

Job Announcement



Town of West Yellowstone, Montana

Position Title	Chief of Police
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The Town of West Yellowstone, MT is a dynamic community of 1,300 residents with a daily summer population of upwards of 12,000 and seeking a community service-oriented Chief of Police who has a strong interest in field work. An ideal candidate will possess demonstrated experience with community-based policing, and it will be core to their law enforcement philosophy.

About the Department

At full staff, the West Yellowstone Police Department is made up of six patrol officers and a chief. The Chief also oversees a dispatch department of six dispatchers and a Communication Center Manager. The department proudly serve the community and the visitors to Yellowstone National Park and the surrounding area. Uniquely we depend on our partnerships with other local law enforcement agencies to provide complete and prompt service.

General Duties

Under the general administrative direction of the Town Manager, the Chief of Police plans, directs, manages, and oversees the activities and operations of the Police Department and 911 Communications Center including law enforcement, crime prevention, community outreach, and administrative support services and activities; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the Town Manager. Work involves a significant amount of time actively participating in field patrol/call responses.

Wage and Benefits

The starting salary range is between \$100,000 and \$105,000 per year with excellent benefit package including vacation leave, sick leave, paid holidays, family health/dental/vision coverage (75% paid for employee and family), and participation in the Montana Police Officers Retirement System.

Additional Information

- For application form or detailed position description, please contact the Town of West Yellowstone Town Office- 440 Yellowstone Avenue, PO Box 1570, West Yellowstone, MT. 59758, call 406-460-7795, or visit <http://www.townofwestyellowstone.com>
- This position is open until filled, and priority will be given to applications received prior to 5:00 pm on August 2, 2024.
- Applications that are incomplete or unsigned as of the closing of the vacancy will not be considered in the selection process
- Questions about the application process or the Town of West Yellowstone should be directed to Dan Walker, Town Manager at 406-460-7795 or dwalker@townofwestyellowstone.com
- The Town of West Yellowstone is an EEO/ADA employer. Women, minorities, and persons with disabilities are encouraged to apply.
- The Town of West Yellowstone has enacted a Drug and Alcohol-Free Workplace testing policy. This policy includes pre-employment and for-cause drug and alcohol testing. A copy of this policy is available for review.
- Applicants are encouraged to read the full position description for other responsibilities and essential functions. This a regular, full-time position. Positions are contingent upon annual budgetary consideration by the Town Council.

Application Procedure

Please provide the following:

1. A cover letter addressing qualifications for the position.
2. A completed and signed Town of West Yellowstone application (www.townofwestyellowstone.com).
3. A current resume
4. Completed supplemental questionnaire
5. Other documents to support your candidacy

Submit complete application packet to:

Dan Walker, Town Manager
Town of West Yellowstone
440 Yellowstone Avenue
PO Box 1570
West Yellowstone MT 59758

Or

dwalker@townofwestyellowstone.com



Town of West Yellowstone, Montana Position Description

Position Title	Chief of Police
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General Statement of Duties

Under the general administrative direction of the Town Manager, the Chief of Police plans, directs, manages, and oversees the activities and operations of the Police Department and 911 Communications Center including law enforcement, crime prevention, community outreach, and administrative support services and activities; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the Town Manager.

Distinguishing Features of the Position

The principal function is to lead the Police Department in the planning, organizing, scheduling, directing, and monitoring the overall activities and operations of the Department that includes the 911 Communications Center. This is a “hands on” position which requires the Chief to sometimes cover patrol shifts. The work is performed under the supervision and direction of the Town Manager, but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over all employees including sworn police officers and 911 Communication Center employees. The nature of the work performed requires that the employee establish and maintain effective working relationships with local, regional, and state officials, other Town Department Heads, Town employees, the business community, tourists, and the general public. Principal duties are performed in various locations – some which may involve exposure to extreme weather conditions.

Examples of Essential Work (Illustrative Only)

- Assumes full management responsibility for all Police Department services and activities including the work of staff, preserving order, preventing crime, protecting life and property, and enforcing state laws and municipal ordinances.

