Charter Township of West Bloomfield
Accepting Police Officer Applications

In order to be considered, you MUST submit a completed application by Monday, March 8, 2021.

The Charter Township of West Bloomfield is currently taking applications for the position of Police Officer. Police Officers start at $53,617.03 and progress up to $77,981.74 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.empco.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 Monday, March 8, 2021.

In order to be considered, you MUST submit a completed application and testing must be completed by Monday, March 8, 2021. In addition to the application, please submit a copy of your EMPCO test results AND your MCOLES written and agility test results showing your name and date of results. The MCOLES results are only required if you are not currently a Police Officer. For information and application, please visit www.wbtownship.org/jobs. 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.
Sec. 1. Minimum Employment Standards for Police Officers.

No person shall be employed as a police officer in the police department unless he/she meets and maintains the following minimum employment standards:

(a) Must be certified/licensed as a police officer in the State of Michigan by the Michigan Commission on Law Enforcement Standards (MCOLES) at the time of hire. Proof of current certification/licensing must be provided prior to beginning employment. Currently employed WBPD Cadets that have been employed for at least one (1) year at the time of application are exempt from this requirement.

(b) Must successfully pass the MCOLES written and physical pre-employment examinations, as determined by MCOLES, and provide current unexpired written documentation of such at the time of application.

(c) Must be a citizen of the United States of America.

(d) Must be at least twenty (21) years old.

(e) Must have an associate degree or higher from a recognized accredited college or university at the time of application.

(f) Must submit to fingerprint, photograph, and DNA collection and analysis as required.

(g) Must not have any felony convictions, including expunged convictions, or convictions of any other type or nature that affect MCOLES certification/licensing.

(h) If offered a conditional offer of employment, must successfully pass a comprehensive background investigation, as determined by the Chief of Police.

(i) Must possess a valid State of Michigan motor vehicle operator or chauffeur license. Must possess a good driving record, indicating a respect for traffic laws and good driving habits, and the record must be deemed acceptable for the police department by the Chief of Police.

(j) Must successfully pass a written examination as described in Section 4 (b), and provide current unexpired written documentation of such at the time of application, if required.

(k) Must successfully pass an oral examination as described in Section 4 (c).

(l) If offered a conditional offer of employment, must successfully pass a comprehensive pre-employment medical examination, including drug testing, administered by a licensed physician appointed by the Township, which at a minimum, meets the requirements for MCOLES certification/licensing and which demonstrates the applicant’s ability to perform the essential job functions of a police officer.
(m) If offered a conditional offer of employment, must successfully pass a comprehensive pre-employment psychological examination administered by a licensed psychiatrist or psychologist appointed by the Township.

(n) Must take a constitutional oath of office.

Sec. 2. Oath of Office.

As a condition of employment, each police officer must take a constitutional oath of office. Copies of the oath shall be kept and maintained by the Township HR Department and the Township Clerk.

Sec. 3. Acceptance of Employment Applications.

At the request of the Chief of Police, subject to the approval of the Township Board, at a minimum, notice of the acceptance of applications for the position of police officer will be published in a newspaper of general circulation, provided to local area police academies in Oakland, Macomb, and Wayne counties, on the Township’s website, and on the MCOLES website. Applications will be accepted during normal business hours at the Township HR Department within the deadlines for applications as published. Applications will only be accepted if submitted on Township approved forms with all requested information being completed or submitted, or as may be reasonably required by the Township HR Director. Failure to follow application guidelines, or failure to submit any/all required information or documentation, shall bar the applicant from further consideration for employment during the application period.

Sec. 4. Employment Application Procedure.

(a) Compliance with minimum employment standards. All applicants must meet the minimum employment standards set forth in Section 1. The Chief of Police and HR Director will prescribe the manner in which all applicants are to demonstrate compliance with the minimum employment standards.

