

CITY OF THOMPSON FALLS ANNOUNCEMENT INFORMATION

Class Title: School Resource Officer
Organization: City of Thompson Falls
Department: Police
Type: Local Government
Status: Contract Full-Time (*See below)
Date: February 14th, 2019
POC: Chief Chris Nichols
(406) 827-3557

Application deadline: June 1st, 2019 or until position is filled.

Tentative Start Date: August 1st, 2019

*Position is a contract position dependent on continued funding. Contract may be negotiated for summer month activities. Contact agency for details.

Starting salary: Grade 8 entry level, \$19.75/hour, depending on previous experience, overtime benefits for required work exceeding 40 hours in a work week, medical/dental benefits, and retirement (MPORS) benefits.

Must submit a Montana POST standard application with a resume. The resume should outline and place emphasis on previous experience that qualifies the applicant for this position specifically.

REQUIRED MINIMUM QUALIFICATIONS:

Entry Level

Specific:

- (A.) Must meet all requirements to work as a Public Safety Officer in the State of Montana and the City of Thompson Falls;
- (B.) Must possess a Montana POST Public Safety Officer Basic Certificate or equivalent from another state and eligible to successfully complete a Montana law equivalency course;
- (C.) Previous experience as a School Resource Officer or specialized experience working with juveniles such as a sex crimes detective, juvenile probation officer, or similar is preferred but not required;
- (D.) Youth volunteer programs, youth education, youth counselling, and/or coaching experience is helpful and should be outlined on the resume.

General:

- (A.) The employee will be required to successfully complete a one-year probationary period.
- (B.) Employee will be required to successfully complete a physical fitness assessment (MPAT), physical and mental evaluations, and background investigation prior to employment.
- (C.) Must be 18 years or older at the time of employment;
- (D.) Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State;
- (E.) Felony convictions and disqualifying criminal histories are not allowed;
- (F.) Must be a U.S. citizen;
- (G.) Must be able to read and write the English language;
- (H.) If has military experience must have been discharged under honorable conditions;
- (I.) Must be of good moral character and of temperate and industrious habits.

Education and Experience:

- (A.) Must have a high school diploma or equivalent;
- (B.) A minimum of a two-year community college degree or vocational school training in police science, law enforcement, criminal justice, criminology, or a related field is strongly recommended;
- (C.) Graduate of the NASRO (or other recognized organization) School Resource Officer Basic is strongly recommended;
- (D.) At least the equivalent of 2 years full-time service as a sworn police officer in a civilian governmental jurisdiction prior to application strongly recommended;
- (E.) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A.) Knowledge of modern law enforcement principles, procedures, techniques, and equipment;
- (B.) Skills in the safe and responsible operation of motor vehicles;
- (C.) Skills in operating the tools and equipment listed below;
- (D.) Ability to learn the applicable laws, ordinances, and department rules and regulations;
- (E.) Ability to perform work requiring good physical condition;
- (F.) Ability to communicate effectively orally and in writing;
- (G.) Ability to establish and maintain effective working relationships with subordinates, peers, and supervisors;
- (H.) Ability to exercise sound judgment in evaluating situations and in making decisions;
- (I.) Ability to follow verbal and written instructions;
- (J.) Ability to meet the special requirements listed below;
- (K.) Ability to learn the city's geography; and
- (L.) Basic knowledge of computer operation and programs.

Laternal Entry:

Must be able to meet all Entry Level requirements listed above; successful completion of a Montana recognized State Basic Training Academy and complete a Montana Law Enforcement Academy Legal Equivalency Course within one (1) year after employment begins.

POSITION DESCRIPTION

GENERAL PURPOSE:

Performs law enforcement, education, and informal counseling duties within the Thompson Falls School District for grades K-12. Develops, assesses, and implements school safety programs. Develops and implements education programs for students and faculty on, but not limited to; antibullying, cyber-awareness, personal safety habits (on and off campus), anti-drug use, anti-alcohol use, anti-tobacco use, lock-down and evacuation procedures. Enforces laws and ordinances within Thompson Falls and the State of Montana. Enforces school district policy. Investigates crimes occurring on school campus or associated to school related activity. Leads investigations concerning truancy, assaults, disorderly conduct, thefts, child abuse, child endangerment, illegal drug distribution, and anything determined to be a detriment to the safety of students and faculty. Must have a firm understanding of Youth Court procedures. Works in close coordination with Youth Court and Child Protective Services. Attends the Sanders County Child Protective Team meetings regularly. Attends and performs safety assessments of school extracurricular activities.

