



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

TO BE CONSIDERED, your submission must include the following:

- Fully completed and signed Standard Application for Position of Public Safety Officer in the State of Montana
 - Employment Preference Form
 - Completed and Signed Authorization to Release Information Form
 - Updated Resume AND Cover Letter

Submit ALL documents at the same time either via email, in person, or USPS mail to HR@livingstonmontana.org or City of Livingston, Attn: HR, 220 E. Park St, Livingston, MT 59047 DO NOT APPLY via Indeed. The job posting and forms can be located here: livingstonmontana.org/jobs

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, detective, drug task force, and school resource officer special duty assignments. We enjoy community engagement programs like Coffee with a Cop, 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.

Accepting Applications through 4:00 p.m. MST Friday, June 21, 2024. Interviews to follow. Testing phase to occur mid-June through early-July 2024.

Work Location: Livingston, MT 59047

Job Type: Full-time, year-round

Rate of Pay: July 1, 2024 starting wage for new patrol officers is \$26.24 (7/1/2024). Lateral transfers with POST certification (or equivalent from another state) range from \$26.76 to \$28.46 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, 10-hour, or 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 and paid parental leave
- Holiday pay
- Generous monthly stipend for insurance benefits:
 - Medical, dental, vision, and life insurance
 - Flexible Spending Accounts and Health Savings Account
 - Employee assistance plan
- Additional pay benefits available:
 - Annual fitness incentive up to \$1,500 or 60 hours PTO
 - \$1,000 annual uniform allowance
 - Shift pay differential
 - ½ paid tuition assistance + cost of books
 - Additional monthly certification pays available

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 an in-depth police background and psychological evaluation
- Possess or ability to obtain Montana POST (Public Safety Officer Standards and Training) certification within one year of hire

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