

# City of Hardin, Montana

## VACANCY ANNOUNCEMENT

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### Police Officer

**Salary Information: Entry Level:** \$52,416 - \$58,968 annually DOE plus Benefit Package of up to \$44,130

**Application Deadline:** Open until filled

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 Police Sergeant.

#### **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 20 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) for Police Officer 2 and Police Officer 3 positions. A Police Officer 1 position is an entry-level position that does not require MLEA prior to hiring.

**Application and Complete Job Description available:**

City of Hardin, 406-665-9260 or [www.hardinmt.com/Wanted.html](http://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](http://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: 406-665-9260

Email: [hardinmayor@hardinmt.com](mailto: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**

December 27, 2023

**POSITION:** Police Officer  
**DEPARTMENT:** Police Department  
**ACCOUNTABLE TO:** Police Sergeant

**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 a Police Sergeant. Daily or as needed direction, or more regular discussions for specific requests from the Sergeant and/or higher ranking authority.

**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 20 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) for Police Officer 2 and Police Officer 3 positions. A Police Officer 1 position is an entry-level position that does not require MLEA prior to hiring.

### **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.