

City of Hardin, Montana

VACANCY ANNOUNCEMENT

Police Officer

Salary Information: Entry Level: \$52,416 - \$58,968 annually DOE plus Benefit Package of \$38,140

Application Deadline: July 1, 2022 by 5:00 p.m. or until filled

The City of Hardin is a South-Central Montana community of approximately 3,500 residents located 45 miles Southeast of Billings, MT on Interstate 90. Hardin sits on the edge of the Crow Indian Reservation and is surrounded by productive ranches and farms. Coal mining has also contributed greatly to the local economy. South of Hardin is the Little Bighorn Battlefield. Hardin was named for Samuel H. Hardin, a cattleman from Wyoming who leased tracts of land on the Crow Reservation to range his cattle. Local industry now includes farming and ranching, surface coal mining, fishing and recreational opportunities.

The City is interested in candidates who can establish community and regional partnerships, work well with the media, lead by example, possess the ability to work administratively and in the field, and build successful working relationships with police department members and City staff. Candidate(s) will be selected by the City Mayor and Chief of Police. The Police Commission will certify the candidate(s). The Police Officer position is a direct report to the Chief of Police.

PRIMARY OBJECTIVE OF POSITION:

Under general supervision, performs a wide variety of duties involved with enforcement of laws and prevention of crimes; controls traffic flow and enforces state and local codes; issues citations; participates in and conducts a variety of criminal investigations; makes arrests; provides support and assistance to special crime prevention and law enforcement programs; and performs a variety of technical and administrative tasks in support of law enforcement services and activities.

ESSENTIAL JOB FUNCTIONS:

Duties require the ability to retrieve and disseminate criminal justice information, conduct interviews, intervene in disputes, effect lawful arrest and testify in court. Also requires frequent dealings with DUI suspects/offenders, intoxicated individuals and persons with mental disorders. Must be able to properly use all weapons assigned by the Police Department.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

This position requires a knowledge of current law enforcement practices and procedures; knowledge of applicable federal, state, and local laws and ordinances; knowledge of Montana State Laws regarding law enforcement and criminal law; investigative procedures, court procedures, patrol techniques, search and seizure laws, interview and interrogation procedures, firearms operation, drugs and drug abuse, use of intoxilyzer and other police equipment, and providing emergency medical aid.

SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS:

None.

EDUCATION, TRAINING, & EXPERIENCE MINIMUM REQUIREMENTS:

The above knowledge, skills and abilities are usually acquired by a combination of education and experience equivalent to:

A U.S. Citizen 18 years old or older. A High School diploma or GED equivalent. Must possess a valid state of Montana Driver's License or apply for a Montana Driver's License within 60 days of moving to the state. Must be a graduate of the Montana Law Enforcement Academy (MLEA). Must live close enough to City Zoning to respond within 20 minutes.

Application and Complete Job Description available:

City of Hardin, 406-665-9292 or www.hardinmt.com/Wanted.html

Required Application Materials and Forms: To be considered for this position you must complete:

- **A City of Hardin Employment Application at:** www.hardinmt.com/Wanted.html
- **Montana POST application at:** <https://dojmt.gov/post/forms-and-other-documents>

Hours: This is a Full-Time Position, 84 hours every 2 weeks and on-call 24 hours per day for emergencies

Please submit your completed job application package, with resume and a cover letter to:

City of Hardin Human Resources Office, 406 N. Cheyenne, Hardin, Montana 59034

Contact Information:

Mayor Joe Purcell

Phone: 406-665-9290

Email: hardinmayor@hardinmt.com

EOE and Drug and Alcohol-Free workplace. Pre-Employment Drug and Alcohol testing is required, as well as a medical exam conducted by a licensed physician appointed by the City. Applicant is subject to Criminal and Financial Background Checks.

**CITY OF HARDIN
POSITION DESCRIPTION**

June 7, 2022

POSITION: Police Officer
DEPARTMENT: Police Department
ACCOUNTABLE TO: Police Chief

SUMMARY OF WORK:

Under general supervision, performs a wide variety of duties involved with enforcement of laws and prevention of crimes; controls traffic flow and enforces state and local codes; issues citations; participates in and conducts a variety of criminal investigations; makes arrests; provides support and assistance to special crime prevention and law enforcement programs; and performs a variety of technical and administrative tasks in support of law enforcement services and activities.

