



**CITY OF SAULT STE. MARIE  
POLICE DEPARTMENT**



**EMPLOYED POLICE RECRUIT  
JOB DESCRIPTION**

**MUNICIPAL SUMMARY:**

The City of Sault Ste. Marie is located in Michigan's Upper Peninsula on the banks of the St. Mary's River which is the international boundary between Michigan and Ontario, Canada. Sault Ste. Marie is the county Seat for Chippewa County and also Michigan's oldest community, established in 1668 as a European settlement.

Today, Sault Ste. Marie has a permanent population of over 13,000 people, which substantially increases during the tourist season. It is administered under a Council/Manager form of local government. City services are primarily funded through tax dollars and fees.

**POLICE DEPARTMENT SUMMARY:**

The Sault Ste. Marie Police Department was created in 1888, following a regional constable form of law enforcement. The department today consists of 24 sworn officers, 2 administrative clerks, 25 non-sworn auxiliary officers, and 3 school crossing guards. The sworn officers are made up of the Chief, Captain, Detective Sergeant, 2 Detectives, 4 Patrol Sergeants, 14 patrol officers, and 1 officer assigned to the Tri-County Narcotics Taskforce (TRIDENT). The Department provides full law enforcement services to the community 24/7.

**SUPERVISION:**

The Employed Police Recruit exercises no supervision over other personnel.

The Employed Police Recruit is supervised by the Chief of Police or his/her designee.

**POSITION SUMMARY:**

An Employed 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 Employed Police Recruit reports to the Chief of Police, or designee. This position is expected to support the mission of the Sault Ste. Marie Police Department.

An Employed Police Recruit is required to attend formal training classes at the Lake Superior State University, or a similar Michigan Commission on Law Enforcement Standards (MCOLES) approved facility, in preparation for reclassification to Police Officer. An Employed Police Recruit is required to complete all academy training assignments and perform other duties as required.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Actively support and ensure compliance with the mission, policies, procedures, programs, objectives, philosophies, and vision of the Sault Ste. Marie Police Department.
- Attends formal training classes at an 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.
- Performs related work as assigned.

## **MINIMUM QUALIFICATIONS & REQUIRMENTS**

- Must be at least 18 years of age.
- Must be a citizen of the United States.
- Must have a valid Michigan driver's license.
- Must have earned a high school diploma or attained a passing score on the GED test indicating a high school graduation level. Current associate's or bachelor's degree in Criminal Justice or a related field or, having obtained either of these at the completion of a police academy, is preferred.
- No prior felony convictions (including expunged or set asides) and be free of any other Prohibited Criminal Adjudications of Guilt as defined by MCOLES.  
<https://www.michigan.gov/mcoles/standard-training/licensing-standards-for-michigan-law-enforcement-officers>
- Must be able to obtain admission into a MCOLES sanctioned police academy.
- Must meet all MCOLES police officer licensing standards, except for Training & Licensing Examination requirements, prior to starting a police academy. Must maintain the standards while attending the police academy.  
<https://www.michigan.gov/mcoles/standard-training/licensing-standards-for-michigan-law-enforcement-officers>
- Must meet all City of Sault Ste. Marie hiring standards for the position of Patrol Officer, except for the MCOLES licensing requirement, prior to starting a police academy. Must maintain the standards while attending the police academy.
- Must sign an agreement committing to four years of full-time employment after academy graduation, as authorized under PA 43 & 44 of 2023.

## **KNOWLEDGE, SKILLS, & ABILITIES**

- Ability to develop skill in the use of firearms.
- Ability to effectively communicate orally and in writing with others while using various equipment and methods.
- 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 organize work, set priorities and meet critical deadlines.
- Ability to use initiative and independent judgment within established policy guidelines.

- Ability to cope with adverse situations firmly, courteously, and with respect for individual rights.
- Ability to remember names, faces and details of incidents.
- Ability to acquire knowledge of modern approved principles, practices and procedures of police work, state laws, City ordinances, and the geography of the City and the location of important buildings.
- Ability to use basic office equipment such as telephone, calculator, photocopier, fax and computer with applicable software applications such as word processing, spreadsheet, and email/internet/world wide web, as well as police communication equipment.

**WORKING CONDITIONS:**

Because an Employed Police Recruit will potentially be hired as Police Officer upon successful completion of all MCOLES and City requirements for licensed law enforcement officers, an Employed Police Recruit is expected to meet the physical and work environment demands of the Police Officer position, which is as follows:

Work is performed in office and outdoor settings primarily within the City of Sault Ste. Marie. Periodic travel to other locations, some distant, may be necessary and required. Physical activities include lifting, walking, running, standing, sitting, kneeling, reaching and other periodic muscular strain dictated by the type of incident. Officers are subject to or may be exposed to extreme weather conditions, intoxicated subjects, subjects in various mental states, bodily fluids, adversarial behavior, unpleasant or hostile atmospheric conditions, and individuals possessing various types of weapons. Officers are subject to changing and/or extended shifts and 24-hour recall without advanced notice.

The description above is intended only as an illustration of the various types of work that may be performed and hiring requirements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related to or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee (or potential employee) and is subject to change by the employer as the needs of the employer and/or requirements of the job change.

The City of Sault Ste. Marie is an ADA, EOE, and a drug-free employer.

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Employee Signature

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Date