



Notice of Position Recruitment

Job Title of Vacancy: Probationary Patrol Officer
City Department: Livingston Police Department
Posting Opening Date: 3/7/2018
Posting Closing Date: 4/6/2018
Position Location: 414 East Callender, Livingston, MT 59047

General Information:

The Livingston Police Department, Livingston, Montana, is accepting applications for the position of Probationary Police Officer. Applicants must be community policing focused, have ability to qualify and demonstrate proficiency in all aspects of policing.

Starting base salary for probationary police officers is \$40,774.50 annually, with increases upon satisfactory completion of a one-year probation period. Additional benefits include uniform clothing allowance, stipend toward health insurance, longevity increases, holiday pay, night differential pay, and incentives for continued professional education.

Position Qualifications and Minimum Requirements:

1. Applicants must be 18 years of age or older,
2. Possess a valid Montana driver's license or be eligible for a Montana driver's license upon being hired,
3. Have no domestic violence or felony convictions,
4. Criminal History Background must not contain any misdemeanor criminal convictions in the past three (3) years and no more than three (3) convictions during lifetime.
5. Driving History Background must not contain more than three (3) moving traffic violation convictions within the previous five years or more than five (5) moving traffic violation convictions lifetime.

It is **preferred**, but not mandatory, for applicants to possess Montana P.O.S.T. Council basic peace officer certification; *or*, to have completed the Montana Law Enforcement Academy (MLEA) Basic Course or equivalency and be eligible to obtain P.O.S.T. Basic certification upon completion of one year of employment with the Livingston Police Department; *or* be currently enrolled in the MLEA Basic course and be eligible for P.O.S.T. certification upon completion of one year of employment with the Livingston Police Department.

If an applicant is not currently P.O.S.T. certified, they are required to be an active member of the Montana Law Enforcement Testing Consortium (MTLETC) (www.mtletc.org)

Applications must be submitted to: Lisa Lowy, HR Director, 229 River Dr., Livingston, MT 59047 or via email with scanned attachments at HR@livingstonmontana.org.

Applications **must** include:

1. Montana Standard Peace Officer application form available in PDF format at:
<https://dojmt.gov/wp-content/uploads/2011/11/standardapplication.pdf>
2. Signed Authorization to Release Information form. (Contained in this notice.)
3. Resume and Cover Letter explaining why you have chosen a career in law enforcement.
4. Verification of P.O.S.T. certification or enrollment in the MLEA Basic Course should also be included if applicable.

Unsigned or incomplete applications will be excluded from consideration.

Applications will be accepted until the end of the business day, April 6, 2018 but candidates will be evaluated and preliminary background checks will be performed as applications are received.



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AUTHORIZATION TO RELEASE INFORMATION

TO: City of Livingston
414 East Callender
Livingston, MT 59047

I am an applicant for the position of Probationary Police Officer with the City of Livingston. I am required to furnish information that this agency may use in determining my qualifications for this position. I understand that a thorough background and reference check will be conducted, including a criminal records check. I hereby give my consent for the City of Livingston and its representatives to conduct these checks, and expressly authorize the release of any and all information concerning me, including information of a confidential or privileged nature. Information received will be used only for employment application purposes.

I hereby release the City of Livingston and any organization, entity, company, institution or person furnishing information to the City of Livingston from any liability for damage which may result from furnishing any information requested.

This form must be completely filled out and signed or application will be rejected.

(Applicant Signature)

(Date)

Print Full Name: _____

Phone Number: _____

Present Address: _____

(Street)

(City)

(State)

(Zip)

Birth Date: _____
Month Day Year

Social Security Number: _____



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CITY OF LIVINGSTON POSITION DESCRIPTION October 2014

POSITION: Probationary Police Patrol Officer
DEPARTMENT: Police
ACCOUNTABLE TO: Police Sergeant

SUMMARY OF WORK:

Performs patrol and investigative duties to enforce federal, state and local laws and ordinances in order to provide for the safety and well-being of life and property.

JOB CHARACTERISTICS:

Nature of Work: This position performs professional and technical duties. 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. 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 restricted which could result in consequential legal action if untimely release.

Personal Contacts: Extensive contact with the public to enforce laws, address concerns, provide information and make presentations; position coordinates with other Police personnel to cover shifts and to update activity information.

