



City of Livingston, Montana Police Patrol Officer (Entry Level through Lateral Transfers)

Job Description:

Is a rewarding career in law enforcement your dream? Do you appreciate a fantastic team of coworkers, market competitive pay and benefits, job security, and a traditional retirement pension? Do you want to get away from the problems plaguing bigger communities and enjoy true community policing? If you answered YES to these questions - Livingston Police Department in beautiful South-Central Montana could be your next career adventure!

Why Livingston Police Department? We are a diverse department with many professional growth opportunities. Our department utilizes a community-based policing model to serve and protect our residents and each other. We have a K9 unit, detectives, drug task force, and school resource officer special duty assignments. We enjoy community engagement programs like school visits, safety clinics, and outreach at the local Farmers Market and other events. *Our community values, respects and appreciates our law enforcement officers.* We are seeking to fill full-time fully benefited positions with job stability and opportunities for advancement and career progression.

Completed packages accepted and open until Friday, May 30, 2025, 4:00 p.m. MST. Do not apply on Indeed. See instructions below.

Work Location: Livingston, MT 59047

Job Type: Full-time, year-round

Rate of Pay: Current starting wage for new patrol officers is \$27.55 per hour. Lateral transfers with POST certification (or equivalent from another agency or state) range from \$28.38 to \$30.11 per hour DOE. Additional compensation is also available through certification pay, special assignments, and training as you learn more skills and develop in your career.

Shifts: Shifts range from 8-hour to 12-hour shifts depending on schedule. Shifts include days, nights, overnights, weekends, and holidays.

Full-time Benefits Include:

- On-the-job paid training
- State Retirement
- Vacation and sick accrual
- Holiday pay, including your birthday
- Paid parental leave
- Generous monthly stipend for insurance benefits:
 - Medical, dental, vision, and life insurance

- Flexible Spending Accounts and Health Savings Account
- Employee assistance plan

Qualifications for Success:

- Under general supervision on various shifts, performs a variety of duties involved in law enforcement including performing patrols, preserving the peace, investigations, traffic controls, and specialized assignments.
- Responds to calls for assistance; conducts preliminary investigations; locates and apprehends offenders
- Ability to work well under pressure
- Ability to communicate effectively with callers and in emergency situations
- Serve appropriate legal papers as directed
- High attention to detail with accuracy
- Strong customer service skills and ability to handle complex situations
- Safely operate a police vehicle and equipment such as radar, mobile data terminal, and in-car camera
- Ability to have familiarity with the city of Livingston and Park County geography and locations
- Ability to multitask and work with frequent interruptions
- Must maintain the highest standards of confidentiality and integrity
- Ability to record information including names, numbers, addresses accurately
- Ability to read, write, communicate, and complete reports in English
- Spanish preferred, but not required
- Write comprehensive reports that clearly articulate relevant facts and support the elements of the criminal offense(s)
- Interview victims, suspects, and witnesses to obtain information necessary to determine facts and circumstances of incidents.
- Provide and maintain ability to provide credible testimony in a court of law
- Participate in special duties as assigned
- Establish and maintain effective working relationships with coworkers and the public
- Perform related duties and responsibilities as assigned

Education:

- High School Diploma or equivalent

Requirements:

- Must be at least 18 years of age
- Must be a United States Citizen
- Montana state driver's license with an approved driving history
- No Felony convictions required and must pass a physical test, an in-depth police background and psychological evaluation
- Possess or ability to obtain Montana POST certification within one year of hire

Do not apply on Indeed. To apply: send a complete package including: A 1) Cover letter with your interest in the Livingston Police Department, 2) a resume, and 3) a completed application and release form via email to Cari Rubin, Human Resources Director at HR@LivingstonMontana.org or by mail to City of Livingston, Attn: HR, 220 E Park St, Livingston, MT 59047. The application and release form is located here: <https://www.livingstonmontana.org/jobs>