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STATE-WIDE JOB ANALYSIS OF THE POLICE PATROL OFFICER POSITION

STATE OF MICHIGAN*

by

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ORGANIZATIONAL BACKGROUND

The Michigan Law Enforcement Officers Training Council (MLEOTC or Council) was established by legislation in 1965 (Public Act 203). Michigan was one of the first states to establish a law enforcement officers training council to set selection and training standards for the entry-level (patrol officer) position. Further, Michigan is one of the few states which has established *mandatory* selection and training standards. Other states have established standards, but compliance with these standards is voluntary on the part of the police agencies.

The governing body of MLEOTC consists of 11 members appointed by the Governor, with the advice and consent of the Senate. The Attorney General and Director of State Police are ex-officio members. Three Sheriffs, three Chiefs of Police, and one Representative from each of the following: Fraternal Order of Police, Metropolitan Club, and Detroit Police Officer Associations comprised the remaining membership. The full-time staff of MLEOTC currently numbers 20, all of whom are located in offices in Lansing, Michigan.

The *delivery system* for the mandatory recruit training program consists of 14 regional training academies which provide every major population area with a training facility. MLEOTC has superintending control over the 14 regional academies and through a contractual relationship, funds the entire recruit training program at the various locations.

Public Act 203 of 1965 enumerates the responsibilities of MLEOTC (Appendix 1). The Council, through the provision of establishing standards, serves the following twofold purpose:

1. To ensure the competence of Michigan law enforcement officers.

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2. To administer an effective financial aid program to help the subvention of training law enforcement officers.

The Council's mission is supported by the following specific goals:

1. To establish mandatory minimum standards for the selection and training of entry-level officers.
2. To require law enforcement agencies to meet the minimum selection and training standards.
3. To establish and maintain quality training courses designed to improve the performance of law enforcement officers.

The purpose of the remainder of this paper is to discuss Goal #1 and describe how MLEOTC is preparing to validate its selection and training standards for the entry-level position. This particular organizational goal has been assigned the highest priority by the 11-member governing board so that MLEOTC can fulfill its statutory responsibility of *preparing and publishing* minimum standards.

PROBLEM STATEMENT

The job analysis project discussed in this paper is the first step of a long-range plan to develop a validated comprehensive selection and training system for the entry-level position.

The present selection and training standards which are mandated by MLEOTC are the result of collective judgments of professionals based on their subjective estimates which cannot be validated or checked for reliability using conventional statistical techniques. These standards do not, in themselves, insure that the best qualified are hired and the least qualified are rejected. This leads one to ask whether the standards are, in fact, relevant. Finally, there are indications of considerable variations in the degree to which police departments throughout the State recognize these standards. It must be noted that the training requirement is considered part of the *selection process* since MLEOTC requires that a candidate successfully complete the mandatory minimum of 296 hours of instruction before he/she is *certified* and therefore eligible to enforce the general criminal laws of this State. Thus, the training must be job related to conform with state and federal guidelines on fair employment. (The current Minimum Employment Standards are included in Appendix II).

Statewide selection and training standards must be developed by MLEOTC that will enable Michigan police agencies to hire individuals who are qualified to become effective police officers. These standards must be job related, accurately reflect job requirements, and be reasonable. Standards must not be set arbitrarily or unnecessarily high thereby creating artificial barriers to the employment of large numbers of individuals, particularly members of protected groups (minorities and women). The same standards must be validated and proven through valid statistical means.

Law enforcement agencies have an obligation to hire individuals who are qualified to become effective peace officers. Failure to meet this obligation could jeopardize the safe and efficient operation of an agency and thus endanger the public. In addition, agencies must avoid setting selection standards which are irrelevant or arbitrarily and unnecessarily high. Such standards may violate federal and state laws prohibiting discriminatory hiring practices and subvert the fundamental precepts of merit selection.

The increasing rate at which civil rights legislation is being passed and the more active roles that federal, state, and local governments are now taking with regard to *equal opportunity* reflect the fact that certain opportunities have been inaccessible to a significant number of people. Among these opportunities is the access, with artificial barriers, to an occupation of one's choice. Many employers across the country, including law enforcement agencies, through negligence, design, or lack of commitment have failed to provide equal employment opportunities to all persons.

