

**CITY OF THOMSON FALLS
JOB ANNOUNCEMENT INFORMATION**

Class Title: Police Patrol Officer
Organization: City of Thompson Falls
Department: Police
Type: Local Government
Status: Permanent Full-Time
Date: February 27th, 2019
POC: Chief Chris Nichols
(406) 827-3557

Application deadline: April 30th, 2019 or until position is filled.

Tentative Start Date: July 1st, 2019

Starting salary: Grade 7 to Grade 8 entry level, \$18.25/hour to \$19.75/hour, Depending on previous experience.

Overtime benefits for required work exceeding 40 hours in a work week, medical/dental benefits, life insurance, retirement (MPORS) benefits. Optional deferred compensation program available.

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;

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.) 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.

Lateral 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.

**CITY OF THOMPSON FALLS
POSITION DESCRIPTION**

Class Title: Full Time Police Patrol Officer

Department: Police

Date: February 27th, 2019

GENERAL PURPOSE:

Performs police patrol, investigation, traffic regulation, and related law enforcement activities.

SUPERVISION RECEIVED:

Works under the general supervision of a Police Chief or Sergeant.

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:

May be assigned by the Police Chief to perform additional specialized tasks or duties as needed.

Works on rotating shifts performing traditional patrol functions, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.

Works an assigned shift using own judgment, training, experience, and scope of authority in deciding course of action being expected to handle difficult and emergency situations.

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 precedent.

Carry out duties in conformance with Federal and State laws, and County and City ordinances.

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 to; 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 to; 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.

Must be able to interact with the public and carry out duties in a fair, impartial and ethical manner.

PERIPHERAL DUTIES:

Assists in maintaining departmental equipment, vehicles, supplies 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 as appropriate or as assigned.

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: _____
Supervisor: _____
Approval: _____

Date: _____
Date: _____
Date: _____

Mayor