



City of Reading • 113 S. Main St. • Reading, MI 49274 • (517) 283-2604

TDD/TTY: #711  
<https://reading.mi.us>

# Reading City Police Department: Police Officer: Full-Time/Part Time

January 7, 2025

HONOR. EXCELLENCE. INTEGRITY. COMMUNITY.

The City of Reading is looking for a qualified candidate to become a Police Officer for the Reading Police Department, full-time or part time. We are looking for a candidate with positive and professional demeanor, good moral character, and sound judgement. The City of Reading is one square mile located in Hillsdale County just north of the Indiana and Ohio borders. Reading is a community where you have the chance to build strong bonds with the community, making a positive difference on a personal level. The Reading Police Department is a 7 day a week department, working 8 hours shifts in the community. Hourly wage range \$23.00 to \$28.00 DOQ.

## **Position Summary:**

This position is within the Reading City Police Department, performing enforcement of laws and ordinances, crime prevention, investigations, arrests, community policing, along with any related police matter. Officer must meet Michigan Commission on Law Enforcement Standards (MCOLES) certification.

## **Minimum Requirements:**

- U.S Citizen
- Associate's degree preferred or Waiver of Associate's Degree for prior military experience.
- 21 years of age of older
- Must possess current Michigan Commission on Law Enforcement Standards (MCOLES) licensing or be licensable prior to job posting deadline.
- Must maintain a valid Michigan driver's license and have a good driving record.
- Must maintain State of Michigan mandated firearms qualification.

**“City of Reading is an Equal Opportunity Provider and Employer”**

- Demonstrates dependability, reliability, professionalism, and ethical behavior. Ability to work successfully in a sometimes-high stress environment, handling multiple tasks and projects simultaneously.
- Excellent judgment skills in terms of interpersonal communications and ability to be flexible and adapt to changing work situations.
- Demonstrates knowledge and ability to apply constitutional law, substantive criminal law, criminal procedure, juvenile law, the law of evidence, criminal and non-criminal investigation techniques, court functions and civil law, crime scene processing, patrol procedures and techniques, civil liability, criminal and noncriminal report writing, court testimony procedures, parking violations and ticket writing procedures, motor vehicle crash investigation and preparation of the Uniform Traffic Crash Report, and physical security procedures.
- Demonstrates experience working collaboratively with staff, students and the public with tact and courtesy.
- Effective oral and written communication skills. Must possess excellent customer service skills.
- Basic computer knowledge and experience using standard word processing software, such as Microsoft Word and basic use of e-mail systems.
- Ability to use discretion in regard to matters of confidentiality interactions and decision making.
- No Domestic Violence Convictions or Felony Convictions • No drug use including marihuana/ THC or illicit. • Prior to the date of hire, selected candidates will undergo and must successfully pass a drug test, physical, psychological exam, and a thorough background investigation.

**Benefits:**

- Officers are provided all uniform and duty gear
- Paid holidays
- Extensive continued training
- MERS defined benefit pension plan
- Health Insurance, including optical and dental
- Paid vacation
- Department issued firearm
- Appropriate tattoos allowed on a case-by-case basis
- Facial hair permitted, neatly trimmed
- Paid weekly