



West Bountiful City Police Department



The West Bountiful Police Department is accepting applications for the position of full time police officer. Under the direction of the Chief of Police, the person in this position performs duties that lead to the preservation of public peace, enforcement of the law, protection of life and property, and building a positive relationship with the community. We place a high value on providing excellent service to the members and visitor of our community.

West Bountiful is a small police department consisting of 10 sworn police officers. The 5500 permanent residents enjoy a quiet, rural, equestrian life style. The City benefits from a vibrant commercial district along 500 West between 400 North and 500 South, with a variety of goods and services from Restaurants and Deli's to Home Improvement and Savings Club businesses.

The core of the West Bountiful Police Department is our ability to work as a team. We understand if the collective good of the department and community is achieved, individual improvement and recognition will follow. We are an organization that embraces diversity within our police department. We recognize our profession will have an impact on more than just the officer; it includes the officer's family and those close to them. We encourage officer's families to be involved in department events and some training. This allows them to have a better understanding of what we do and be a part of our team. Officers must be able to communicate well verbally and in written form. They must also enjoy interacting with the public. They should possess empathy for those they are serving and have the ability to show this in their actions and communications when interacting with people. Our officers must be teachable and able to accept feedback, and implement it. We are a department that believes in the development and constant improvement of ourselves.

If you feel that West Bountiful is a place you would fit in and would like to build a career with us, please apply for our position.

Sincerely,

Todd Hixson
Chief of Police
West Bountiful Police

OPEN DATE: Monday, January 14, 2019

CLOSE DATE: Friday, February 1, 2019 @ 3:00 P.M.

I. Position Title: Police Officer I / Patrol Division

Department: Police

II. Summary Statement of Overall Purpose/Goal of Position:

Under the supervision and direction of sergeants, assistant chief and the chief of police, the patrol officer is responsible for all general uniform police operations. Those operations include the following but are not limited to: patrolling West Bountiful City to interdict any criminal activity, render aid, arrest or cite when appropriate, and protect and promote the public peace. The police officer will be the initial investigator in allegations of criminal activity and will be responsible for the timely and thorough initial investigation of the incident. The police officer will be expected to provide a courteous, professional, and competent law enforcement product to the community.

III. Essential Duties:

- Work at the direction of the patrol division sergeants, assistant chief and chief of police.
- Responds promptly and professionally to calls for service from the community.
- Maintains a high standard of professionalism.
- Adheres to all laws and city and department policies while performing patrol duties.
- Investigates and reports on incidents or events that a police response is requested by police dispatch, a supervisor, or member of the community.
- Compiles and completes all documentation required in the initial response, investigation, and resolution of incidents or events the patrol officer is called upon or directed to respond to.
- Must be able to follow up on cases when appropriate.
- Investigates or responds to those events or incidents that occur in the presence of the patrol officer which are not received through dispatch or supervisory channels.
- Proactively patrols the city to maintain a high-profile presence in the community to discourage criminal activity.
- Performs traffic enforcement while patrolling to insure the safety of the city streets.
- Interacts with the community in a positive manner to foster good will and community confidence.
- On a regular basis trains and receives instruction on investigative techniques, interview skills, firearms use, crime scene management, traffic enforcement techniques, and personal communication skills in order to provide the highest level of police service to the community.
- Testify in court to present verbal and physical evidence regarding traffic and criminal prosecutions.
- Provide general and specific information to the community.
- When called upon by the police administration, make public presentations to the community.
- Be available by phone, cell phone, or pager to call-outs for special assignments or critical incidents.
- Performs other duties as assigned.

U.S. CITIZENSHIP

- Must be a citizen of the United States at the time of hiring.

Education:

- Must possess a high school diploma or GED. A degree from an accredited college is preferred.
- POST LEO certifiable by date of hire.

Experience:

- This position requires considerable knowledge of the principles, practices and technical aspects of modern law enforcement. The police officer applicant must be able to demonstrate a good moral background and ethical personal history.

Knowledge:

- Knowledge of federal and state law, traffic code, city ordinances, and departmental policies and procedures. Must possess entry level knowledge of police methods, practices, and procedures, or the ability to acquire this knowledge and apply it.

Certificate & License:

- The candidate **must** be Utah POST LEO certified or certifiable by the date hired.
- Candidate must possess a valid Utah driver license.
- Out of State applicants must provide a letter from Utah POST stating they are certifiable and approved to take the POST written and physical tests.
- Valid Utah Drives License.

Skills:

- Candidate **MUST** possess strong communication in both written and oral format.
- Possess skills as taught in POST, the field training program, and the on-going departmental training.

Abilities:

- Ability to deal courteously with the general public.
- Demonstrated ability to understand and carry out oral and written instructions.
- Prepare clear and comprehensive reports.
- Be able to act without immediate supervision and exercise independent judgment in meeting emergencies.
- The ability to establish and maintain effective working relationships with co-workers and the general public.

- Must be able to pass the physical fitness requirement:
 - 1.5 Mile Run 15 minutes, 54 seconds
 - Minimum Pushup 25
 - One Minute Sit-up 35
 - Vertical Jump 16 inches

Responsibilities:

- Provide for and facilitate the safety and security of the citizens and the property of West Bountiful City. Police officers protect life and property, preserve the peace, prevent offenses, detect and apprehend offenders and help those in need of assistance.

Communication Skills:

- Ability to clearly communicate by phone, by radio, and in person, in addition to being able to communicate well in writing.

Tool, Machine, Equipment Operation:

- Regular use of a city vehicle; frequent use of computer, printer, and telephone.

Working Conditions:

The duties of this position may require the individual to be indoors or outside for extended periods of time. The position also requires the individual to be available to call-outs and extended tours of duty. The person should be in excellent physical condition.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

To Apply: (All steps must be completed, or application will not be accepted)

- Submit a completed West Bountiful job application. (Available at Police Department or City Website - www.wbcity.org)
- Submit a resume with cover letter
- Submit a copy of your POST LEO Certification or SFO certification if you will be obtaining your LEO certification by date of hire.
- Include a copy of a valid driver license.
- Be a valid high school graduate or completion of GED.
- Be at least 21 years of age.

Method of Selection:

Report Writing Sample

Interview Board

Pre-Employment Screening

Prior to an official job offer, the successful candidate may be asked to participate in a polygraph examination, drug screen, and/or a mental health screening. The candidate will also have an extensive background check conducted by investigators of the West Bountiful Police Department which would include a criminal history and character.

Veteran's Preference Points. To claim veteran's preference, a copy of the Military Discharge form DD214 must be presented at the time of application.

Salary Range:

Starting wage, \$19.35 an hour with one step increase for each year of experience up to three years.

Benefits:

As a full-time employee, all regular benefits apply: Excellent health plan, retirement, life insurance, and golf privileges for officer and immediate family.

Contract:

Prior to being hired the candidate must review and sign a three-year employment contract with West Bountiful. You can request a copy of the contract from the West Bountiful Police Department for review.

Application Process and Deadline:

The application and employment contract may be picked up at the West Bountiful City Police Department, 550 North 800 West, West Bountiful, Utah 84087 or online at www.wbcity.org. Applications must be received by **Friday, February 1, 2019 at 3pm**. The application and employment contract must be turned into the police department. A copy of the applicant's current POST certificate must be turned in with the application packet if the candidate wants that information to be considered during the hiring process.

West Bountiful City is an Equal Opportunity Employer.