In the public media, racial discrimination has received the most attention. However, it is frequently the case that employee selection processes, which are not based upon merit, discriminate against persons other than minority race members. As the terms *discrimination*, *minority*, or *protected class* have been expanded and interpreted by legislatures and courts, as well as through executive orders, they have come to mean the lack of employment opportunities for many distinct groups. Membership in these groups can be based upon factors other than race such as sex, height, weight, marital status, religion, and physical handicap.

There are approximately 600 law enforcement agencies in Michigan that are required to comply with MLEOTC standards. These agencies range in size from one full-time officer to a complement of over 5,500. Types of

- Trends of changes occurring in the work performance characteristics of a sub-occupation.
- Comparison of job performance requirements as viewed by different types of persons (i.e., workers versus immediate supervisors).

Special Objectives - The specific requirements of this project involve a statewide job analysis (as described in the contractor's final report) that will permit MLEOTC to meet the following organizational objectives:

- By July 31, 1979, provide empirical evidence to assist in the identification of valid entry-level selection standards for Michigan police officers.
- By July 31, 1979, provide empirical evidence to assist in developing valid training performance objectives for entry-level police officers.

TWO OCCUPATIONAL AREAS STUDIED WITHIN THE PROJECT

Because of the nature of the police occupation, it was found necessary to study two distinct and vital areas of the patrol officer's job. These areas are: (a) tasks which comprise the patrol officer's job and the knowledges, skills, abilities, and personal characteristics necessary to perform those job tasks (General Occupational Study), and (b) the physical activity occurring on the job and the necessary skills and abilities required to meet the physical demands inherent to patrol work (Physical Activity Study).

Because of the distinct characteristics and complexity in each area, a decision was made to hire a separate contractor for each substudy. However, both studies are blended together at various points to ensure continuity of the end product.

Given the nature of the two aspects of the study, different methodologies are being used for each. A fairly conventional occupational analysis approach is being used for the non-physical study. The physical study was given special design consideration because of the peculiar nature of the tasks which it is intended to survey.

agencies include city, township, county, state, university, airport, railroad, and conservation. Functions of officers vary from primarily custodial or traffic related through a full-range of police services, including major crime investigations. Jurisdictions may be primarily rural or urban or a combination of both. It is critical to the success of the job analysis project that an adequate sample of the State's patrol officer population be identified and surveyed.

To summarize, a firm commitment has been made by the governing body of MLEOTC to conduct a statewide validation study of the police patrol officer position. The first step in any validation study is the job analysis. It must be completed to serve as a basis for subsequent development of selection and training techniques, standards, and practices. Due to the critical nature of this project, it is essential that the job analysis be completed by July 31, 1979. Federal funds have been secured from the Michigan Office of Criminal Justice Programs and the Michigan Office of Highway Safety Planning to conduct this project. A description of the *method* is contained in the following section.

OVERVIEW OF PROJECT

PROJECT OBJECTIVES

General Objectives - The primary objective of this project is to gather and analyze job relevancy data which can be used to provide descriptions of:

- Occupational clusters of specialties existing within the total patrol officer occupational area; (i.e., sub-occupations).
- Work activities performed in a single police sub-occupation, serving to define and validate the performance characteristics of that sub-occupation.
- Comparison of similarities and differences of the work performed in two or more sub-occupations.
- Differences in work performance as a function of job location; (rural, urban, etc.), length of job experience of the workers, job specialties within the patrol officer occupation, source of training, or other background characteristics of the persons answering the survey questionnaire or of the employment setting.

MAJOR STEPS OF THE PROJECT

The following are the major steps and tasks involved in developing the end product of this project. (See Appendix 3 for 23-step time chart.)