During non-school seasons; the officer may be required to perform patrol and investigation duties as outlined for a position as patrol police officer listed below.

SUPERVISION RECEIVED:

Works under the direct supervision of the Chief of Police and performs functions in coordination with school administration and faculty.

SUPERVISION EXERCISED:

Attains and maintains an appropriate technical job skill and knowledge level of police related functions in order to perform all law enforcement duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Law enforcement officer capable of collaborative efforts with educators, students, parents, and community in order to provide a safe learning environment in our schools, provide valuable resources to school staff, foster a positive relationship with our communities' youth, and help develop strategies to resolve problems affecting our youth with the objective of protecting every child so they can reach their fullest potential.

Makes recommendations for enhancing the proficiency of the Police Department in providing law enforcement services to the community.

Works in a combined effort with Youth Court, Child Protective Services, community resources and other agencies to coordinate the best outcome of law enforcement incidents.

Works an assigned shift during school hours using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance. Has some flexibility of scheduling to suit the best interests of community and school district activities.

Responsible for conducting all the same duties as a patrol officer as follows:

Maintains constant on-duty availability for calls for service and communicates with the central dispatching entity of location and status.

Maintains normal availability by radio or telephone for consultation on major emergencies or time critical activities.

Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations, and provide general information about department activities. Coordinates activities with other officers, agencies, and/or other city departments as needed. Coordinates activities with the Chief of Police or immediate supervisor, City Attorney, Court Administrator, and County Attorney regarding cases, policies, and procedures.

Carries out duties in conformance with Federal, State, County, and City laws, ordinances, and departmental policies and procedures.

Conducts on-duty activities to the best interest of the community and to the safety of public and property. Undertakes community-oriented police work and assists citizens when possible and within the scope of their training and authority. Prevents or detects and investigates violations of misdemeanors, felonies, and other law violations.

Patrols municipal streets, parks, commercial and residential areas to preserve the peace and enforce the law. Proactively seeks out criminal and suspicious activity.

Responds to calls for service and investigates public safety concerns that include, but are not limited too; accidents, robberies, civil disturbances, domestic disputes, violent altercations, intoxication, missing children, prowlers, suspicious activity, abuse of drugs, etc. Takes appropriate law enforcement action within the scope of authority and within departmental procedure.

Performs traffic enforcement operations, investigation of vehicle equipment violations, vehicle identification number (VIN) inspections, vehicle accident investigations, impaired driving interdiction investigations, and traffic control operations. Interviews suspects, witnesses and drivers of vehicle accidents. Investigates and renders assistance at the scene of vehicular accidents, to include but not limited too; requesting ambulances, fire department, additional responding units, mutual aid from other law enforcement agencies, etc. Takes measurements and draws scene diagrams.

Conducts investigations of crimes or calls for service within the municipality committed during assigned shifts or assigned to the officer by proper authority. Locates and interviews victims, witnesses, and suspects. Develops follow-on information. Searches crime scenes for evidence. Analyzes, evaluates, and collects evidence. Compiles and submits information to the proper

prosecuting entity. Arrests offenders. Writes detailed reports. Serves warrants for arrest issued by the court. Enforces Protection Orders issued by the court. Prepares cases files in an orderly manner and within procedure. Testifies in court proceedings.

Prepares a variety of reports and records including daily logs, monthly pay submissions, investigative reports, field interviews, traffic accident reports, drug & alcohol influence reports, breathalyzer results, forensic science laboratory submissions, affidavits for investigative subpoenas, arrest warrants, and search warrants.

PERIPHERAL DUTIES:

Maintains departmental equipment, supplies, vehicles, and facilities.

Maintains contact with general public, court officials, and other City officials in the performance of police operating activities.

Serves as a member of various employee committees.

TOOLS AND EQUIPMENT USED:

Police vehicles, police radios, radar units, firearms, conductive electronic weapons, OC spray, expandable baton, handcuffs, Breathalyzer 8000, preliminary breath test instruments, cellular telephones, computers, first aid equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to stand; walk; run; grapple; physically restrain a suspect; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste and smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The employee will be exposed to and required to safely handle firearms as well as various types of less-lethal weapons.

The employee will be in contact with handling lead ammunition.

The noise level in the work environment is usually moderate.

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 to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Approval: _____ Date: _____
Mayor