

**CITY OF SOUTHFIELD  
RECRUITMENT ANNOUNCEMENT**

*The City of Southfield is currently seeking qualified candidates for the following position:*

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**JOB CLASSIFICATION:** Pre-Service Police Officer Candidate - Southfield Police Department

**SALARY & BENEFITS:** Salary range: \$45,299 - \$65,480;  
*Plus a comprehensive benefit package, including health insurance, dental & vision, life insurance, disability, and a defined benefit pension plan.*

**PRE-SERVICE OFFICER REQUIREMENTS:**

- Must be a U. S. citizen and a high school graduate or equivalent.
- Must be able to perform the essential functions of the position as required by the Southfield Police Department, including operation of motor vehicles and other equipment.
- Must be State of Michigan pre-service certifiable as a law enforcement officer under Act 203, Public Acts of 1965 as amended or currently attending a Michigan Commission on Law Enforcement Standards (MCOLES) approved Basic training School (Police Academy) at the time of application
- Must have no felony convictions and no record of serious misdemeanor convictions and be of good moral character.
- Valid Michigan Driver's license. Out-of-state licenses accepted provided applicant can obtain a Michigan license.
- Good driving record as determined by the City of Southfield's standards.
- Must be able to meet the MCOLES Employment Standards

**HOW TO APPLY:**

To complete a profile and take the test for this employment opportunity, go to <https://www.empco.net/testing/> and follow the instructions. There is a fee to take the examination, but the results of this one test will be accepted by all participating Police Departments in Michigan.

Applicants who meet the minimum requirements and successfully pass the EMPCO written examination with a score of 70% or better will be notified by e-mail of the next step in the recruitment process.

The selection process will include the EMPCO written examination, the completion of a City of Southfield application packet, a review of the applicant's qualifications, driving record and criminal history check, and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step.

**Once you have passed the test with EMPCO, visit [www.cityofsouthfield.com](http://www.cityofsouthfield.com).  
Download, complete and submit a City of Southfield application packet.**

**APPLY AT:** City of Southfield, Human Resources Department,  
26000 Evergreen Road, Southfield, MI 48076

This is a continuous recruitment and will remain open until such time as there are sufficient applicants to meet the City's hiring needs. Interviews are ongoing. Therefore, interested persons should take action promptly. Candidates will be notified of each step in the process by e-mail.

Selected candidates will be subject to an **extensive background investigation**, and must successfully pass a post-offer psychological evaluation and physical exam prior to employment.

Applicants **must** maintain all minimum requirements and certifications while waiting for consideration for employment. Names of the successful candidates will remain eligible for consideration for one year.

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

**AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE**

VR 9/25/2018



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or (248) 354-4831 (TDD) if auxiliary aids or services are needed. Reasonable advance notice is required.