Developing the Questionnaire

- Define the occupation scope and the sample.
- Locate, collect, and review sources of information.
- Identify advisory committees.
- Construct the initial task listings.
- Advisory committees' review of task lists.
- Edit task lists.
- Determine necessary respondent data.
- Determine necessary task data.
- Determine types of summaries needed.
- Construct the job inventory instrument.
- Pilot test the instrument.
- Construct supervisory task factor booklets.

Administering the Questionnaire.

- Design survey methodology and write sets of correspondence.
- Design methodology for administering the questionnaire.
- Print, distribute and instruct local administrators.

Processing and Reporting Results.

- Prepare responses for data processing.
- Identify job clusters.
- Compute summary data.
- Prepare summary report.

Interpretation.

- Determine task training priorities.
- Identify tasks for training.
- Conduct workshops to analyze tasks.
- Establish terminal performance objectives.

The following aspects of the methodology warrant more detailed discussion.

SURVEY INSTRUMENT

General Study (non-physical) - The survey instrument will be a questionnaire booklet consisting of an exhaustive list of tasks organized into 15 duty categories. The

booklets will also contain a respondent data section where the incumbent officer will describe himself/herself and his/her organization. Checklist will also be included to indicate the types of complaints handled and equipment and vehicles used.

Concurrent with the Incumbent survey, first-line supervisors will be asked to complete task factor booklets containing the same task lists. The supervisors will report on the following factors:

Training priority - a rating will be selected for those tasks which it is important that the entry-level officer be trained.

Time delay tolerance - a criticality rating will be selected to describe the time delay allowable before the task must be performed.

Consequence of failure - a criticality rating will be selected to describe the consequent of failure for each task.

Task learning difficulty - a rating will be selected to describe the learning difficulty of each task.

Physical Activity Survey - The survey instrument for the physical activity survey will be a checkoff from which will allow the incumbent officer to describe his/her physical activity immediately after he/she completes the activity. The survey will be conducted at various times throughout the year for seven day periods. The officers will carry the forms with them and use as many forms as needed to report their physical activity each time it occurs during the survey period.

The front side of the form will allow the respondent to describe his/her activity in terms of running, crawling, climbing, etc. He/she will also be asked to determine the criticality by indicating the consequences if he/she had failed to perform adequately. If the physical activity involved resistance from a subject, the encounter will be described on the reverse side of the form.

SAMPLE

Sample Stratification - The first step in determining an appropriate sample was to survey all local governments registered with the Secretary of State to establish the

number of independent police departments and the number of full-time police officers. It was found that there were 608 departments and 22,464 full-time officers working for units of government in the State as of October 1, 1978. That population was stratified into seven groups and the sample for each group was then identified (Figure 1).

Figure 1

Sample Stratification
Michigan Police Population

Total Police Population - N = 22,500

<u>Type of Agency</u>	<u>Percent of Total Population</u>
State Police	10%
Detroit P. D.	25%
Departments 100-500 Officers	15%
Departments 30-99 Officers	14%
Departments 1-29 Officers	13%
Sheriff Departments	20%
Other Police (Railroads, Airports, Conservation and Local Parks)	3%

General Study - The general study will survey 193 agencies. These include the State Police, sheriffs departments, city, townships and village departments, local park, railroad and airport police, and the department of Natural Resources. The sample was randomly chosen to represent police officers throughout the State. Approximately 20% of the State's general police population will be surveyed. One hundred percent of the specialized police will be surveyed due to the relatively low numbers in each specialization.

The survey instrument will be completed by all of the patrol officers in each of the departments which were chosen, with their supervisors completing task factor booklets.

Physical Activity Study - The sample for the physical activity study is also a random sample and will consist of 67 agencies. Approximately 14% of the general police population and 100% of the specialized police population will be surveyed for the same reasons as in the general study. All patrol officers in the chosen agencies will complete the instrument each time they participate in physical activity.

PUBLIC RELATIONS EFFORT

Probably the major difficulty with any survey research is to get an accurate and high response rate. This study has all of the traditional hazards of survey research plus additional hazards including: voluntary participation, large geographical area, suspicious attitude of many police officers, suspicious police management, and labor organizations. Because of the size of the survey population, local coordinators are being used to administer all of the survey instruments. This means that the local coordinators must not only be technically competent in use of the survey instruments but also that they act as MLEOTC's agents in selling the project to all participating incumbents, supervisors, and agency heads.

