**Muskegon Heights Police Department ~ Full Time Patrol Officer  
Opening Date: 04/16/2018  
Closing Date: Until Filled**

**CONTACT PERSON:** Sergeant Marvin Petty  
**TELEPHONE:** 231-733-8900 Ext. # 1  
**EMAIL:** [Marvin.Petty@mcd911.net](mailto:Marvin.Petty@mcd911.net)  
**WEBSITE:** [https://muskegonheights.us](https://muskegonheights.us/)

The City of Muskegon Heights is seeking qualified candidates for the position **Full-time**Police Officer. Duties include patrolling city streets, parks, commercial and residential areas preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations, obtaining evidences  and  compile  information regarding crimes, prepare cases for filing of charges, testifying in court, and related activities, carry out duties in conformance with Federal, State, city ordinances, departmental policies and procedures and other related activities. This position requires substantial contact with the general public, court officials, and other city officials in the performance of police operating activities.

**Previous police experience is not required.**

**Requirements:**

* Associates degree in law enforcement, criminal justice, public administration, or a related field required.
* Must be licensed or eligible for licensing as a police officer by MCOLES.
* Must be a U.S. citizen and be 21 years or older at the time of employment.
* Must possess, or be able to obtain by time of hire, a valid driver's license.
* No felony convictions and/or disqualifying criminal histories.
* Must be able to read and write the English language.
* Must be of good moral character.
* Ability to successfully complete all phases of the selection process.

**Special requirements:**

* Pass extensive personal and professional background check.
* Pass medical, psychological and drug testing.

**Essential job functions:**

* Patrol in a vehicle.
* Respond to calls for service.
* Make arrests.
* Prepare narrative crime reports and non-criminal reports, criminal investigations and follow-up traffic crash investigations.
* Participate in training sessions.
* Participate in community oriented events.
* Display a positive and professional attitude and demeanor.
* Detain search and question suspects as appropriate.

Applicants should also possess the ability to learn the applicable laws, ordinances, and department rules and regulations; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions, ability to follow verbal and written instructions; ability to learn the City's geography.

**Hours and Wages:**

This is a full-time position 12 hour shifts with a starting salary of $18.74 hr. with benefits, Health, dental, MERS retirement. All equipment is provided.

**TO APPLY, SUBMIT COVER LETTER, RESUME AND COMPLETED EMPLOYMENT APPLICATION TO:**

JESSIE FRANKLIN  
CITY OF MUSKEGON HEIGHTS  
HUMAN RESOURCES DEPARTMENT  
2724 PECK ST MUSKEGON HEIGHTS MI 49444

APPLICATIONS ACCEPTED UNTIL JOB FILLED  
  
APPLICATION MAY BE OBTAINED AT MUSKEGON HEIGHTS CITY HALL OR ONLINE AT [https://muskegonheights.us](https://muskegonheights.us/) AT RESIDENTS // DOCUMENTS.

**Muskegon Heights Police Department ~ Part Time Patrol Officer  
Opening Date: 04/16/2018  
Closing Date: Until Filled**

**CONTACT PERSON:** Sergeant Marvin Petty  
**TELEPHONE:** 231-733-8900 Ext. 8762  
**EMAIL:** [Marvin.Petty@mcd911.net](mailto:Marvin.Petty@mcd911.net)  
**WEBSITE:** [https://muskegonheights.us](https://muskegonheights.us/)

The City of Muskegon Heights is seeking qualified candidates for the position **Part-time**Police Officer. Duties include patrolling city streets, parks, commercial and residential areas preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations, obtaining evidences  and  compile  information regarding crimes, prepare cases for filing of charges, testifying in court, and related activities, carry out duties in conformance with Federal, State, city ordinances, departmental policies and procedures and other related activities.

This position requires substantial contact with the general public, court officials, and other city officials in the performance of police operating activities.

**Previous police experience is not required.**

**Requirements:**

* Associates degree in law enforcement, criminal justice, public administration, or a related field required.
* Must be licensed or eligible for licensing as a police officer by MCOLES.
* Must be a U.S. citizen and be 21 years or older at the time of employment.
* Must possess, or be able to obtain by time of hire, a valid driver's license.
* No felony convictions and/or disqualifying criminal histories.
* Must be able to read and write the English language.
* Must be of good moral character.
* Ability to successfully complete all phases of the selection process.

**Special requirements:**

* Pass extensive personal and professional background check.
* Pass medical, psychological and drug testing.

**Essential job functions:**

* Patrol in a vehicle.
* Respond to calls for service.
* Make arrests.
* Prepare narrative crime reports and non-criminal reports, criminal investigations and follow-up traffic crash investigations.
* Participate in training sessions.
* Participate in community oriented events.
* Display a positive and professional attitude and demeanor.
* Detain search and question suspects as appropriate.

Applicants should also possess the ability to learn the applicable laws, ordinances, and department rules and regulations; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions, ability to follow verbal and written instructions; ability to learn the City's geography.

**Hours and Wages:**

This is a part-time position with a salary range of $17.00 - $19.00 hr D.O.E. No benefits. Uniforms and equipment will be provided.

**TO APPLY, SUBMIT COVER LETTER, RESUME AND COMPLETED EMPLOYMENT APPLICATION TO:**

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CITY OF MUSKEGON HEIGHTS  
HUMAN RESOURCES DEPARTMENT  
2724 PECK ST MUSKEGON HEIGHTS MI 49444

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