



# West Bountiful City Police Department



The West Bountiful Police Department is accepting applications for the position of full-time Police Officer I.

The 5,800 residents of West Bountiful enjoy a quiet, rural lifestyle, just minutes away from downtown Salt Lake City. The city benefits from a vibrant commercial district along 500 West between 900 North and 500 South, which includes a Costco, Lowes, Larry H Miller dealership, and various restaurants.

West Bountiful Police Department is a small department consisting of 10 sworn police officers and has strong support from the community and elected leadership. The core philosophy of the West Bountiful Police Department is that we enjoy working as a team. From embracing diversity within, to understanding the impact of the career on officer's families, the size and professionalism of the department allows for an atmosphere different from larger departments. Our officers must exhibit strong oral and written communication skills and seek positive interactions with the public. We expect officers to exhibit empathy for those they serve. From the top leadership down, we are teachable and able to accept and implement feedback. We are a department that believes in constant improvement and development.

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,

Brandon Erekson  
Interim Chief of Police  
West Bountiful Police Department

**OPEN DATE:** Tuesday August 11, 2020

**CLOSE DATE:** Until Filled, First review of applications September 8, 2020.

**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 ensure 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](http://www.wbcity.org))
- Submit a resume with cover letter
- Submit a copy of your POST LEO Certification or date of graduation if currently enrolled in the police academy.
- 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:**

Physical Fitness Testing

Report Writing Sample

Interview Board(s)

**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 will include 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, \$19.73 an hour. We offer a one-step increase, per year, **up to three years** for those with experience, making the starting wage \$21.63 an hour for someone with three years of previous experience.

**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](http://www.wbcity.org). Applications will be accepted until the position is filled with the first review on September 8<sup>th</sup>, 2020. A copy of the applicant's current POST certificate or graduation date 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.