

MADISON HEIGHTS POLICE DEPARTMENT

RESERVE UNIT

POSITION TITLE: Member of the Madison Heights Police Reserve Unit

PRIMARY FUNCTIONS: Provide security and traffic control at the following functions:

- (A) Parades
- (B) Fairs and Carnivals
- (C) School functions
- (D) Community functions
- (E) To be utilized by the Police Department command structure in emergencies, when regular officers are not available.

PRIMARY SERVICE: Patrolling the city as eyes and ears of the community

- (A) Check vacation homes
- (B) Patrolling neighborhoods
- (C) Serve subpoenas
- (D) Patrolling city property
- (E) Patrolling school property
- (F) Patrolling place of business
- (G) Deliver agendas as necessary

REQUIREMENTS: Applicant must be (21) years of age or older and have a valid Michigan Drivers License. Must have a good driving record, must pass a criminal background check, physical exam and oral interview prior to working as a Reserve Officer. Must be in possession of or be eligible to obtain a Concealed Pistol License (CPL). Must successfully complete the Basic Police Reserve Officer Training Academy or have received equivalent training. Must successfully complete the unit Field Training Officer (FTO) program.

MADISON HEIGHTS POLICE DEPARTMENT		
280 West Thirteen Mile Road	(248) 837-2800	Reserve Unit
Madison Heights, MI 48071	(248) 585-2100	Main Station

APPLICATION FOR RESERVE OFFICER

The City of Madison Heights is an equal opportunity employer and shall consider all qualified applicants for all positions without regard to race, color, sex, religion, national origin, age, height, weight, marital status, veteran status, handicap, or any other protected category.

YOU MUST ANSWER ALL QUESTIONS COMPLETELY. FAILURE TO DO SO WILL RESULT IN REJECTION OF YOUR APPLICATION AND YOU WILL NOT BE CONSIDERED FOR EMPLOYMENT.

Full Legal Name _____			
Last	First	Middle	
Address _____			
Street	City	State	Zip Code
Years _____	Telephone _____	Business Phone _____	
Driver's License No. _____		Social Security No. _____	

List all previous addresses in the last 10 years, use additional paper if needed: _____

Are you a relative by birth or marriage to any City of Madison Heights elected official or full-time management employee? Yes No

If Yes: _____
Name Relationship

Are you currently working?	Yes	No
Are you on lay-off?	Yes	No
If yes, are you subject to recall?	Yes	No
Will you submit to a drug-screening test?	Yes	No
Have you ever been employed by the City of Madison Heights?	Yes	No

If Yes: _____
 Position Department Date

EMPLOYMENT HISTORY

List each job held. Start with your present or last job first

Employer	Dates		Work Performed
	From	To	
Address & Telephone			
Job Title	Hourly Rate/Salary		
	Start	Final	
Supervisor			
Reason(s) for Leaving			

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	From	To	
Address & Telephone			
Job Title	Hourly Rate/Salary		
	Start	Final	
Supervisor			
Reason(s) for Leaving			

Do you have any previous Law Enforcement Experience: Y N
 If yes, describe: _____

Reason for Leaving: _____

Applicant Signature: _____ Date: _____

EDUCATION

	High School	Vocational/ Technical	College	Graduate
School Name, City/State				
Did you graduate? (If not, number of credit hours completed?)	Yes No	Yes No	Yes No	Yes No
Degree/Certificate				
Major/Minor				

Have you ever been arrested and/or convicted of any crime?* Y N

If yes, describe in full - include date(s) of violation(s): _____

***Note:** The position of volunteer Police Reserve Officer requires possession of a Concealed Pistol License (CPL) from the State of Michigan and as such, is subject to strict regulations regarding criminal convictions (including misdemeanors). For a complete list of requirements to obtain a CPL, please go to the Michigan State Police website at www.michigan.gov/msp and review the Concealed Pistol License Guide.

Are you capable of performing with or without reasonable accommodation (special assistance, equipment or other help), the activities involved in the job or occupation for which you have applied?

Y N

Describe how you would perform the job functions involved in the position for which you have applied.

MILITARY SERVICE RECORD

Have you had any experience in the Armed Forces of the United State of America or in a State National Guard? Y N

If yes, what branch? _____ Rank at discharge _____

Date of discharge _____ Were you honorably discharged Y N

Note: A dishonorable discharge from the military will not necessarily be a bar to employment.

BACKGROUND INVESTIGATION AUTHORIZATION

I authorize the City of Madison Heights to investigate my background as determined necessary for the position for which I am applying. I hereby release and discharge the City of Madison Heights, the Oakland County Sheriff's Department, and/or the Michigan State Police and their agents from liability for any damage of whatever kind or nature, except for willful or intentional acts, that may result from release of this information to the City of Madison Heights. I further authorize all past Employers and Schools to release information to the City of Madison Heights, including attendance records, rating forms, written or verbal evaluations, and academic transcripts. I understand that misrepresentation or omission of facts on this application is cause for dismissal.

Full Legal Name

Date of Birth: _____

Date

INDEMNIFICATION AND HOLD HARMLESS

I herewith release and hold harmless the City of Madison Heights from any and all claims by myself which may arise from performance of the duties for which I am volunteering. I understand that the City of Madison Heights will indemnify me from any and all claims arising from the performance of the duties for which I am volunteering as long as I am following the rules, regulations, and policies of the department and the City.

Full Legal Name

Date of Birth: _____

Date

NOTARY

Subscribed and sworn to before me this _____ day of _____ A.D.
20____ at _____, Michigan.

NOTARY PUBLIC, Oakland County, MI
My Commission Expires: _____

LOYALTY OATH

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States of America and the Constitution of the State of Michigan against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservations or purpose of evasion; that I will faithfully discharge the duties of the position on which I am about to enter.

I do further swear (or affirm) that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the State of Michigan by force or violence: and that during such time as I am a member of the Madison Heights Police Department Reserve Unit: I will not advocate the overthrow of said government by force or violence.

(Signature of Applicant) Date: _____

Subscribe and sworn to before me this _____ day of _____ A.D. 20_____
At _____, Michigan.

Notary Public, Oakland County, MI
My Commission Expires: _____