To insure a high and accurate response rate, a selling effort was undertaken and aimed at: police management groups, employee labor organizations, local coordinators, and incumbents. A slide/tape presentation was developed describing the MLEOTC organization, the need for a job analysis survey, the survey methodology, and the intended job related selection and training standards. This slide/tape presentation was used in selling the project to management, labor, and local coordinators.

Representatives from MLEOTC met with the Michigan Police Chiefs' Association and the Michigan Sheriffs' Association. Meetings were also held with each of the numerous labor organizations representing police in the State. These meetings were considered particularly critical because police in Michigan are highly organized, an outgrowth of the State's highly unionized auto industry. Three workshops were held in Lansing for the coordinators of the 67 departments participating in the physical survey. Six regional workshops are planned throughout the State

for the local coordinators who will administer the general survey in the 193 participating departments.

In an effort to gain the cooperation of the incumbents, a small fold-out brochure was printed. The brochure was titled *Select Your Future Partner*. Special emphasis was put on eye appeal and packaging of the brochure to gain the attention of the incumbents. On the inside, the project is explained and participation is encouraged.

DATA REDUCTION

General Study - The data which is reported in the general study will be key punched and analyzed using the Comprehensive Occupational Data Computer Program (CODAP). The program will indicate the time officers spend on each task. Through clustering routines, the descriptions of similar jobs will be grouped.

Physical Activity Survey - The data which is collected will be keypunched and analyzed using a program written by the expert contractor. The computer program will reduce the data to general description of the types of physical activities which officers participate in. It will give a criticality rating for each type of physical activity. The type of activity and subject encountered (if any) will be correlated with a description of the incumbent officer.

INTERPRETATION

General Study - Members of the advisory committee will participate in a task analysis workshop to analyze each task in the training and selection sets produced by the CODAP program. The sets will be analyzed for behavioral categories requisite for training and selection. The workshops will also estimate near future job changes and trends and expand task identifications to include special performance content required by the local job situation.

A thorough analysis of each task in the training and selection set will include the behavioral categories requisite for training and selection. These include the following:

Cues which signal incumbent to begin performing tasks (very critical on certain tasks in law enforcement).

Conditions which mediate task performance (required manuals, report forms, special supervision, problems normally encountered, etc.).

Steps or elements of performance.

Knowledges, skills, abilities, and personal characteristics requisite to performance of task.

Incumbent attitudes, feelings, and convictions relative to performance.

Results and consequences of correct and incorrect performance.

Terminal performance objectives will also be established which clearly identify what job behavior is expected of the student by the time the instructional program is completed.

Physical Activity Study - The data produced by the computer routine will be descriptive of the physical activity encountered by the State's officers. The summaries will later be interpreted for use in developing selection criteria and physical training programs.

THE PRODUCT

The data which are gathered from the general occupational survey will be analyzed and interpreted by two methods:

1. Through the use of the CODAP computer program, job types will be identified (clusters of jobs based on similarity of task performance) and other distinctive data that can be used for decision-making purposes.
2. By use of special advisory groups (practitioners and experts in the field) who will analyze the task data and arrive at conclusions concerning the skills, knowledges, abilities, and personal characteristics required to perform the patrol officer job.

These two methods will provide a substantial base of knowledge which will permit MLEOTC to move into the second and third stages of the standards development process. The first stage, the analysis phase, will have been completed at this point.

The second and third stages, design and development, involve the (a) identification of training curriculum, (b) selection criteria, (c) development of related implementation strategies, and (d) testing processes. These two stages will result in a tangible product for the law enforcement profession; that is a valid job-related system for selecting and training individuals for the patrol officer position. The word *system* refers not only to specific selection and training criteria but also to the *process* whereby individuals will be selected and trained; i.e., instructional methods, specific selection tests, etc.

