

# **City of Hardin, Montana**

## **VACANCY ANNOUNCEMENT**

### **School Resource Officer**

**Salary Information:**      **Entry Level:** \$60,060.00 annually DOE plus Benefit Package of up to \$44,130  
**Application Deadline:**    October 6, 2023 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.

#### **Knowledge, Skills and Abilities:**

The School Resource Officer must have excellent oral and written communications skills, the ability to work with diverse groups, possess exceptional conflict resolution skills, be a creative problem solver, be available for after school functions, and have a good knowledge of Juvenile Laws and Juvenile Court procedures.

**SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS:** Limited

## **OTHER REQUIREMENTS:**

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](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, 80 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](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.



**HARDIN POLICE**  
**415 N Center Avenue, Suite B**  
**Hardin Montana 59034**  
**City of Hardin, Montana**



**POSITION:** School Resource Officer  
**DEPARTMENT:** Police Department and Hardin School Districts 17H & 1  
**ACCOUNTABLE TO:** Police Chief

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**GOALS AND OBJECTIVES:**

The Hardin Police Department's School Resource Officers intend to provide law enforcement services and law-related education to the designated schools within the Hardin School District. The SROs also act as liaisons between the schools, the community and the Police Department, as well as various agencies such as Department of Public Health and Human Service Child and Family Services Division, the Hardin District Court Juvenile Probation Department, and other intervention and counseling resources.

Some of the more important significant goals and objectives shall include:

- To keep our schools safe and secure, so that teachers can teach, and students can learn.
- Provide students with a positive role model through the exhibition of Departmental values.

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**Paul George, Jr.**

- Interact with students in a setting that builds self-esteem and trust and reinforces the police as positive role models.
- Interact with students, faculty, community, parents, and civic leaders to promote positive relations.
- Provide a classroom resource for instruction, if and when needed.
- Educate students about the law and the importance of individual responsibility as well as teambuilding and cooperation within our community.
- Serve as a resource for the students, teachers, and parents.
- Serve as a primary resource to students who are victims and suspects of unlawful or harmful activity in order to deter and protect them from further harm.
- Partner with the faculty and administrative team to teach the importance of good safety practices through various educational programs.
- Provide an active law enforcement figure on school grounds to deal with any law and safety/public order issues that may develop and take the appropriate enforcement action when necessary.

### **SCHOOL RESOURCE OFFICER DUTIES AND RESPONSIBILITIES:**

1. The SRO serves as a **visible deterrent** to crime and a positive representative of the Hardin Police Department to students, faculty and staff. The SRO shall conduct visible patrolling of the exterior and interior grounds, particularly during the opening and closing of school.
2. The SRO shall assume primary responsibility for handling all **calls for police service** and coordinating the response of other police resources to the school's buildings, grounds, and surrounding areas.
3. Criminal activity that comes to the attention of the principal or school staff shall be reported immediately to the assigned SRO, and the Hardin Police Department, unless such criminal activity requires additional personnel resources.
4. The SRO shall **meet at least weekly with the school principal** for the purpose of exchanging information about current crime trends, problem areas, or other areas of concern which have potential for disruption in the school or within the community, and shall be sensitive to the need for confidentiality in certain circumstances.
5. The SRO shall be responsible for monitoring the social and cultural environment to identify **emerging youth gangs** that may be a **threat to the learning environment** of the school and the safety of the students and the general public
6. Any information concerning **unlawful street gangs that is germane to a specific unlawful incident** or to the prospect of unlawful activity shall be forwarded to the Hardin Police Department.
7. The SRO may make **formal presentations** to, or participate in, school-based community organization meetings such as the Parent Teacher Association and School Advisory Council meetings, with prior approval of the SRO Supervisor. Participation in other activities such as panel discussions, mentoring programs, Annual Summer Youth Academy and community coalitions or task forces must be approved by the Hardin Chief of Police.
8. Coordinating programs conducted in the schools by other Divisions of the Police Department to avoid redundant services and to ensure equitable distribution of such programs and activities.

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9. Provide for the **disposal of illegal substances** recovered by the school and not needed for criminal prosecution.
10. Be familiar with and abide by Hardin Public Schools and Hardin Police Department Rules, Regulations, Policies, Procedures and Directives.
11. As a general rule, SROs will not get involved with the enforcement of school rule violations or act as a disciplinarian unless there is a violation of the State law as well.
12. The SRO, when available, will assist in conducting investigations for other crimes off of school grounds that may have a direct effect on a student or the school community.
13. The SRO, when available, will be the designated case officer for crimes committed at their assigned school. This means the SRO will then complete the investigation and all the necessary follow-up investigatory case work. This may include the collection of evidence and interviewing victims, witnesses and suspects.
14. When necessary, the SRO may make an arrest, detain and or hold those suspected of a crime in police custody as prescribed by state law and Department policy. Some serious crimes require specialized expertise or logistical support to investigate. Under these circumstances, The SRO will make the necessary arrangements to investigate or have an Officer from the Hardin Police Department assist. The SRO will then assist the Officer, and function as the liaison between the victim, the school staff, and the Department.
15. The SRO shall address parking and traffic concerns that affect the school and surrounding community.
16. The SRO may conduct and or coordinate traffic enforcement details to encourage compliance with State and local traffic laws.
17. The SRO will coordinate with school staff to promote crime prevention programs and enhance the police/community relationship with the surrounding neighborhoods. This may be accomplished by requesting additional police units to conduct foot, bicycle or vehicle patrol of the school grounds and adjacent areas.
18. Conduct classroom instruction on prevention and education on appropriate subjects to high school students, faculty, and staff, in accordance with the Department mission statement, utilizing approved lesson plans by the SRO , Hardin Police and School Administration.
19. Take appropriate action for any on-sight situations requiring police attention.
20. Act as a liaison and resource between the law enforcement community, other governmental agencies and the school.
21. Interacting with students to promote and reinforce the development of basic life skills and personal control and responsibility for one's actions.
22. Conduct investigations involving threats to the school building and/or students. The main function of the SRO is to be on school grounds during school hours. Follow-up investigations may be conducted; however, these should generally be conducted after school hours.