JOB CHARACTERISTICS:

Nature of Work: This position performs professional, technical, and administrative duties. Position is on-call 24 hours per day for emergencies. Works varied shifts as required including nights, weekends, and holidays. Hazards of position include travel and work in adverse weather and extreme temperatures, situations that arise in connection with pursuit and arrest of dangerous people, and possible exposure to hazardous wastes and infected body fluids. Position requires adherence to safety procedures. Dealings with the public may be under stressful circumstances; must enforce laws with common sense, discretion, and compassion. Deals with sensitive information and adheres to standards of confidentiality. Has access to restricted information which could result in consequential legal action in event of untimely release.

Personal Contacts: Extensive contact with the public to enforce laws, address concerns, provide information and make educational presentations. Daily contact with departmental personnel; receives frequent communication from the dispatch center.

Supervision Received: Position is supervised by Police Chief. Daily or as needed direction from the Chief or more regular discussions for specific requests.

Essential Functions: Duties require the ability to retrieve and disseminate criminal justice information, conduct interviews, intervene in disputes, effect lawful arrest and testify in court. Also requires frequent dealings with DUI suspects/offenders, intoxicated individuals and persons with mental disorders. Must be able to properly use all weapons assigned by the Police Department.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

1. Checking businesses and residences.
2. Discovering and preventing the commission of crimes.
3. Enforcing state and municipal laws and ordinances.
4. Responds to calls for assistance, including motor vehicle crashes, assaults, domestic disturbances, thefts and other criminal or civil complaints.
5. Intervenes in disputes and re-establishes law and order at the scene.
6. Frequently deals with DUI suspects/offenders, other intoxicated persons, and persons with mental disorders and takes appropriate action.
7. Identify items of evidence as well as properly collect and preserve noted items.
8. Photograph any items needed during the course of the investigation.
9. Identifies witnesses, conducts preliminary investigations.
10. Cooperate with other members of both the patrol and detective divisions to effectively and collectively investigate criminal activity.
11. Apprehends suspects, makes arrests, issues citations.
12. Arrests persons with outstanding arrest warrants.
13. Assure efforts to apprehend offenders are fully explored.
14. Ensures that arrested persons are processed into jail in accordance with state and federal guidelines and Police Department standards.
15. Prepares documentation of activities performed and information gathered.
16. Shall follow up all complaints and cases assigned to them. They shall interview complainants and victims as soon as reasonably possible and obtain all available pertinent information.
17. Coordinates with prosecutors and court staff to issue warrants and subpoenas, conduct pretrial research and dispositions, and prepare testimony.
18. Responds to questions and requests from citizens; assists in making presentations.

JOB REQUIREMENTS:

Knowledge: This position requires a knowledge of current law enforcement practices and procedures; knowledge of applicable federal, state, and local laws and ordinances; knowledge of Montana State Laws regarding law enforcement and criminal law; investigative procedures, court procedures, patrol techniques, search and seizure laws, interview and interrogation procedures, firearms operation, drugs and drug abuse, use of intoxilyzer and other police equipment, and providing emergency medical aid.

Equipment used: The following are examples of equipment used but not limited to; patrol vehicle, radar, intoxilyzer 8000, onboard vehicle camera recording equipment; D.U.I. roadside physical testing equipment; handgun, shotgun, rifle; gas mask; first aid equipment; radios; handcuffs, taser; computer and other office machines.

Skills: This position requires skills in operation of police investigative and surveillance equipment; driving a patrol vehicle safely in hazardous conditions; personal defense;

operating phones, radar and other police equipment; assisting with medical aid; and use of firearms.

Abilities: This position requires the ability to: prioritize work; make quick decisions with safety considerations foremost; train and supervise employees; deal effectively in stressful situations; relay accurate information quickly; pursue offenders on foot; deal effectively with dangerous people; visually inspect areas; hear distress calls; maintain confidentiality; show good judgement; perform physical force measures when necessary; perform any task required of a subordinate officer; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees. Physical requirements are established by the Police Officer Standards and Training (P.O.S.T.) Council and meet norms from Cooper's Institute of Aerobic Research.

