



Job Announcement
West Yellowstone Police Department/Town of West Yellowstone

Police Officer

The Town of West Yellowstone is seeking a regular, full-time Police Officer. This position provides an excellent opportunity to start or further a law enforcement career in a small community surrounded by some of the country's premier recreational area. This is a unionized position; salary will be based on the current contract (\$28.71 to \$37.88 per hour depending on qualifications). Contract negotiations are in process and a wage adjustment is anticipated in the near future. Benefit package includes: (Shift differential pay, Vacation, Sick leave, paid holidays, health/dental/vision coverage, and participation in the Municipal Police Officers' Retirement System (MPORS).

For application form, detailed position description and qualifications contact West Yellowstone Town Offices, 440 Yellowstone Ave/PO Box 1570, West Yellowstone MT 59758/406-646-7795. Application materials are also available online at www.townofwestyellowstone.com. This position is open until filled, applications will be processed in the order they are received. Applications that are incomplete or unsigned will not be considered in the selection process. Women, minorities and individuals with disabilities are encouraged to apply. Town is an EEO/ADA employer. The Town Council has enacted a Drug and Alcohol-Free Workplace Policy. This policy includes pre-employment, random and for cause drug and alcohol testing. A copy of this policy is available for review at the Town Office.

All applicants are encouraged to read the full position description for other responsibilities and essential functions. This a regular, full-time position.

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. Authorization to conduct a pre-employment peace officer background investigation.

Submit to:

Town of West Yellowstone
440 Yellowstone Avenue
PO Box 1570
West Yellowstone MT 59758
or
info@townofwestyellowstone.com



Town of West Yellowstone, Montana

Position Title	Police Officer
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General Statement of Duties

Perform emergency response and professional police duties enforcing a variety of federal, state, and local laws and ordinances to provide for safety and security and the protection of life and property. Perform directly related duties as required.

Distinguishing Features of the Position

The principal function is the preservation of peace, proactive patrol and traffic enforcement, crime prevention, apprehension of criminal suspects, and response to non-emergency and emergency requests for assistance from the general public. The work is performed under the supervision and direction of the Chief of Police, but significant leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires the employee to establish and maintain effective working relationships with Town, county, state, and federal law enforcement officers, fire and medical personnel, other Town employees, and the general public. The principal duties are performed both indoors and outdoors in all weather conditions in a variety of situations which may involve exposure to personal danger.

Examples of Essential Work (Illustrative Only)

- Enforce all federal, state, and local laws and ordinances within the jurisdiction of the Town in coordination with other law enforcement agencies in surrounding jurisdictions;
- Proactively patrol (in a marked vehicle, on foot, or on a bicycle, ATV, or snowmobile), identify violations of law, and take appropriate action, including making arrests, issuing citations or warnings, or rectifying situations through a dialogue with all involved parties as appropriate;
- Utilize community policing principles to develop relationships and identify problem solving strategies to address concerns from the general public;
- Respond to dispatched calls or general public's request for service at the scene of domestic violence, traffic crashes, law violations, public disturbances, and other scenes;
- Locate, detain, and frisk/search suspects, applying handcuffs when appropriate. Pursue fleeing suspects in patrol vehicles and on foot, which may include running, climbing over or through obstacles, jumping, moving through

- confined areas, or using force to get through barriers;
- Search people, vehicles, and buildings according to applicable laws. Write and obtain search warrants when necessary;
 - Make arrests. Search, book, and monitor prisoners in the Department's short-term holding facility. Transport prisoners to other facilities as needed;
 - Maintain a highly visible presence within the community for the purpose of deterring crime and maintaining good community relations;
 - Advise suspects of their constitutional rights and advise all arrested individuals as required;
 - Enforce all traffic laws and take enforcement action for violations as appropriate, investigate traffic crashes;
 - Respond to calls and complaints from the general public, take statements from all parties involved, identify violations, and determine appropriate action;
 - Investigate felony and misdemeanor crimes and take appropriate enforcement action;
 - Perform residential and business security checks and alarm response;
 - Provide emergency medical attention to the general public as needed when responding to calls for assistance;
 - Maintain all appropriate reports and records of criminal and arrest activity for use in both documentation and prosecution while ensuring the confidentiality of such records;
 - Testify in court to describe evidence, conditions, situations, and actions as required;
 - Interview victims, witnesses, and suspects, obtain written statements, photograph, document, collect, and preserve evidence at crime scenes;
 - Assess situations and make decisions regarding the reasonable use of less-than-lethal or lethal force;
 - Maintain security and possession of a firearm and related equipment at all times;
 - Patrol Town in order to prevent crime, traffic violations, and crashes, including stopping motorists for vehicle registration or maintenance violations and unsafe, illegal, or suspicious actions as necessary;
 - Detect and stop individuals suspected of driving under the influence of alcohol or drugs and administer appropriate field sobriety tests as required;
 - Protect and secure crash, disaster, and crime scenes to ensure the preservation of evidence for investigation and the safety of persons and property;
 - Respond to vandalisms, robberies, assaults, domestic violence, deaths, illegal drug use, burglaries, and all other crimes and calls for police assistance and take appropriate action;
 - Provide assistance to motorists with inoperable vehicles and arranges for the immediate removal of stranded vehicles to ensure public safety;
 - Provide traffic control and direction at incident scenes or special events;
 - Respond to civil and disturbance of the peace calls, and takes appropriate action to ensure public safety, including communicating with emotionally disturbed or chemically altered persons and restraining uncooperative individuals;
 - Recognize problems or potential problems and identify solutions to such problems;
 - Prepare complete and accurate reports on all arrests, citations, and other enforcement activities;
 - Act as a liaison between the Police Department and local organizations, schools, and the general public to ensure effective working relationships and positive public relations;
 - Keep the Chief of Police and designated others fully and accurately informed concerning work progress, including potential problems and suggestions for ways of addressing such problems;
 - Ensure the confidentiality of personal, medical, and criminal justice information obtained while exercising the duties of this position;
 - Attend meetings, conferences, workshops, and training courses in person and online to become and remain current on principles, practices, case law, and new developments in law enforcement;
 - Respond to citizens' questions and comments in a courteous and timely manner;
 - Communicate regularly with others to maximize the effectiveness and efficiency of operations and activities;
 - Perform all other duties as assigned by the Chief of Police.