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23. The SRO may leave the school grounds during school hours on certain follow-up investigations only when the factor of time is deemed to be of the essence and then only with the appropriate supervisory approval while always notifying the principal of the necessity of the pending investigation and the temporary absence. The SRO may participate in school conferences, especially when potential delinquency is a factor.
24. The SRO may have input into intervention and preventive strategies and community resources available.
25. Participate in special assignments related to Departmental activities such as point control for major events.
26. Inform the school administration of current student criminal involvement and criminal trends that affect the safe environment of the school, as needed. It is also recommended that the SRO maintain a relationship with the Juvenile Probation, Juvenile Court and Hardin City Court.
27. Perform preventive patrol for students in route to and from school. Attention will be directed to observations pertinent to the safety and well-being of children.
28. Interact with the uniform patrol officers in order to share information and work together on matters of mutual concern.
29. Attend special events as necessary to interact and prevent problems.
30. Participate in various Department-sponsored and endorsed activities that foster a positive relationship between the students and the SRO.
31. Maintain contact with the Hardin Police Chief in order to facilitate administrative needs.
32. Attend scheduled meetings of all assigned SROs that may be established by the supervisors for information exchange and resolution of special problems.
33. Provide their supervisor with daily activity sheets, on a weekly basis.
34. Be responsible for the proper vehicle use and maintenance as outlined in Directives and in the Department Policy.

#### **SCHOOL RESOURCE OFFICER SUPERVISION:**

As a law enforcement officer, the School Resource Officer (SRO) is responsible to the Chief of Police through his/her supervisory chain of command and is subject to adhere to all Hardin Police Department Policies and Directives.

SROs also have what is referred to as a “secondary” chain of command while on duty at their assigned school. As an employee of the Hardin Police Department, their primary chain of command begins with the Chief of Police.

Because they work within the schools, the SRO is also considered a member of the school staff. Therefore, their secondary chain of command begins with the assistant principal(s) of the School Resource Officer's assigned school and progresses to the Principal of the School to the Hardin Superintendent of the School District.

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The SRO Supervisor shall meet with the SROs on a regular basis.

The SRO Supervisor shall meet with the school principal where an SRO is assigned as follows:

1. Prior to the start of the school year to review school-police department expectations and clarify any operational procedures.
2. Mid-year to evaluate the performance of the SRO and to identify and resolve any developing issues and to improve the effectiveness of the assignment.
3. At the conclusion of the school year to review the program and suggest any and all recommendations for improvements or changes.

The Hardin Police Department recognizes and respects the authority of the principal, and his or her designee, to be the primary leader and manager of each applicable school where an SRO is assigned. The SRO, however, has the authority and responsibility to ensure proper decisions are made in reference to crimes, crime scenes, and any incidents that pose a serious threat to public safety.

- During any law enforcement-related event on school grounds, the SRO will consult the principal or designee with law enforcement decisions being made to resolve the incident, when feasible. During any law enforcement-related event, it may become necessary for the SRO to temporarily take charge of the incident and/or school grounds to protect the integrity of the investigation and/or crime scene, and ensure the safety of the students and staff, until properly relieved. The School Resource Officer Program will be commanded by the Chief of Police.
- All Hardin Police Department SROs will be sworn as certified police officers by the *State of Montana, Public Safety Officer Standards and Training Council* (POST) and receive such additional SRO Certification as required by POST. As such, the SROs shall possess the same statutory and common law authority and powers of arrest as any other state or local law enforcement official regardless of whether they are on or off school property.
- When performing the duties of a police officer in the school environment, the officer shall have an understanding of the administrative responsibilities the school has in resolving misbehavior.
- The SRO will be familiar with the student handbook of their respective assigned school.
- Conduct and interactions with students should be of a quality that reinforces positive self-image, self-esteem, and professionalism.

The School Resource Officer (SRO) has the primary responsibility for providing police services to the school community and development and implementation of programs and activities to promote crime prevention and safety objectives. The SRO is a liaison between the Hardin police department, school administration, students, parents, city departments, youth organizations, and other agencies within the community.

The SRO is a sworn City of Hardin Police Officer assigned to provide the law enforcement expertise and resources to assist school staff.

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**KNOWLEDGE, SKILLS, AND ABILITIES:**

The School Resource Officer must have excellent oral and written communications skills, the ability to work with diverse groups, possess exceptional conflict resolution skills, be a creative problem solver, be available for after school functions, and have a good knowledge of Juvenile Laws and Juvenile Court procedures.

**SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS:** Limited

**OTHER REQUIREMENTS:**

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.

**AMERICANS WITH DISABILITIES ACT COMPLIANCE**

City of Hardin is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. Will perform such other assignments as may be directed in the day to day operations of the City.**

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