- Manages the development and implementation of Police Department goals, objectives, and priorities, including those for the 911 Communication Center. Recommends and administers policies and procedures.
- Regularly performs all patrol officer duties.
- Assists the 911 Communication Manager with hiring, counseling, disciplining, and training of staff; maintaining and/or upgrading of 911 equipment and software programs; and coordinating with the Gallatin County 911 Task Force; coordinating and monitoring use of systems and equipment.
- Establishes, within the Town policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
- Plans, directs, and coordinates, through subordinate level staff, the Police Department's work plan; assigns projects and programmatic areas of responsibility; oversees sensitive investigations and the gathering of information; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Selects, trains, motivates, and evaluates assigned personnel; assigns schedules; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures in conjunction with the Town Manager.
- Plans and directs employee training programs; maintains training and performance records for all Department personnel. Provides copies of these documents for the employee personnel files located in the Town Manager's office.
- Oversees and participates in the development and administration of the Department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- As necessary, responds to major incidents reported to the Police Department and ensures that an Incident Commander is appointed as may be needed for the current situation.
- Represents the Police Department with other departments, elected officials, and outside agency partners; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Responds to and resolves difficult and sensitive citizen inquires and complaints; negotiates and resolves sensitive and controversial issues.
- Confers with citizens and area officials on law enforcement problems and assists in the development of innovative municipal law enforcement policies.
- Participates on a variety of boards, commissions, and committees; attends local, regional, and state conferences on public safety; establishes and maintains cooperative working relationships with other law enforcement agencies.
- Confers with attorneys concerning the prosecution of criminal complaints, civil litigation, and/or employee disciplinary issues. Coordinates and works with the Town's Prosecuting Attorney.
- Makes routine visits to businesses through the Town; attends school programs and athletic events; participates in community events.
- Implements community policing activities to promote the Department and the Town.
- Hosts and facilitates meetings with the Police Commission.

- Performs all other duties as required by the Town Manager.

Required Knowledge, Skills, and Abilities

- Operations, services, and activities of a comprehensive municipal law enforcement program.
- Principles and practices of law enforcement administration, management, organization, and program development.
- Methods and techniques used in providing a full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, juvenile programs, records management, search and seizure, care and custody of persons and property, and crime prevention, arrest procedures, evidence collection and management.
- Care, maintenance, and operation of firearms and other modern police equipment.
- Demonstrated proficiency with all required firearms.
- Methods and techniques of public relations and community outreach.
- Pertinent federal, state, and local laws, codes, and regulations.
- Knowledge of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Occupational hazards and standard safety practices.
- 40 hours POST approved credits every 2 years to maintain certification per State standards.

Ability to:

- Manage and direct a comprehensive law enforcement program including a 911 Communications Center.
- Develop and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs and appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate staff.
- Interpret, apply, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.
- Analyze complex law enforcement issues, evaluate alternatives and implement sound solutions.
- Make adjustments to standard operating procedures as necessary to improve organizational effectiveness.
- Delegate authority and responsibility.
- Train and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Prepare and administer budgets.
- Effectively present information and respond to questions from customers and the general public.
- Meet standards for physical endurance, agility, health and vision.

- Act quickly and calmly in emergency situations.
- Facilitate group participation and consensus building.
- Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
- Operate office equipment including specialized police vehicles, radios, video systems, computer programs and equipment, and radars.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Acceptable Minimum Experience and Training

- Five (5) to Ten (10) years of law enforcement experience. Prefer at least five (5) years of demonstrated leadership or supervisory and administrative responsibility, preferably at sergeant level (or equivalent) or higher. Non-law enforcement experience may be considered.
- Possession of a P.O.S.T. Advanced Law Enforcement Certificate or equivalent.
- Variations in the preferred education and experience may be accepted by the Town.

Required Special Qualifications

- Be a citizen of the United States.
- Be at least 18 years of age.
- Be fingerprinted and a search made of the local, state, and national fingerprint files to disclose any criminal record.
- Not have been convicted of a crime for which they could have been imprisoned in a federal or state penitentiary or a crime involving unlawful sexual conduct.
- Be of good moral character as determined by a thorough background check.
- Be a high school graduate or have been issued an equivalency certificate.
- Successfully complete an oral interview and pass a thorough background check conducted by the appointing authority or its designated representative.
- Be in good standing with POST and any other licensing or certification boards or committees equivalent to POST in any other state such that no license or certification similar to a POST certification has been revoked or is currently suspended in any other state.
- Possession of or ability to obtain a valid Montana driver's license.
- Abide by the code of ethics contained in ARM 23.13.203.
- Complete, within every two calendar years, 20 hours of documented agency in-service, roll call, field training, or POST-approved continuing education training credits, which include but are not limited to a professional ethics curriculum covering the following topics and any additional topics required by the council.
- Possession or ability to obtain First Aid/CPR certification within six (6) months.

- May require other appropriate licenses or certifications.
- Must be a resident of the Hebgen Basin area within six (6) months of appointment.
- Offers for employment are conditional upon satisfactory response to appropriate post-conditional offer process (i.e., psychological exam, background check, and medical exam).
- Pre-employment and periodic random alcohol and drug screening will be required.