The data collected from the Physical Activity Study will be analyzed and interpreted by the contractor and other experts, such as kinesiologists and law enforcement physical trainers. Their findings will provide a content valid foundation of information upon which training and selection decisions can be made. The decisions made during the second year's effort will result in two important products:

1. Physical training proficiency requirements based on necessary levels of performance required of the recruit trainee. This includes identifying essential training proficiency criteria and methods to measure the criteria in a training setting.
2. A physical agility test for statewide use in the selection of police applicants.

During the third year of the study, data will be collected concerning the physical agility test performance of candidates. This data will be analyzed to establish differential validity for protected groups as required in the Uniform Guidelines on Employee Selection Procedures. In addition, the contractor will attempt to establish predictive validity of the physical agility test. Predictive validity establishes the ability of the test to reliably identify which candidates are qualified to meet the physical demands encountered in patrol work.

In summary, the *product* of the job analysis project is a data base which can be used as a solid foundation for the subsequent design and development of valid selection and training standards.

APPENDIX I

ACT NO. 203, P.A. 1965

as amended by Act No. 220, P.A. 1968, Act No. 187, P.A. 1970,
Act No. 31, P.A. 1971, and Act No. 422, P.A. 1976

AN ACT to provide for the creation of a law enforcement officers training council; to provide for additional costs in criminal cases and the establishment of the law enforcement officers training fund and allocations therefrom to local agencies of government participating in a police training program.

The People of the State of Michigan enact:

Sec. 1. This act shall be known and may be cited as the "Michigan law enforcement officers training council act of 1965".

Sec. 2. As used in this act:

- (a) "Council" means the law enforcement council.
- (b) "Executive secretary" means the executive secretary of the council.
- (c) "Police officer" or "law enforcement officer" means a member of a police force or other organization of a city, county, township, village or of the state, regularly employed as such and who is responsible for the prevention and detection of crime and the enforcement of the general criminal laws of this state, but shall not include any persons serving as such solely by virtue of his occupying any other office or position.

Sec. 3. There is created the law enforcement council to carry out the intent of this act and to consist of 11 members selected as follows:

- (a) The attorney general, or his designated representative.
- (b) The commissioner of state police, or his designated representative.
- (c) Three members appointed to the council by the governor from a list of 6 active members submitted by the Michigan association of chiefs of police.
- (d) Three members appointed to the council by the governor from a list of 6 active law enforcement officials submitted by the Michigan sheriffs association.
- (e) One member appointed to the council by the governor from a list of 3 names submitted by the fraternal order of the police.
- (f) One member appointed to the council by the governor from a list of 3 names submitted by the metropolitan club.

- (g) One member appointed to the council by the governor from a list of 3 names submitted by the Detroit police officers associations.
- (h) All appointments made by the governor shall be subject to the advice and consent of the senate.

Sec. 4. All members of the council shall hold office for a term of 3 years, except that of the members first appointed from nominees submitted by the Michigan association of chiefs of police and the nominees submitted by the Michigan sheriffs association--1 shall be appointed for 3 years, 1 for 2 years, and 1 for 1 year. A vacancy caused by expiration of a term or termination of his official position in law enforcement shall be filled in the same manner as the original appointment. A member appointed to fill a vacancy created other than by expiration of a term shall be appointed for the unexpired term of the member who he is to succeed in the same manner as the original appointment. Any member may be reappointed for additional terms.

Sec. 5. The council shall designate from among its members a chairman and a vice chairman who shall serve for 1-year terms and who may be re-elected. Membership on the council shall not constitute holding a public office, and members of the council shall not be required to take and file oaths of office before serving on the council. The council shall not have the right to exercise any portion of the sovereign power of the state. No member of the council shall be disqualified from holding any public office or employment by reason of his appointment or membership on the council, nor shall he forfeit any such office or employment, by reason of his appointment hereunder, notwithstanding the provisions of any general, special or local law, ordinance or city charter.

Sec. 6. The council shall meet at least 4 times in each year at Lansing, and shall hold special meetings when called by the chairman or, in the absence of the chairman, by the vice chairman or when called by the chairman upon the written request of 5 members of the council. The council shall establish its own procedures and requirements with respect to quorum, place and conduct of its meetings and other matters.