Supervision Received: Daily assignments and instructions as needed by notes and face-to-face from the Police Sergeant.

Essential Functions: Position requires ability to communicate orally and in writing, drive a patrol vehicle, prepare reports, visually inspect areas, know and apply laws and regulations, apprehend and control dangerous persons, use firearms, walk over rugged terrain, climb, carry adult weight, hear distress calls, perform limited medical procedures, and maintain records.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Patrols city to protect public safety and health; arrests individuals who violate law and order. Does traffic and residential patrol; does business security checks. Issues citations for traffic law violations. Accurately processes crime scenes and accidents; accurately describes events in reports. Patrols assigned areas in car or on foot; answers and responds to calls; assists citizens in emergency situations; searches for lost children or runaway juveniles; takes people into protective custody. Performs animal control duties; impounds abandoned vehicles. Keeps log of responses, locations, and activities.
- Investigates complaints, disturbances, domestic calls, vandalism, burglaries, illegal entries, alcohol and drug abuse, intoxicated persons, suicides, traffic accidents, assaults and homicides; collects evidence; issues citations; dispenses verbal and written warning; makes arrests; serves legal papers and arrest warrants; gives notices to appear to law violators. Recovers lost or stolen property.
- Transports and processes prisoners; appears as a witness and testifies at hearings and court proceedings; responsible and accountable for all money and evidence handled; prepares and submits numerous reports; deals with unstable individuals requiring care and constant consideration; maintains discretion and departmental integrity when handling confidential data and participates in crime prevention programs.
- Monitors and directs traffic and performs crowd control duties for various community events; performs courtesy services; administers emergency first aid; assists ambulance personnel as needed; establishes and maintains positive relationships with the public to explain functions and services and to foster a climate of order.
- Informs superior of problems associated with police equipment; briefs on police matters; assists other agencies or departments as needed; may instruct or assist in training of other personnel as assigned; maintains professional appearance and uniform as established by the department.



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- Assists with Dispatch duties as needed.
- Performs other related work as required.

EQUIPMENT RESPONSIBLE FOR:

Position requires responsibility for and operation of all of the following: computer and printer, calculator, DVD, TV, cameras, intoxilyzer, video and audio recorders, radar, radios, motor vehicles, medical equipment, and firearms.

JOB REQUIREMENTS:

Knowledge: This position requires a knowledge of applicable federal, state, and local laws and ordinances; knowledge of Montana State Laws regarding law enforcement; knowledge of investigative procedures, police 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 medical aid.

Skills: This position requires skills in: driving a patrol vehicle safely in hazardous conditions; operation of police investigative and surveillance equipment; personal defense; operating phones, radar and other police equipment; assisting with medical aid; and use of firearms.

Abilities: This position requires the ability to: assist with law enforcement and security under normal and emergency situations; deal effectively in stressful circumstances; relay accurate information quickly; pursue offenders on foot; deal effectively with dangerous people; visually inspect areas; hear distress calls; maintain confidentiality; maintain high moral standards; show good judgment; perform physical force measures when necessary; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

Physical requirements are established by the Montana Peace Officer Standards and Training specifications.

EDUCATION AND EXPERIENCE:

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

- A High School diploma.
- Completion of MLEA Basic academy including required certifications.
- Must possess a valid state of Montana driver's license.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based upon the satisfactory performance of the preceding job description duties and responsibilities. Examples of job performance standards include, but are not limited to, the following.

- Performs assigned duties.
- Effectively patrols to enforce laws, provide for safety, and prevent crime.
- Maintains and applies knowledge of federal, state, local laws and ordinances which are enforced by the department.
- Deals tactfully and effectively with the public.
- Maintains effective working relationships with fellow employees, other agencies, supervisors and the public.
- Reacts calmly and decisively in emergency situations and makes sound decisions.
- Promotes objectives and philosophy of Livingston Police Department.
- Conducts effective and proper studies and investigation.
- Maintains and exhibits discretion and integrity when handling confidential data.
- Maintains current knowledge of laws governing custody of persons, search and seizure, and the rules of evidence.
- Demonstrates punctuality.
- Observes work hours and responds quickly to emergencies when on-call