

City of Hardin, Montana

VACANCY ANNOUNCEMENT

Position: Police Chief

Salary Information: Entry Level: \$70,000.00 Annual plus Benefit Package of \$44,921.00

Application Deadline: May 5, 2023 by 4:00 p.m. or until filled

The City of Hardin Montana is seeking a Chief of Police.

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. For the past three decades the City of Hardin has contracted for law enforcement services with the Big Horn County Sheriff's Office and the City is now in the process of moving away from the contract arrangement in order to provide greater services to the residents of Hardin. 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 seeking a Chief of Police to oversee the implementation and management of a professional Police Department. Candidates for the position should possess demonstrated leadership skills, high integrity, demonstrated success in problem-solving policing methods, methods of departmental equipment procurement, knowledge of grant procurement, and department level financial management.

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. The City Mayor and Police Commission will select the Chief with concurrence of the City Council. The Chief is a direct report to the City Mayor.

PRIMARY OBJECTIVE OF POSITION:

The Police Chief is responsible for the general operation and supervision of the Police Department which provides protection to the citizens of the City of Hardin to ensure safety and preserve the peace. Responds to calls for assistance for emergencies and non-emergencies. Provides law enforcement and security duties in enforcing a variety of federal, state, and local laws and regulations to provide for the safety and well-being of life and property.

ESSENTIAL JOB FUNCTIONS:

This position requires ability to communicate orally and in writing, plan, organize, supervise, train, calculate, prepare reports, visually inspect areas, know and apply laws and regulations, prepare and maintain budget, apprehend and control dangerous persons, use firearms, walk over rugged terrain, climb, carry adult weight, hear distress calls, perform limited medical procedures, drive a patrol vehicle, operate police investigative equipment, and maintain records.

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; knowledge of budgeting, 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 – RESPONSIBILTIIY FOR WORK OF OTHERS:

Position is self-directed. Weekly or as needed direction from the Mayor or more regular discussions for specific requests. Supervision of full time Hardin Police Officers, part-time Hardin Police Officers, and Administrative Personnel assigned to the Hardin Police Department.

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. Associates Degree in Criminal Justice. At least 15 years experience in Law Enforcement with 5 years in a supervisory or management position. 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) with P.O.S.T. Supervisory or Command Certifications or possess equivalent certifications from a recognized Law Enforcement Academy. Must live within the one-mile radius of City Zoning.

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, 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

April 5, 2023

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

SUMMARY OF WORK:

The Police Chief is responsible for the general operation and supervision of the Police Department which provides protection to the citizens of the City of Hardin to ensure safety and preserve the peace. Responds to calls for assistance for emergencies and non-emergencies. Provides law enforcement and security duties in enforcing a variety of federal, state, and local laws and regulations to provide for the safety and well-being of life and property.

JOB CHARACTERISTICS:

Nature of Work: This position performs professional, supervisory, 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; meets with Mayor, City Council, and the City Attorney on a regular basis. Daily contact with the City Court Judge. Daily contact with departmental personnel; receives frequent communication from the dispatch center.

Supervision Received: Position is self-directed. Weekly or as needed direction from the Mayor or more regular discussions for specific requests.

Supervision Exercised: Supervision of full time Hardin Police Officers, part-time Hardin Police Officers, and Administrative Personnel assigned to the Hardin Police Department.

Essential Functions: Position requires ability to communicate orally and in writing, plan, organize, supervise, train, calculate, prepare reports, visually inspect areas, know and apply laws and regulations, prepare and maintain budget, apprehend and control dangerous persons, use firearms, walk over rugged terrain, climb, carry adult weight, hear

distress calls, perform limited medical procedures, drive a patrol vehicle, operate police investigative equipment, and maintain records.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

1. Schedules and supervises Police Department personnel.
2. Keeps a daily log of all activities and responses to calls and complaints.
3. Investigates and writes reports of any pending criminal cases; testifies in court as needed.
4. Transports any city prisoners to court.
5. Reviews criminal cases and reports submitted by the Police Officers.
6. Patrols to limit criminal and traffic violations.
7. Serves search warrants and arrest warrants.
8. Provides direction and assistance to other members of the Police Department daily as needed.
 - a. Performs any duty of subordinate personnel as needed.
 - b. Must be able to perform any task that a subordinate officer is required to do.
9. Submits a report and attends City Council meetings twice a month.
10. Reviews, maintains, and submits monthly statistics to the Mayor.
11. Submits performance evaluations of all Police Department employees on a yearly basis.
12. Performs and submits an inventory of equipment on a yearly basis.
13. Submits a budget for the department on a yearly basis; attends all budget hearings; runs the department within the means of the budget.
14. Orders and receives equipment and supplies for the department.
 - a. Ensures that all equipment is maintained
15. Works with the Mayor and Police Commission in the hiring of Police Officers.