Essential Physical Abilities

- Standard office setting, react to emergency, natural or man-made disaster, and routine peace keeping environments with travel to various locations to attend meetings or respond to crime scenes, disasters or critical incidents.
- The employee is exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration.
- The noise level in the work environment is usually moderate. However, the noise level is occasionally very loud due to sirens, firearms training, etc.
- Walk, stand, run, or sit for prolonged periods of time.
- Regularly, stoop, bend, kneel, crouch, reach, and twist.
- Regularly lift and/or move moderate to heavy objects.
- Ability to speak and hear to exchange information. Hear in the normal audio range with or without correction.
- Vision sufficient to read computer and cell phone screens and printed documents with or without correction.
- Incumbents may be required to work extended hours including nights, weekends, and holidays as well as short notice call-outs. They may be required to travel outside Town boundaries to attend meetings, trainings or respond to mutual aid requests.

Acknowledgement

By signing this statement, I, the employee, acknowledge my respective job description has been received and that I have read this document and understand what is expected from me as a Chief of Police for the Town of West Yellowstone, MT.

Signed: _____

Date: _____

Print Name: _____

Position: Chief of Police

Effective Date of Employment: _____

Attest:

Supervisor: _____

Date: _____

3. Discuss any community organizations or volunteer experience you currently participate in?

4. Describe a time you were responsible for creative use of resources?

5. Describe your leadership and communication style.

6. Are there any issues that may arise in a background check that may not make you a good fit for this position?

7. Explain your philosophy on the Chief working regular and consistent patrol shifts.



EMPLOYMENT APPLICATION

TOWN OF WEST YELLOWSTONE, MT

P.O. BOX 1570
West Yellowstone, MT 59758
info@townofwestyellowstone.com

Notice To Applicants

We welcome you as an applicant for employment. It is the policy of the Town of West Yellowstone to consider applicants for all positions without regard to race, ancestry, color, religion, creed, sex, national origin, age, marital status, political beliefs, veteran/military, genetic information, sexual preference, or the presence of a non-job related medical condition or physical/mental disability or any other legally protected status unless related to a bona fide occupational requirement. A separate application, resume and other supporting documentation must be submitted for each job vacancy as required by the job posting.

POSITION APPLIED FOR: _____

DEPT: _____ DATE: _____

PERSONAL INFORMATION

Last Name: _____ First: _____ Middle: _____

PRESENT ADDRESS: _____

City: _____ State: _____ Zip: _____

Contact Phone: _____ Email Address: _____

List other names, if any, used on employment or education records: _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

No Yes If yes, please explain:

Are you 18 years or older? No Yes

Please provide the earliest date that you are available for work?

Have you ever been convicted of a felony? Yes No Yes If yes, describe in full – give dates:

[Criminal convictions are not an absolute bar to employment, but will be considered in relation to specific job requirements]

Have you ever worked for or are you currently working for the Town of West Yellowstone?

If yes, please give dates: From: _____ To: _____

Department: _____ Prior position: _____

Reason for leaving: _____

Do you have any relatives working for the Town? Yes No

If yes, please give their name(s): _____

EDUCATION

High School:

Name: _____ Address: _____

Did you graduate? Yes No

Diploma or GED: _____

College:

Name: _____ Address: _____

Course of Study: _____ Last year completed: _____

Did you graduate? _____

List Diploma or Degree: _____

Other (specify):

Name: _____ Address: _____

Course of Study: _____ Last year completed: _____

Did you graduate? _____

List Diploma or Degree: _____

SPECIAL SKILLS

Special Skills Relating to The Position You Are Applying For: (clerical skills, heavy equipment operating skills, etc.):

DRIVER LICENSES

Do you have a valid Driver's License? Yes No State: _____

Number: (optional) _____ Expiration Date: _____

Do you have a Commercial Driver's License? _____ If yes, specify: Type: _____

Class: _____ Tank: _____

Endorsements: Hazardous Material: _____ Passenger: _____

Airbrakes: _____ Other (specify): _____

OTHER LICENSES or CERTIFICATES (CPA, Water Treatment, Boiler Operator, etc.)