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are usually acquired by a combination of education and experience equivalent to:

- A U.S. Citizen 18 years old or older
- A High School diploma or GED equivalent
- Must possess a valid state of Montana Driver's License or apply for a Montana Driver's License within 60 days of moving to the state
- Must be a graduate of the Montana Law Enforcement Academy (MLEA)
- Must live close enough to City zoning to respond within 20 minutes

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following:

- Performs assigned duties.
- Knowledge of the Montana Code Annotated and the Hardin Municipal Code pertaining to police activities and public safety.
- Knowledge of federal, state, county, and City of Hardin laws and ordinances to be enforced.
- Knowledge of the policies, goals, and procedures of the Hardin Police Department.
- Knowledge of the principles and practices of employee supervision and training.
- Knowledge of law enforcement principles, methods, techniques, and practices including investigation, intelligence, surveillance, court procedures, community relations, identification, patrol, special weapons and tactics, traffic control, report preparation, custody of persons and property, and crime prevention.

- Knowledge of equipment used in law enforcement, including weaponry, communications, personal computers, and automotive equipment.
- Knowledge of the street names and locations in the City of Hardin and surrounding area.
- Skill in performing the day-to-day operations of a police officer.
- Skill in understanding and interpreting complex statutes, ordinances, regulations, standards, and guidelines.
- Skill in communicating, in person, in writing, and on two-way radio.
- Skill in preparing reports documenting the facts and actions regarding criminal and civil law enforcement incidents.
- Skill in conducting investigations of criminal activities.
- Skill in establishing and maintaining effective working relationships with City employees, other law enforcement agencies, criminal justice system staff, the business community, and citizens.

EMPLOYMENT PREFERENCE FORM

Name

Position Applied For

Job Title

Position No.

Department Name

The Montana Veterans' Public Employment Preference Act and Persons with Disabilities Public Employment Preference Act allow eligible applicants to request a hiring preference when applying for a state government position. Applying for a preference is **voluntary**, and all information related to a preference will be **kept confidential**. State agencies will only use this information during the hiring process and will maintain the information in a separate confidential file. Applicants who wish to claim an employment preference must complete and return this form along with their completed employment application. An electronic version of this form is available at <http://wsd.dli.mt.gov/service/app.asp>. Applicants requesting preference must provide the appropriate documentation along with their application to verify eligibility.

Contact the local Job Service Workforce Center for details on veterans' preference or the local Montana Vocational Rehabilitation Services Office for details on obtaining a disability preference certification.

1. To claim **Veterans' Employment Preference** you must be a U.S. Citizen and (check one of the boxes below):

- A Veteran, if**
1. you were separated under honorable conditions, **AND** you served more than 180 consecutive days of active federal military duty other than for training in the Army, Air Force, Navy, Marines, or Coast Guard or were a member of the reserves who served on federal military duty during a period of war or in a campaign or expedition for which a campaign badge is authorized.
 2. You are or were a member of the Montana Army or Air National Guard who satisfactorily completed a minimum of 6 years service in armed forces, the last 3 of which have been served in the Montana Army or Air National Guard.

- A Disabled Veteran, if**
1. you were separated under honorable conditions from military duty, **AND**
 2. you have an established Armed Forces service-connected disability **OR** are receiving compensation, disability retirement benefits, or pension from the U.S. Department of Veterans Affairs or military department, **OR** you have received a Purple Heart.

The spouse of a disabled veteran if the veteran's disability prevents him or her from working.

The unremarried surviving spouse of a veteran or disabled veteran.

- The mother of a veteran, if**
1. the veteran died under honorable conditions while serving in the Armed Forces, or the veteran has a service-connected, permanent, and total disability, **AND**
 2. your spouse is totally and permanently disabled, **OR** you are the unremarried widow of the father of the veteran.

2. To claim **Montana Persons with Disabilities Employment Preference**, you must be (check one of the boxes below):

A person with a disability certified by DPHHS, **OR**

The spouse of a totally (100%) disabled person certified by DPHHS **AND** have resided continuously in Montana for at least 1 year immediately before applying for employment.

3. **In the box below, check the attachment you have included to document your eligibility for employment preference.**

DD-214 showing the character of discharge

Service-connected disability letter

DPHHS Disability Certification

A document issued by the Office of the Adjutant General of the Montana National Guard certifying service

SIGNATURE (typed or written):

DATE SIGNED: