

Westland Police Department

Police Service Aide

The Westland Police Department is currently seeking qualified applicants for the position of Police Service Aide. This is a part time position.

Job Description

The primary responsibility of the Police Service Aide is prisoner management. This includes searching all in-coming prisoners, processing prisoners, feeding, administering prisoner medications, escorting prisoners to and from court and arranging transportation of prisoners to other facilities.

Secondary functions of the Police Service Aide includes answering non-emergency phone calls and report writing.

Qualifications

1. Be a citizen of the United States or resident alien with the right to work in the United States; and
2. Be a resident of the State of Michigan; and
3. Be at least eighteen (18) years old; and
4. Have a high school diploma or a valid equivalency certificate; and
5. Possess and maintain a valid Michigan driver's license; and
6. 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 duties or which might endanger the lives of others or the individual employee; and
7. Applicant must pass a background investigation.

How to Apply

Applicants can submit a letter of interest and resume in person at the Westland Police Department (or) Email these documents to psacoord@wlpd.net

NOTE

Police Service Aides for the City of Westland are eligible to earn EXTRA civil service points when applying for the position of entry level Police Officer with the City of Westland.

The City of Westland is an equal opportunity employer.