Name of Licensing Agency: _____ Address: _____

Type of License: _____	Endorsement/Restriction (if applicable): _____
Date Licensed: _____	Date Expires: _____
Name of Licensing Agency: _____	Address: _____
Type of License: _____	Endorsement/Restriction (if applicable): _____
Date Licensed: _____	Date Expires: _____
Name of Licensing Agency: _____	Address: _____
Type of License: _____	Endorsement/Restriction (if applicable): _____
Date Licensed: _____	Date Expires: _____

EMPLOYMENT HISTORY

Instructions: Begin with your present or most recent job and list your work experience with emphasis on experience that is relevant to the position for which you are applying. Include military service and any volunteer work which has provided experience that would help you qualify. If the space below is not adequate, you may respond to this section on a separate sheet of paper. **This information must be completed even if a resume is submitted.**

NOTICE TO APPLICANTS: Information that you provide on this application is subject to verification. Previous employers may be contacted as references and for verification.

May we contact your current employer? Yes No

CURRENT EMPLOYER: _____ Address: _____

Date Employed:

From: _____ To: _____

Position: _____ Salary: _____

Contact: _____ Phone: _____

Describe work performed: _____

Reason for leaving: _____

EMPLOYMENT HISTORY

PAST EMPLOYER: _____ Address: _____

Date Employed:

From: _____ To: _____

Position: _____ Salary: _____

Contact: _____ Phone: _____

Describe work performed: _____

Reason for leaving: _____

PAST EMPLOYER: _____ Address: _____

Date Employed:

From: _____ To: _____

Position: _____ Salary: _____

Contact: _____ Phone: _____

Describe work performed: _____

Reason for leaving: _____

PAST EMPLOYER: _____ Address: _____

Date Employed:

From: _____ To: _____

Position: _____ Salary: _____

Contact: _____ Phone: _____

Describe work performed: _____

Reason for leaving: _____

REFERENCES

List three (3) references, excluding relatives, who have knowledge of your ability to perform this job:

Full Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

Full Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

Full Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

AUTHORIZATION TO RELEASE INFORMATION

1. As an applicant for a position with the Town of West Yellowstone, I am required to furnish information which this agency may use in determining my qualifications. I hereby expressly authorize release of any and all information which you, as a previous employer or employment reference, may have concerning me, including information of a confidential or privileged nature. I hereby release any organization, company, institution or person furnishing the information requested. I authorize the use of duplicated copies of this document to serve as the original.
2. I acknowledge that I may have to submit to a drug and alcohol test prior to employment if required by the Town of West Yellowstone Drug-Free Workplace and Pre-Employment Drug Testing Policy. I further acknowledge that a negative drug test result and remaining drug free are conditions of my employment.
3. For the purpose of in-house security, I consent to a background and security investigation prior to employment.
4. I certify that the foregoing answers, and all supplemental documents are correct and that false information may disqualify me from employment with the Town of West Yellowstone, and may result in dismissal if employed. I understand that employment may be contingent upon satisfactory completion of a physical examination showing that I can adequately perform job-related functions. If employed by the Town of West Yellowstone, I will abide by the Town's Policies, Practices, and Procedures.

I have read and agree with the above statements. If applying on-line, I authorize electronic submission of this document to serve as the original.

Signature: _____ **Date:** _____

EMPLOYMENT PREFERENCE ACTS

Name: _____

Position Applied For: _____ Department: _____

If you are claiming preference under the **Veterans' Public Employment Preference Act** or the **Persons with Disabilities Public Employment Preference Act**, complete the following. The appropriate documentation must be attached to claim employee preference. Veteran's Employment preference provides the addition of 5 percentage points or 10 percentage points to the applicant's score when a numerically scored selection procedure is used. Contact your local Job Service for details on veterans' preference. Contact your local Montana Vocational Rehabilitation Services Office, Department of Public Health and Human Services (PHHS) for details on obtaining persons with disabilities preference certification.

If you claim Preference, **documentation must be attached**. Please check which attachments you have included:

- DD-214 PHHS Disability Certificate Other

To claim **Veterans' Employment Preference**, you must be a U.S. Citizen and (check ONE of the boxes below):

- A Veteran, if**
1. You have been separated under honorable conditions, **AND** have served more than 180 consecutive days of active federal military duty other than for training in the Army, Air Force, Navy, Marines, or Coast Guard or were a member of the reserves who served on federal military duty during a period of war or in a campaign or expedition for which a campaign badge is authorized.
 2. You are or have been a member of the Montana Army or Air National Guard who has satisfactorily completed a minimum of 6 years' service in armed forces, the last 3 of which have been served in the Montana Army or Air National Guard.

- A Disabled Veteran, if**
1. You have been separated under honorable conditions from military duty, **AND**
 2. You have an established Armed Forces service-connected disability **OR** are receiving compensation, disability retirement benefits, or pension from the U.S. Department of Veterans Affairs or military department, **OR** you have received a Purple Heart.

The spouse of a disabled veteran if the veteran's disability prevents him/her from working.

