

Auxiliary Police Corps Auxiliary Officer

Job Status

Open - open and accepting applications

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The duties of the Auxiliary Police Corps, subject at all times to the discretion, supervision, and control of the Chief of Police, shall be to assist the regular members of the police department in the enforcement of law and the maintenance of peace and order whenever and wherever its services are required.

As an Auxiliary Officer, you are not a licensed police officer but instead, a civilian sworn as an Auxiliary Officer.

ESSENTIAL FUNCTIONS

Candidates must have the ability to:

- Attend at least eight general membership meetings, per year
- Work at least fifteen hours of events, per year.
- Think and act quickly in emergencies, judge situations, and evaluate people accurately.
- Interact and communicate with the public in a manner that is positive, welcoming, and inviting.
- Deescalate negative situations in a manner that is calm and professional.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Participate in department-mandated training.
- Wear an issued uniform, and any assigned duty gear around the waist. Gear may weigh in excess of twenty pounds.
- Stand in place directing traffic or people, with little to no breaks/rest, sometimes for several hours.
- Conduct area patrols on foot, with little to no breaks/rest, sometimes for several hours.
- Work in a variety of weather conditions and temperatures may be inclement.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

MINIMUM REQUIREMENTS TO APPLY

- 18 years of age with demonstrated maturity and judgment.
- United States citizen.

- Minimum high school education or GED.
- Meet the MCOLES no “Prohibited Criminal Adjudications of Guilt” standards; see

[Licensing Standards for Michigan Law Enforcement Officers](#)

HIRING PROCESS & SPECIAL REQUIREMENTS

- Submit a City of Sault Ste. Marie employment application, resume, and cover letter to the Chief of Police.
- Pass an oral board interview.
- Possess, or be able to possess, a valid Michigan driver’s license by date of appointment. No out-of-state suspension or revocation.
- Pass a background investigation including criminal and driving records and assessment of the candidate’s character and suitability to perform the duties of Auxiliary Officer.
- Conditional Offer of Employment.
- Must pass a pre-employment medical evaluation and be able to perform the functions of an Auxiliary Officer.
- Must pass a pre-employment drug test.
- Approval of the Chief of Police.

Supporting Documents

Aux Police Hiring Flyer 795.36 KB

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