Sec. 7. The council shall make an annual report to the governor which will include pertinent data regarding the standards established and the degree or participation of municipalities in the training programs.

Sec. 8. The members of the council shall serve without compensation but shall be entitled to their actual expenses in attending meetings and in the performance of their duties hereunder.

Sec. 9. (1) The council shall prepare and publish minimum employment standards with due consideration with varying factors and special requirements of local police agencies relative to:

- (a) Minimum standards of physical, educational, mental, and moral fitness which shall govern the recruitment, selection, and appointment of police officers.
- (b) The approval of police training schools administered by a city, county, township, village, or corporation.

- (c) Minimum courses of study, attendance requirements of at least 240 instructional hours, equipment, and facilities required at approved city, county, township, village, or corporation police training schools.
- (d) The requirements in subdivision (c) shall be waived if any of the following occur:
 - (i) The person has previously completed the mandatory training requirements and less than 1 year of police service, has voluntarily or involuntarily discontinued his work as a law enforcement officer, and is again employed within 1 year after discontinuing work as a police officer.
 - (ii) The person has served more than 1 year and less than 5 years, has completed the mandatory training requirements, and takes employment with another police agency within 18 months of discontinued service.
 - (iii) The person has served 5 years or more and takes employment with another police agency within 2 years of discontinued service.
 - (iv) The person is a member of a sheriff's posse or police auxiliary temporarily engaged in the performance of his duties and while under the direction of the sheriff or police department.
- (e) Minimum qualifications for instructors at approved police training schools.
- (f) Minimum basic training requirements which regularly employed police officers excluding sheriffs shall complete before being eligible for employment.
- (g) Categories or classifications of advanced in-service training programs and minimum courses of study and attendance requirements for these categories or classifications.
- (h) The establishment of subordinate regional training centers in strategic geographic locations in order to serve the greatest number of police agencies that are unable to support their own training programs.
- (i) Acceptance of certified basic police training and experience received in states other than Michigan in fulfillment in whole or in part of the minimum employment standards prepared and published by the council.
- (2) Notwithstanding any other provision of this statute, a regularly employed person employed on or after January 1, 1977, as a member of a police force having a full-time officer shall not be empowered to exercise all the authority of a peace officer in this state, nor employed in a position which is granted the

authority of a peace officer by statute, unless the person has complied with the minimum employment standards prepared and published by the council pursuant to this section. Law enforcement officers employed before January 1, 1977, may continue their employment and participate in training programs on a voluntary or assigned basis but failure to meet standards shall not be grounds for dismissal of or termination of employment. A law enforcement officer employed before January 1, 1977, who fails to meet the minimum employment standards established pursuant to this section and who voluntarily or involuntarily discontinues his work as a law enforcement officer may be employed with a law enforcement agency if that officer meets the requirements of subsection (1)(d)(iii).

Sec. 10. The council may enter into agreements with other agencies, colleges and universities to carry out the intent of this act.

Sec. 11. The council may:

- (a) Visit and inspect a police training school, or examine the curriculum or training procedures, for which application for approval has been made.
- (b) Issue certificates to police training schools qualifying under the rules of the council.
- (c) Authorize the issuance of certificates of graduation or diplomas by approved police training schools to police officers who have satisfactorily completed minimum courses of study.
- (d) Cooperate with state, federal, and local police agencies in establishing and conducting local or area schools, or regional training centers for instruction and training of police officers of this state, its cities, counties, townships, and villages.
- (e) Make recommendations to the legislature on matters pertaining to qualification and training of police officers.
- (f) Establish preservice basic training programs at colleges and universities which qualify under the rules of the council.
- (g) Require a state examination for police officer certification.

Sec. 12. There shall be an executive secretary of the council who shall be appointed by the council, and who shall hold office during the pleasure of the council. He shall perform such functions and duties as may be assigned to him by the council. He shall receive compensation and reimbursement for expenses within the amounts available therefor by appropriation.

