



THE VILLAGE OF
HOLLY POLICE
DEPARTMENT

Police Service Aide - Prisoner Observation Program (part-time)

Job Description –

The primary responsibility of the Police Service Aid – Prisoner Observation Program is prisoner observation, required record keeping and communication with on-duty officers while a Holly police department holding cell is occupied.

Qualifications –

1. Be a citizen of the United States of America or a legal resident alien with the right to work in the United States
2. Be a resident of the State of Michigan
3. Be at least (18) years of age
4. Have a high school diploma or a valid equivalency certificate
5. Possess and maintain a valid driver's license
6. Pass a background investigation
7. Pass a physical examination and drug screen
8. Be available for 24/7 call-in for coverage, up to eight (8) hour shift.
9. Preference may be given to those applicants who have law enforcement experience and/or backgrounds in law enforcement or a criminal justice environment

Work Schedule –

- Primarily evenings between 4 pm and 8 am
- Non scheduled, call in for coverage is based on cell occupancy.
- Must be able to respond to the Holly police department within sixty (60) minutes of call-in.

Hourly Rate – \$13.00 per-hour. No other pay or benefits afforded to this position.

Opening Date – October 20, 2020

Closing Date – Open until filled

How to Apply – All candidates must complete a Village of Holly General Employment application, and Background Check Release form. Applications can be found on line at www.HollyVillage.org or may be picked up at the Holly Police Department, Monday through Saturday 8:00 am to 4:00 pm. Completed applications may be emailed to chief@hollypolice.com or be returned in person to the Holly Police Department, located at 315. S. Broad St. Holly MI 48442 during the above listed hours.

The Village of Holly is an equal opportunity employer

Jerry L. Narsh, Chief of Police
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www.hollypolice.com

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