The un-remarried surviving spouse of a veteran or disabled veteran.

- A Mother of a Veteran, if**
1. THE VETERAN died under honorable conditions while serving in the Armed Forces, OR THE VETERAN has a service-connected, permanent, and total disability, **AND**
 2. YOUR SPOUSE is totally and permanently disabled, **OR** YOU are the un-remarried widow of the father of the veteran.

To claim **Montana Persons with Disabilities Employment Preference** you must be (check ONE of the boxes below):

- A person with a disability** certified by PHHS, **OR**
- The **spouse** of a totally (100%) disabled person certified by PHHS **AND have** resided continuously in Montana for at least 1 year immediately before applying for employment

SIGNATURE (typed): _____

DATE SIGNED: _____

APPLICANT SURVEY

Title VII of the U.S. Civil Rights Act requires the State of Montana to “make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed.” This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and persons with disabilities. The following survey helps to fulfill these requirements.

This applicant survey will be separated from your application. The Town of West Yellowstone is subject to certain governmental record keeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites applicants to voluntarily self-identify their race and ethnicity. Submission of this information is voluntary. Refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will be used only in accordance with the provisions of applicable laws, executive orders and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual

Position Closing Date: _____

Male

Female

Are you 18 years or older? Yes No

Name: _____

Job Applied For: _____

Department: _____

HOW DID YOU FIRST LEARN OF THIS POSITION?

Newspaper ad or journal ad

Telephone Job Line

Job Service

Career / Job Fair

Female, minority or handicapped referral organization

A friend / employee

Posted in Town Hall

Town of West Yellowstone Website

Other (specify) _____

RACE / ETHNICITY – Please check the **ONE** box that best describes your race/ethnicity:

- Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origins regardless of race.
- White (not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Island, Thailand and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

MILITARY STATUS – Please check the **ONE** box that best describes your military status.

- No Military Service
- Inactive Reserve
- Vietnam Veteran
- Active Reserve
- Retired
- Other Veteran
- DISABLED VETERAN

DISABILITY STATUS

- DISABLED PERSONS' EMPLOYMENT PREFERENCE



WEST YELLOWSTONE
POLICE DEPARTMENT
124 Yellowstone Avenue PO Box 1570
West Yellowstone, Montana 59758
Office: 406-646-7600 Fax: 406-646-7650

AUTHORIZATION/ADVISEMENT TO CONDUCT A PRE-EMPLOYMENT PEACE OFFICER BACKGROUND INVESTIGATION

AUTHORIZATION / ADVISEMENT: INFORMED CONSENT RELEASE AND HOLD HARMLESS FOR CONFIDENTIALITY OF PRE-EMPLOYMENT BACKGROUND INVESTIGATION DATA

CANDIDATE NAME:

I fully recognize that under Montana law, individuals must clearly demonstrate their personal, medical, and psychological fitness to serve in the position of a peace officer. I further recognize that an employing agency has both a legal and a moral obligation to make every reasonable effort to ensure that any person employed by them as a peace officer will conform to the very highest standards.

I understand that I am authorizing an intensive investigation into all aspects of my personal, medical, and psychological fitness, and that such investigation will include contacting persons and/or organizations who have information relating to my fitness, including if I am or have been a peace officer in Montana. I further understand that this background investigation includes a credit check and that negative credit information may be considered as part of this process. I understand that under the law I am entitled to a copy of the credit report. I also understand that those persons and/or organizations may feel inhibited, intimidated, or otherwise reticent about furnishing information concerning my fitness unless confidentiality of their information can be guaranteed on a permanent basis.

I further recognize that although some of the information contained in this report is a matter of public record, or would otherwise be accessible to me, this information will be inextricably interwoven with other confidential data to which I otherwise would not be privy. I have also been informed that because this background investigation is either mandated by law, responses from persons contacted, whether solicited or unsolicited, may enjoy absolute privilege. Therefore, I exonerate, release, and discharge both my prospective employer, their officers, agents, or assigns, from any claim or damages, whether in law or in equity, on behalf of myself, my heirs, agents, or assigns, for their refusal to make available any and all information contained in this pre-employment investigation declared confidential pursuant to law, including but not limited to the identity of any person or organization who may have supplied information in the course of this investigation, as well as the substance of any such information supplied which might identify that person.

I have had adequate time to review this form, I understand its meaning and purpose and have been furnished a copy.

This release is valid for 120 days from the date of signature.

Candidate Signature

Date

State of Montana

County of _____

This instrument was acknowledged before me on _____

by _____
Print name of signer(s)

Notary Signature

Affix seal/stamp as close to signature as possible.