16. Schedules and documents mandatory training, certification, and recertification of members of the Hardin Police Department for all equipment and tools utilized by the Department.
 - a. To include: firearms qualifications, radar, taser, intoxilyzer, etc.
17. Execute and return all process issued by the city judge or directed to the chief of police by any legal authority and must be present and shall assist the city court regularly.
18. Preserve the peace, arrest and take before the nearest magistrate for examination all persons who attempt to commit or have committed a public offense, and prevent and suppress all affrays, breaches of the peace, riots, and insurrections that may come to the Chief of Police's knowledge.
19. Arrests all persons guilty of a breach of the peace or for the violation of any city or town ordinance and bring them before the city judge for trial.
20. Must have charge and control of all police officers, subject to rules that may be prescribed by ordinance, and report to the council all delinquencies or neglect of duty or official misconduct of police officers for action of the council.
21. Performs other related duties as required.

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; knowledge of budgeting, 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: planning and directing police operations; preparing and maintaining an agency budget; supervision of Police Personnel; 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: organize, plan, and direct the Police Department under normal and emergency situations; 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, the Mayor, City Attorney, City Council, Police Commission and the public. 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
- Associates Degree in Criminal Justice
- At least 15 years' experience in Law Enforcement with 5 years in a supervisory or management position
- 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) with P.O.S.T. Supervisory or Command Certifications or possess equivalent certifications from a recognized Law Enforcement Academy.
- Must live within the one mile radius of City Zoning

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.
- Effectively schedules and supervises Police Department employees
- Capably investigates and writes reports on pending criminal investigations
- Maintains an accurate daily log of all activities and responses to call for assistance and complaint from the public
- Effectively patrols the City of Hardin to reduce criminal activity and traffic violations
- Provides direction and assistance to members of the Hardin Police Department

- Regularly attends City Court and executes and returns all process issued by the City Court Judge that is directed to the Chief of Police
- Submits accurate and timely statistical reports to the Mayor and attends all City Council meetings
- Effectively prepares, submits, and monitors Departmental budget
- Sees that all Police Officers receive mandatory training and certifications and thoroughly documents training and certification
- Knows, follows, and trains in workplace safety procedures
- Works various shifts and performs any duty of a subordinate officer
- Maintains confidentiality of sensitive information
- Maintains accurate and timely records
- Observes work hours and those of members of the Police Department
- Demonstrates punctuality
- Deals tactfully and courteously with the public
- Establishes and maintains effective working relationships with fellow employees, City management and the public

Note: The Chief of Police job description is specific to the City of Hardin and the basic framework for duties is in the following Montana Code Annotated (MCA) statute:

7-32-4105. Duties of chief of police. (1) The chief of police:

(a) shall execute and return all process issued by the city judge or directed to the chief of police by any legal authority and must be present and shall assist the city court regularly;

(b) shall arrest all persons guilty of a breach of the peace or for the violation of any city or town ordinance and bring them before the city judge for trial;

(c) must have charge and control of all police officers, subject to rules that may be prescribed by ordinance, and report to the council all delinquencies or neglect of duty or official misconduct of police officers for action of the council;

(d) shall perform other duties that the council may prescribe.

(2) The chief of police has the same powers as a constable in the discharge of duties, but the chief of police may not serve a process in a civil action or proceeding except when a city or town is a party.

(3) Quotas for investigative stops, citations, or arrests may not be established and may not be used in evaluating police officers.

History: En. Sec. 4785, Pol. C. 1895; re-en. Sec. 3254, Rev. C. 1907; re-en. Sec. 5037, R.C.M. 1921; re-en. Sec. 5037, R.C.M. 1935; R.C.M. 1947, 11-810; amd. Sec. 711, Ch. 61, L. 2007; amd. Sec. 3, Ch. 244, L. 2007.