Sec. 13. There is created in the state treasury a law enforcement officers training fund, from which, the legislature shall appropriate sums deemed necessary for the purposes of this act.

Sec. 14. The amounts annually appropriated by the legislature shall be paid by the state treasurer in accordance with the accounting laws of the state upon certification of the executive secretary of the council for the purpose of reimbursing an amount not to exceed the training costs incurred for each officer meeting the recruitment standards prescribed pursuant to this act during the period covered by the allocation, plus an amount not to exceed the necessary living expenses incurred by the officer which are necessitated by training requiring that he be away from his residence overnight. If the moneys in the law enforcement officers training fund to be appropriated by the legislature for the training and living expenses are insufficient to allocate the amount for training and living purposes, the amount shall be reduced proportionately. An allocation shall not be made to a training agency or to a city, county, township, or village or agency of the state which has not, throughout the period covered by the allocation, adhered to the standards established by the council as applicable to either training or personnel or both recruited or trained by the training agency, city, county, township, or village or agency of the state during this period.

Sec. 15. A training agency, city, county, township, or village or state agency which desires to receive reimbursement pursuant to this act shall make application to the council for the reimbursement. The application shall contain information requested by the council.

This act is ordered to take immediate effect.

APPENDIX II

MICHIGAN LAW ENFORCEMENT OFFICERS TRAINING COUNCIL

MINIMUM EMPLOYMENT STANDARDS

GENERAL RULES

(By authority conferred upon the department of state police by section 9 of Act No. 203 of the public acts of 1965, as amended, being section 28.609 of the Compiled Laws of 1948.)

R 28.4101. General provisions.

Rule 1. As used in these rules, "Act" means Act No. 203 of the Public Acts of 1965, as amended, being sections 28.601 to 28.616 of the Compiled Laws of 1948. The terms defined in the act have the same meaning when used in these rules.

R 28.4102. Employment qualifications.

Rule 2. A person employed as a police officer under the act shall:

- (a) Be a citizen of the United States.
- (b) Have attained the minimum age as established by the hiring agency, which shall be not less than 18 years or as otherwise provided by law.
- (c) Have obtained a high school diploma or have attained a passing score on the general education development test indicating a high school graduation level.
- (d) Have no prior felony convictions.
- (e) Possess good moral character as determined by a favorable comprehensive background investigation covering school and employment records, home environment and personal traits and integrity. Consideration will be given to all law violations, including traffic and conservation law convictions, as indicating a lack of good character.
- (f) Possess normal hearing, normal color vision and normal visual functions and acuity in each eye correctable to 20/20. Be free from any other impediment of the senses, physically sound, in possession of his extremities and well developed physically, with height and weight in relation to each other as indicated by accepted medical standards. Be free from any physical defects, chronic diseases, organic diseases, organic or functional conditions, or mental and emotional instabilities which may tend to impair the efficient performance of his duty or which may endanger the lives of others or himself.
- (g) Successfully complete the basic police training curriculum at a council approved school.

MINIMUM EMPLOYMENT STANDARDS-GENERAL RULES (continued)

R 28.4103. Examinations, fingerprints, and certificates.

Rule 3. Before sending a person to a council approved school, the hiring agency shall:

(a) Cause the applicant to be examined by a licensed physician to determine that the applicant meets the standards set forth in subrule (f) of rule 2. A declaration of the applicant's medical history shall be made available to the examining physician and shall become a part of the background investigation.

(b) Cause the applicant to be fingerprinted and a search made of local, state, and national fingerprint files to disclose any criminal record.

(c) Conduct an oral interview to determine the applicant's acceptability for a police officer position and to assess appearance, background, and ability to communicate.

(d) Certify that the prospective trainee meets the minimum employment standards set forth in subrules (a) to (f) of rule 2.

R 28.4104. Forms

Rule 4. Form TC-01, entitled "Application for Enrollment In A Certified Academy" shall be completed and forwarded to the appropriate school coordinator before a person will be allowed to attend a council approved school.

R 28.4105. Practices and standards.

Rule 5. Recruitment and employment practices and standards shall comply with the law applicable to police officer employment.

