



CITY OF HARPER WOODS

DEPARTMENT OF PUBLIC SAFETY

19617 HARPER AVENUE • HARPER WOODS, MI 48225
BUS. (313) 343-2530 • ADM. OFC. (313) 343-2585 • FAX (313) 343-2514



Director
Jason M. Hammerle

Deputy Chief
Ted R. Stager

Captain-Fire-EMS:
David C. Mehl
Nathan P. Butler
Kevan P. Kochan

TO: ALL PUBLIC SAFETY OFFICER APPLICANTS
FROM: Jason Hammerle, Public Safety Director
SUBJECT: Public Safety Officers (PSO) Employment Process
Department of Public Safety

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

QUALIFICATIONS

Applicants must be a U.S. Citizen, 18 years of age or older, possess a valid Michigan driver's license, have no felony convictions and / or disqualifying criminal history. Applicants must pass oral interviews and a thorough background investigation.

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

All in-state applicants must be either a licensed Police Officer or able to be licensed in the State of Michigan or Certified as a Firefighter I and II in Michigan. Out of state applicants must have at least two (2) years of experience, and / or be able to be licensed in Michigan meeting MCOLES licensing standards. Preferences will be given to those candidates who hold both police officer and / or firefighter certification and licenses. The Public Safety Officer position requires applicants to be cross-trained in both Police and Firefighting. Any required training will be provided at no cost once hired. Pre-service applicants currently attending a police or fire academy will be considered. All Public Safety Officers must successfully complete the Field Training Officers Program prior to the end of the probationary period.

DUTIES AND WORKING CONDITIONS

Public Safety Officers are responsible for the police services and augmenting the fire department when services are provided by the City of Harper Woods. Duties include preventive patrol, desk duty, investigation, traffic control, traffic enforcement, traffic accident investigation, firefighting and any other duties as may be assigned.

Patrol officers work a 28-day cycle, 12-hour shift 7am to 7 pm or 7 pm to 7 am. Per each 28-day cycle, Public Safety Officers work an average of 168 hours in the patrol section. Personnel shifts are selected annually by seniority. Newer officers should expect to work evening hours.

TRAINING

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

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

SALARY, BENEFITS AND PENSION

Salary range is \$51,647.43-\$60,827.26 Full salary is achieved by the end of 48 months of employment. A \$3,000 DOLLAR SIGNING BONUS is offered to any entry level person who is hired by the Harper Woods Department of Public Safety and has successfully completed a recognized police or fire academy training program. Half of the incentive will be paid upon successfully completing all phases of the selection process to include undergoing and passing medical fitness and psychological exams. The remaining half to be paid upon successful completion of the Field Training Program.

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

Comprehensive benefit package including MERS defined benefit pension, BCBSM / HSA healthcare, dental, life and vision coverage.

Additionally, Public Safety Officers are eligible for a Public Safety Officer \$2500.00 bonus annually for those certified in Firefighter I and II.

PRE-EMPLOYMENT REVIEW

Potential candidates will undergo and complete the following steps during the pre-employment review. Adverse findings or inadequate information may interrupt this process at any step.

- Step 1: Candidate will submit application, resume, copies of high school diploma or GED, college transcripts, copy of valid Michigan driver's license, copy of any United States Armed Services discharge documentation, and proof of police academy and / or fire academy enrollment / graduation or MCOLES and / or Firefighter I and II certification to the Harper Woods City Clerk's Office.
- Step 2: Personal Interview will be conducted by staff and panel designated by the Director of Public Safety. Following the interview, the candidate will be fingerprinted. Additional interviews including a Chief's Interview will occur at various times during the pre-employment period.
- Step 3: A comprehensive background investigation will be conducted involving employers, teachers, the military, and other necessary sources.
- Step 4: The City of Harper Woods reserves the right to impose any additional screening measures it feels necessary. The candidate shall sign a waiver authorizing the City of Harper Woods to obtain privileged information in the possession of attorneys, religious staff, or other persons. In compliance with Act 128 of 2017, MCOLES licensed applicants shall provide the City of Harper Woods with a signed waiver expressly allowing the Public Safety Department to contact current or prior law enforcement agencies to seek a copy of the record regarding the reason or reasons for, and circumstances surrounding his or her separation of service created by his or her former employing law enforcement agency or agencies. Any doubts of the applicant's suitability must be resolved in favor of the public and the City's needs to hire the most qualified person.

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

OFFERS OF EMPLOYMENT

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

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

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

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

Thank you for your interest in the Harper Woods Department of Public Safety.



Jason M. Hammerle
Director of Public Safety

.....

I have read the Letter to ALL Public Safety Officer Applicants and agree and comply with the City of Harper Woods employment process.

SIGNATURE

PRINT NAME

DATE