(b) Written examination. All applicants who have met the requirements of Section 1 shall be required to successfully complete a written examination authorized by the Township HR Director. The selection of the written examination shall be determined by the HR Director in consultation with the Chief of Police. An outside testing service may be utilized with time periods limiting when the examination is taken by the applicant being established. The examination shall be open and competitive to all persons qualified. Applicants shall be graded on a scale of one hundred (100%) percent, with a score of eighty (80%) percent considered to be the minimum passing score. The number of eligible applicants shall be entered upon a preliminary eligible list in order of their percentage score on the written examination. The written examination score shall constitute forty (40%) percent of the overall rank of the applicant.
(c) **Oral examination.** The oral board shall consist of three currently employed WBPD Command Officers selected by the Chief of Police and the HR Director. Applicants who have been included on the preliminary eligible list, pursuant to Sections 4 (a) and 4 (b) may be given an oral examination provided by the oral board. The number of oral examinations may initially be limited by the HR Director, in consultation with the Chief of Police, to applicants, at a minimum, with the highest ten (10) written examination scores. If additional oral examinations are requested by the Chief of Police, then at a minimum, the applicants with the next highest five (5) written examination scores shall be given an oral examination. This process may continue until the current position(s) are filled, or until the list of eligible applicants that passed the written examination is exhausted. Applicants taking the oral examination shall be graded on a scale of one hundred (100%) percent, with a score of eighty (80%) percent considered to be the minimum passing score. The questions developed for the oral examination shall be compiled by the Chief of Police, or his designate, and the oral board. Such questions will be reviewed by the HR Director prior to any oral examinations to ensure they do not discriminate against anyone due to race, sex, religion, national origin, color, creed, ethnicity or any other criteria prohibited by law. Results and scoring sheets of the oral examination shall be retained and stored as public records by the HR Director at the completion of the oral examination for a period of two (2) years. The oral examination shall be scored at sixty (60%) percent of the overall rank of the applicant. Currently employed WBPD Cadets that have been employed for a minimum of one (1) year at the time of application that pass the written examination with a score of eighty percent (80%) or more shall be granted an oral board examination.

(d) **Eligibility list.** An eligibility list of applicants will be compiled by the HR Director consisting of those applicants who have successfully met the requirements of Sections 4 (a) through 4 (c). All eligibility list applicants shall have their names entered on the eligibility list in the rank order of their combined average percentage from the written and oral examinations. Whenever two (2) or more applicants have the same combined average percentage, priority in time of filing of their Township employment applications for the current employment solicitation shall determine their respective rank order. Each applicant shall be notified of his/her rank order on the list by the HR Director, by U. S mail, or e-mail, within fifteen (15) days from the date of the compilation of the eligibility list. All eligibility lists shall be kept and maintained in the Township HR Department and are considered public records.

(e) **Applicants on eligibility list must continue eligibility.** Each applicant on the preliminary eligibility list must continue to satisfy and meet the provisions and requirements of Section 1. Failure of an applicant to meet such standards and requirements will result in the removal of the applicant’s name from the eligibility list. Applicants, who fail the background investigation, or the medical or psychological examinations, shall be removed from the eligibility list.
(f) **Medical examination prior to employment.** All applicants who have been included on the eligibility list, pursuant to all of the above requirements, and who receive a conditional offer of employment, must pass the Township’s pre-employment medical and drug screen examination and must demonstrate an acceptable level of physical fitness, as established by a Township appointed licensed physician. A declaration of the applicant’s medical history shall be available to the examining physician and shall be subject to background investigation. The results of such examinations shall be filed with the HR Department prior to the applicant’s start of employment.

(g) **Psychological examination prior to employment.** All applicants who have been included in the eligibility list, pursuant to all of the above requirements, and who receive a conditional offer of employment, must pass the Township pre-employment psychological examination and must demonstrate an acceptable level of emotional and mental fitness, as established by a Township appointed licensed psychiatrist or psychologist. A declaration of the applicant’s medical history shall be made available to the examining psychiatrist or psychologist and shall be subject to background investigation. The results of such examinations shall be filed with the HR Department prior to the applicant’s start of employment.

**Sec. 5. Vacancies Filled from Eligible Applicant List; Effective Period of List.**

(a) The Chief of Police, subject to the approval of the Township Board, shall fill vacancies in the police department by appointment of an applicant on the current eligibility list. The Chief of Police may appoint any of the applicants on the eligibility list who are currently within the highest eight (8) combined average percentages of the written and oral exams. All conditional offers of employment shall be made by the Township HR Department in accordance with Township policy.

(b) The rank ordering of applicants on the eligibility list shall adjust upward if/when any of the following occur:
   1. An applicant declines an offer of employment.
   2. An applicant fails to comply with any requirement of the hiring policy and is removed from the list.
   3. An applicant fails any portion of the background check, physical examination, drug screening, or psychological examinations and is removed from the list.
   4. An applicant is hired from the list.

(c) An eligibility list shall be effective for a period of six (6) months following the date on its publication. The Chief of Police, on a one time basis, may extend the effective period of the list for any period of time up to an additional six (6) months upon written notice to the HR Department prior to the expiration of the list.

(d) The Township reserves the right to create new or additional eligibility lists while an existing list is still valid, but shall not fill any vacancies from the new or additional lists until the preceding list has expired.
Sec. 6. General.

(a) Amendments to this policy must be presented to the Township Board and may be adopted, as modified, at a successive meeting.

(b) The current hiring policies shall be posted on the Township’s website.