Required Knowledge, Skills, and Abilities

- Knowledge of federal, state, and local laws governing police activities and operations, including all related criminal and civil laws and ordinances;
- Knowledge of the functions of federal, state, county, and local law enforcement agencies;
- Knowledge of the modern principles and practices of police work, the criminal justice process, laws and ordinances, and Department policy.
- Knowledge of crime prevention and law enforcement, including investigation and identification, patrolling, traffic control, records management, and care and custody of persons and property;
- Knowledge of tactical response and rescue operations;
- Proficiency with all required law enforcement equipment, weapons, and emergency vehicles;
- Ability to physically detain suspects;
- Knowledge of the principles and practices of safe driving;
- Ability to perform emergency first aid and CPR and knowledge of personnel safety procedures;
- Ability to quickly react and maintain a calm and controlled demeanor in life threatening and/or emergency situations;
- Skill in defusing/deescalating crisis situations with members of the general public;
- Identify and respond to community and law enforcement issues, concerns, and needs;
- Exercise good judgment, flexibility, and creativity, in response to rapidly changing, disputed, and complex situations to determine the proper course of action;
- Obtain information through interviews, interrogations, and observations and correctly document the information;
- Safely operate a vehicle in hazardous traffic and weather conditions to ensure public safety;
- Use good judgment regarding the use of force;
- Demonstrate appropriate levels of initiative, discretion, and independent judgement;
- Self-directed work ethic, able to work alone without regular direct supervision, and limited availability of back-up or, assistance;
- Command authority from members of the public through a calm demeanor and appropriate actions;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Condense and organize large amounts of information to prepare and present accurate and easily understood reports containing findings and recommendations;
- Ability to operate a computer using standard or customized software applications;
- Ability to communicate clearly and perform a wide variety of duties with accuracy and speed under the pressure of time-sensitive deadlines and stressful conditions;
- Knowledge of the geographic area served;
- Recognize cultural diversity in interacting with persons from a variety of backgrounds in a respectful manner;
- Learn job-related material primarily through observation, structured lectures, and on-the-job training. Understand and follow written and oral instructions and correctly use these instructions while performing work duties;
- Willing to attend off-site training programs, courses, and conferences as part of initial training or continuing education which may require occasional overnight travel;
- Flexibility to work nights, weekends, holidays, overtime, and be subject to short-notice “call in” shifts as required;
- Maintain standards of confidentiality for records and communications.

Acceptable Experience and Training

- High school diploma or equivalent AND;

- At least 2-5 years of increasingly responsible experience in law enforcement, detentions, military, security, or public safety dispatching fields;
- **OR** any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Required Special Qualifications

- Valid driver's license (Must have a valid Montana driver's license within fifteen (15) days of employment);
- 18 years of age or older and a United States citizen;
- Successfully completed or ability to successfully complete the Montana Law Enforcement Academy (MLEA) Basic Course or equivalent;
- Possess or have the ability to obtain emergency first-aid and CPR certifications;
- Legally able to possess a firearm;
- Foreign language fluency (specifically Spanish or Chinese) is desirable but not required;
- Offers for employment are conditional upon satisfactory response to appropriate post conditional offer process, including physical, psychological, and criminal background checks;
- Pre-employment and periodic random alcohol & drug screening is required.

Essential Physical Abilities

- Clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively verbally, hear at low volumes (whispers), understand voices with an accent, and communicate by telephone and radio;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to observe and identify criminal activity, read and report license plates, drive a vehicle, operate computers and law enforcement equipment and firearms, and administer sobriety and other field tests as required;
- Manual dexterity, with or without reasonable accommodation, to enable the employee to operate law enforcement equipment, weapons, and vehicles, render aid to the public, detain criminals, and administer sobriety and other field tests;
- Personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to patrol assigned areas, sit and stand for extended periods of time, walk and run on concrete, slippery, and uneven terrain, pursue and subdue suspects, pull persons from vehicles, push open doors and windows, reach, grab, and lift heavy (50 pounds or more) objects, climb over or through obstacles, spend extended periods of time outdoors in severe weather conditions, and easily access a variety of locations and properties as required.

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 Police Officer for the Town of West Yellowstone, MT.

Signed: _____

Date: _____

Print Name: _____

Position: Police Officer

Effective Date of Employment: _____

Attest:

Supervisor: _____

Date: _____



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.





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?

Yes No If yes, please explain:

Are you 18 years or older? Yes No

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

Have you ever been convicted of a felony? 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