



POLICE RECRUIT

A Police Recruit is a police academy student assigned as a temporary employee with the Kentwood Police Department intended to result in reclassification of Patrol Officer, contingent upon satisfactory completion of the police academy, background checks, and other Patrol Officer requirements.

ESSENTIAL FUNCTIONS:

- Attends formal training classes at the Grand Valley State University Police Academy and/or a similar MCOLES approved facility in preparation for reclassification to Patrol Officer
- Attends an orientation period at the Police Department
- Completes training assignments (resulting from the orientation period)
- Learns the Department's policies and procedures

HIRING PROCESS:

- Complete Online Application
- Oral Board interviews
- Complete and Submit Background Questionnaire
- Background Pre-screen
- Complete MCOLES Physical Agility, Reading and Writing Test
- Background Investigation
- Administrative Review
- Chiefs Interview
- Conditional Offer
- Physical and Psychological Exam
- Attend GVSU Police Academy Orientation
- Attend, and successfully complete, GVSU Police Academy

ADDITIONAL INFORMATION:

Captain VanderVeen
(616)-656-6503

VanderVeenR@Kentwood.us
4742 Walma Ave SE
Kentwood, Michigan 49512



SALARY:

Starting pay as of July 1st, 2021
\$23.00 per hour (\$47,840.00 annual)

BENEFITS:

- Comprehensive health insurance plans including vision and dental.
- Life insurance
- Retirement/401K 9% employer contribution
- Continuing education and training

MINIMUM REQUIREMENTS:

- Must be at least 18 years of age
- Must be a US citizen of the United States at the time of testing
- Must have a high school diploma or GED
- Must have a valid Michigan driver's license
- Must not have any felony convictions or certain misdemeanor convictions



APPLY:

1. Visit www.kentwood.us
2. Scroll to the bottom of page
3. Click 'employment opportunities'
4. Complete online application



JOB DESCRIPTION

| | | | |
|-------------------------|-----------------|-------------------|------------|
| JOB TITLE: | Police Recruit | FLSA: | Non-Exempt |
| DEPARTMENT: | Police | PAY GRADE: | No5 |
| REPORTS TO: | Police Captain | DATE: | 5/20/2021 |
| BARGAINING UNIT: | Non-Represented | | |

SUMMARY:

A Police Recruit is a police academy student assigned as a temporary employee within the Police Department intended to result in reclassification of Patrol Officer, contingent upon satisfactory completion of the police academy, background checks, and other Patrol Officer requirements. The Police Recruit reports to the Professional Standards Division Police Captain or their designee.

ESSENTIAL FUNCTIONS:

Essential functions as defined are ILLUSTRATIVE ONLY and not a comprehensive listing of all functions and duties performed by incumbents within this classification. Essential duties and responsibilities may include, but are not limited to, the following:

- Attends formal training classes at the Grand Valley State University Police Academy and/or a similar MCOLES approved facility in preparation for reclassification to Patrol Officer
- Attends an orientation period at the Police Department
- Completes training assignments (resulting from the orientation period)
- Learns the Department's policies and procedures

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and/or skill required.

Must meet initial employment requirements as established by the Kentwood Police Department and MCOLES.

Education and Experience:

Education and Experience:

- Must be 18 years of age at time of hire
- Must be Citizen of the United States at time of testing for the position
- Must have a high school diploma or GED
- Must have no prior felony convictions and certain misdemeanor convictions

POLICE RECRUIT

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Michigan driver's license

Required Knowledge and Skills

Knowledge of:

- Principles and techniques of public relations and customer service
- Computers utilizing standard and specialized software applications
- Standard office practices and procedures, including filing and the operation of standard office equipment
- Communicating effectively in oral and written forms
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone

Skills in:

- Organizing own work, setting priorities, and meeting critical deadlines
- Communicating effectively in oral and written forms
- Ability to develop and implement goals, objectives, policies, procedures, and safety standards
- Ability to use initiative and independent judgment within established policy guidelines
- Ability to successfully interact with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone
- Ability to cope with adverse situations firmly, courteously, and with respect for individual rights
- Ability to acquire knowledge of modern approved principles, practices and procedures of police work, state laws, and City ordinances, and the geography of the City and the location of important buildings
- Ability to remember names, faces, and details of incidents
- Ability to develop skill in the use of firearms

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to traverse difficult terrain, strength and stamina to physically restrain suspects, running, climbing, standing, squatting, and sitting for prolonged periods of time; occasionally lift, and carry over 100 pounds, strength to subdue persons, to drag, carry and lift persons and objects; vision to read printed materials and a computer screen; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the radio/telephone.

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WORKING ENVIRONMENT:

Work is performed in an academic setting. Some types of training may result in exposure to adverse environmental conditions, exposure to fumes and smoke, exposure to hazardous chemicals and body fluids, and practiced physical altercations.