

## **Charter Township of West Bloomfield Accepting Police Officer Applications**

In order to be considered, you **MUST submit a completed application by Thursday, November 30, 2017**

The Charter Township of West Bloomfield is currently taking applications for the position of Police Officer. Police Officers start at \$48,575 and progress up to \$70,648 thereafter based upon service with the department. We have a generous fringe benefit that includes; pension, medical, prescription and dental/vision coverage.

### **Minimum Requirements:**

- Must be certified/licensed police officer in the State of Michigan prior to the beginning of employment.
- Must be at least twenty-one (21) years old.
- Must be a United States Citizen.
- Must have an associate degree or higher from a recognized accredited college or university at the time of application.
- Must not have any felony convictions.
- Passed MCOLES pre-employment written and physical agility exams at time of application.
- Must possess a valid State of Michigan motor vehicle or chauffeur's license.
- Must successfully pass the written examination given by **EMPCO** with score of 80% or better at time of application.
- Must submit to a full background investigation, including fingerprinting, photograph, and DNA collection.
- Must successfully pass a medical examination, including drug screen.
- Must successfully pass a psychological examination.
- See hiring policy for further requirements.

To schedule testing, complete a profile, and take a test for this position, please go to [www.empcoco.net/testing/](http://www.empcoco.net/testing/) and follow the instructions. There is a fee to take the examination, but results of this one test will be accepted by all participating police departments in Michigan. **The deadline for testing is Thursday, November 30, 2017.** In order to be considered, you **MUST submit a completed application** and testing must be completed by **Thursday, November 30, 2017.** For information and application, please visit [wbtownship.org/how\\_do\\_i/apply\\_for/job/index.php](http://wbtownship.org/how_do_i/apply_for/job/index.php).

Please contact the Human Resources Department at West Bloomfield Township by calling 248-451-4795 if you have any questions.



# WEST BLOOMFIELD TOWNSHIP

## Job Description

### Police Officer

Drafted: 06/06/06

Adopted: 08/14/2006  
Pay Grade: P0-5

#### **General summary:**

Under the supervision of a ranking officer, responds to emergency requests, regularly patrols assigned areas to prevent crime, maintain public safety and order by enforcing local, state and federal laws and ordinances. May perform additional police activities such as criminal investigations, evidence control, training, booking and releasing prisoners.

#### **Representative Duties:**

(Examples provided describe characteristic duties of comparable levels and are not intended to describe in detail all specific duties performed by this position)

#### **Public Safety Specific:**

##### Performs:

- Investigation of the cause of accidents using proper techniques such as taking photographs, measurements, obtaining statements and gathering other evidence to determine the causes of the traffic accident.
- Detailed reports of complaints, accidents, arrests and other incidents forwarding to the shift commander.
- Patrol of assigned areas observing traffic for violators, wanted vehicles, stranded motorists and other irregularities.
- Issuance of traffic citations and may arrest violators.
- Checks on business establishments and other building during after hours to ensure that proper security measures have been taken. May check liquor establishments for conformance to the law and licensing requirements.
- And assists in investigation follow up and completion of crimes or complaints.
- Crowd, and traffic control, suppression of civil disturbances at public gatherings, fires, or other emergencies.
- Training of Police Department personnel in the use of specialized equipment such as firearms, radar, first aid, police vehicles, or specialized methods and techniques.
- Duties from time to time in Detective Bureau, acting as desk officer, serving civil processes, transporting inmates and related duties.

Responds to:

- Emergencies such as citizens' civil and criminal requests for service concerning robberies, assaults, break-ins, domestic quarrels and vandalism.
- Emergency duties at accident scenes rendering first-aid to the injured persons, routing traffic around the scene.
- Requests for general service information from the public.

Participates in:

- Court testimony to give evidence on cases.
- Cooperates with other law enforcement agencies by exchanging information, participating in road blocks, and assisting with criminal investigations.
- Outside formal training sessions and in-house training, involving the methods, techniques and procedures used in law enforcement. May provide public education about matters of Police concern.

Clerical:

Prepares:

- correspondence, reports required by supervision.

Maintains:

- records of activities, inventories as required.

Special:

- May be assigned unique tasks to the department within the competency level of the other tasks described in this document.
- The preceding statements are intended to describe the general nature and level of work being performed by personnel assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. Performs other related duties as required.
- See list of essential functions of Police Officer.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria. Additional experience or education may be substituted on a two for one basis to meet minimum requirements. See ADA requirements for additional requirements.

Selection:

The position of Police Officer shall be filled pursuant to Township Ordinance. The salary will be as specified in the Collective Bargaining Agreement.

**Knowledge, Skills, and Abilities:** (person in this position should possess nearly all of these qualities upon appointment)

- Must meet the West Bloomfield Township Police Department employment requirements.
- State of Michigan MCOLES certifications
- Completion of Michigan Law Enforcement Officer's Training Council course.
- Ability to establish and maintain positive working relationships with the public and other employees.
- Effective communication skills.

**Equipment and Tools Used includes but is not limited to:**

Police Car, Personal Computer, mobile data terminal, cameras, breathalyzer, firearms, standard personal police equipment, prescribed uniforms or dress, ordinance books, and maps.

**Abilities:**

Reasoning – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exist; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Math - Ability to use simple math like multiplication, division, adding, subtracting, percentages, fractions, ratios, rates, measurements, and calculations is required.

Reading - Ability to read and understand specifications, manuals and instructions.

Writing - Ability to organize and write police incident reports and correspondence. Such documents must be implemented with correct format, punctuation, spelling and grammar. Ability to write detailed directions and procedures.

Speaking / Hearing - Ability to clearly communicate information and questions related to all aspects of the job in person and over the phone using correct English. Be able to convey detailed spoken instruction to other workers accurately, loudly, or quickly. Be able to understand descriptions and directions. Be able to effectively work with the public, and employees in a constructive manner.

**Physical Requirements:**

Considered Medium to Heavy Work

Lifting - up to 120 pounds on a occasional basis

Pushing / Pulling – up to 200 pounds to move objects on an occasional basis.

Movement - Ability to maneuver as necessary to do filing that may involve stooping, crouching, kneeling or crawling.

Walking - frequently; Standing - frequently; Sitting – frequently (in police car)

Use of hands – frequently for touching, handling, lifting

Reaching - occasionally

Vision - near and far vision required. Color vision required. Depth perception - ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Hearing - must be able to hear and understand speech outdoors and in a noisy environment and on phone in accordance with ADA regulations.

**Environment and Hazards:**

Exposure to heights (rarely), fire/heat(rarely), chemicals (rarely), traffic hazards (constantly), moving equipment (occasionally), noise (occasionally), explosions (rarely).

Exposure to weather (frequently), dust (occasionally), fumes (occasionally), noxious gases (rarely), poor ventilation (rarely), Electrical hazards – occasionally, Dangerous persons – frequently, Weapons – frequently, High Pressure Lines – rarely, Slip Hazards – occasionally.

In the course of a work shift, the degree of physical demands and exposure to environmental conditions may exceed levels listed above as would be the case with prolonged emergencies.