scenes, preserving and protecting evidence, logging evidence, recording findings

Investigating traffic crash scenes, extracting victims, providing emergency aid to those who need it requesting necessary assistance, making sure area is safe after crash has been cleared

Maintain cleanliness of all work areas and other areas designated by command staff

Maintaining mental alertness and readiness to act, even during periods of calm and inactivity

Maintaining visibility in the community by meeting and talking with citizens, providing information, visiting businesses, making presentations to school, neighborhood, and civic organizations; while projecting a positive professional image as a member of this department

Mediate disputes and confrontations with hostile and potentially violent individuals.

Must be able to provide credible and truthful testimony in a court of law

Participating in community-based policing strategies and programs

Participating in training of law enforcement procedures, firearms, court procedure, emergency medical aid, and other training the command staff chooses fit

Patrolling for people in need of assistance

Patrolling assigned areas on foot, bicycle, or driving during the day or night, searching for suspicious activity or situations

Perform a variety of tasks involving different and sometimes contrasting skills in rapid succession during a short period of time.

Perform any department related duties as assigned by command staff and/or Chief of Police

Physically check buildings, including doors and windows, to insure they are secure

Preparing for court by reviewing reports and notes, meeting with attorneys, obtaining appropriate evidence, and testifying in court

Processing prisoners, including fingerprinting, photographing, enduring magistrate warnings by a judge, searching prisoners, recording and securing the prisoner's property, and transporting prisoners to an appropriate facility

Properly maintaining uniforms, equipment, and weapons pursuant to department policy

Pursue, apprehend, search, and arrest suspects using only the necessary force as prescribed by law and department policies

Removing person(s) from danger. Including carrying unconscious or immobile person(s) and providing emergency aid to injured person(s)

Responding to assigned runs by driving, walking or running to specified location, assessing situations, determine need for further assistance, and taking appropriate actions.

Responding to all types of crimes in progress (murders, robberies, rapes, larcenies, domestic violence calls, etc.)

Respond and assist citizens with animal related issue calls (vicious animals, dogs at large, squirrel in home, etc.)

Restrain person(s) from physically striking or injuring others using appropriate force as prescribed by law and department policies

Reporting as directed to calls for service and scenes of emergencies, and taking appropriate action to protect life and property

Safely driving vehicles at a high rate of speed when situation warrants due to nature of emergency as prescribed by law and department policies

Taking information acquired from interviews and investigations, and writing clear, coherent, legible reports

Traffic stops of drivers when traffic violations are observed, verifying license information, verifying registration, advising drivers of safe driving practices, and issuing citations or making arrests as warranted

Transporting subjects to and from various locations safely

Understanding and following orders, policies, and procedures

Working knowledge of emergency medical treatment procedures, and ability to apply those procedures safely to others

Working knowledge of social service agencies in the community

Completing an intensive field training period and probation period where your employment could be terminated if your ability to comprehend and perform law enforcement duties are not sufficient or safe

**PLEASANT RIDGE POLICE DEPARTMENT**  
**POLICE OFFICER EMPLOYMENT APPLICATION**

**APPLICANT DATA**

Full Name: \_\_\_\_\_  
(Last, First, Middle)

Maiden Name (If Applicable): \_\_\_\_\_

Current Address: \_\_\_\_\_  
(Street, City, State, Zip Code)

Mailing Address (If different): \_\_\_\_\_  
(Street, City, State, Zip Code)

Driver's License Number \_\_\_\_\_ / \_\_\_\_\_  
State Number

Social Security Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Home Phone:(        ) \_\_\_\_\_ Business Phone:(        ) \_\_\_\_\_

Cell Phone:(        ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**(The Immigration Reform and Control Act of 1986 requires employers to verify employee proof of citizenship of immigration status upon employment)**

Are you a United States citizen?    YES    NO

Have you previously applied for employment with the City of Pleasant Ridge?    YES    NO

Type of employment desired:    Full Time    Part Time

Date you would be available to start work for the City of Pleasant Ridge \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Have you ever pled "guilty", "no contest" or been convicted of a crime?    YES    NO

If yes, provide details \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Answering yes to the question above does not constitute automatic rejection for employment. Date of offense, seriousness and nature of violation, rehabilitation, and position applied for will be considered.**

Who referred you to our department? \_\_\_\_\_

**EDUCATION**

\_\_\_\_\_  
Name of High School City, State  
Years completed \_\_\_\_\_ Did you graduate YES NO Degree \_\_\_\_\_

\_\_\_\_\_  
Name of College / University City, State  
Years completed \_\_\_\_\_ Did you graduate YES NO Degree \_\_\_\_\_

\_\_\_\_\_  
Name of other schooling City, State  
Years completed \_\_\_\_\_ Did you graduate YES NO Degree \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Dates of Employment \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_  
Organization: \_\_\_\_\_ City: \_\_\_\_\_  
Title Held: \_\_\_\_\_ Phone ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_  
Ending Salary \$ \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Dates of Employment \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_  
Organization: \_\_\_\_\_ City: \_\_\_\_\_  
Title Held: \_\_\_\_\_ Phone ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_  
Ending Salary \$ \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Employment section continued on next page

**PREVIOUS EMPLOYMENT**

Dates of Employment \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Organization: \_\_\_\_\_ City: \_\_\_\_\_  
Title Held: \_\_\_\_\_ Phone ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_  
Ending Salary \$ \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Dates of Employment \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Organization: \_\_\_\_\_ City: \_\_\_\_\_  
Title Held: \_\_\_\_\_ Phone ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_  
Ending Salary \$ \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

**REFERENCES**

Name: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Relationship: \_\_\_\_\_

**I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial, and other related matters as may be necessary for employment decisions including physical and psychological examinations. I hereby release employers, schools, or persons from all liability when responding to inquiries in connection with my application.**

**In the event I am employed, I understand that false or misleading information given in my application or interview may result in discharge.**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_