Position Announcement

**The City of Wolf Point is Recruiting for a**

**Chief of Police**

**$10,000 Signing Bonus**

This full-time position is responsible for the direct supervision and administration of the Police Department. The Police Chief performs supervisory, administrative, training, law enforcement, and security duties while enforcing federal, state, tribal and municipal law and regulations. This position is responsible for administering, evaluation, and meeting training requirements of the department consisting of full time Police Officers, Reserve Officers and a Police Department Administrative assistant.

The work schedule for this position is varied with work generally performed in an office and patrol setting during normal office hours.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Mayor and City Council

SUPERVISION EXERCISED

This position requires skills and abilities to effectively oversee, organize, plan and direct the Police Department under normal and emergency situations; make sound decisions; train; supervise, and evaluate employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, coordinates supervise and evaluates police department operations.

Develops policies and procedures for the Department in order to implement directives from the Mayor and City Council.

Plans and implements a law enforcement program for the City in order to better carry out the policies and goals of the Mayor and Council; reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.

Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as needs arise for their specific skills

Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.

Evaluates evidence, witnesses and suspects in criminal cases to correlate all aspects and to assess for trends, similarities, or associations with other cases.

Supervises and coordinates the preparation and presentation of an annual budget for the Department; directs the implementation of the department’s budget; plans for and reviews specification for new or replaced equipment.

Directs the development and maintenance of systems, records, legal documents to provide for the proper evaluation, control and documentation of police department operations.

Trains and develops Department personnel.

Performs the duties of subordinate personnel as needed.

Handles grievances, maintains Departmental discipline, conduct, and general behavior of assigned personnel.

Prepares and submits periodic reports to the Mayor and City Council regarding the Department’s activities and prepares a variety of other reports as appropriate.

Cooperates with the County, State, Federal and Tribal law enforcement officers as appropriate where activities of the police department are involved.

Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.

DESIRED MINIMUM QUALFICATIONS

An Associated or bachelor’s degree in police science, law enforcement, criminal justice, public administration is preferred.

Seven (7) years of experience in police work, three years of which must have been equivalent to police sergeant or higher

Completion of the Montana Law Enforcement Academy Intermediate certification.

With in two years of hire complete the Montana Law Enforcement Academy Advanced, Supervisory and/or Command Certification.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Through knowledge of modern law enforcement principles, procedures, techniques, and equipment; considerable knowledge of applicable laws and ordinances and department rules and regulations.

Skill in the use of the tools and equipment listed:

Police car, police radio, radar, handgun and other weapons as required, handcuffs, breathalyzer, first aid equipment, personal computer including word processing software.

PHYSICAL DEMANDS:

May be required to lift or move in excess of 100 pounds; must possess the ability to perform a multitude of physical movements including running, sitting, walking, stooping, bending, hearing, viewing, climbing, crawling, and ability to get in and out of a vehicle. In general, shall meet the physical and mental requirements of the Montana Law Enforcement Academy. Work may be performed under uncontrollable working conditions such as heat, cold, and dampness.

SALARY:

The salary range for the Police Chief position shall be $54,080 to $62,836 depending on education and experience.

Health insurance paid for the employee with family health insurance plans available.

The Wolf Point Police Department retirement is with the Municipal Police Officer’s Retirement System. As such the employee can retire with a total of 20 years of service. The City of Wolf Point contributes to the employee’s retirement account.

Paid vacation with accrual depending on the length of employee’s working for City of Wolf Point.

Paid sick leave with accrual depending on the length of employee’s working for the City of Wolf Point.

10 holidays per year.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview and background check, meet and greet with the public.

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

**The Police Chief of Wolf Point Police Department is a FSLA exempt position. The City of Wolf Point is offering a $10,000 signing bonus to the successful applicant. The bonus will be paid at $5,000 upon hiring and $5,000 at the end of the first year of employment.**

**Applicants should submit a Standard Application for Position of Public Safety Officer in the State of Montana, a short letter of interest addressed to Chris Dschaak, Mayor, City of Wolf Point, and a signed authorization for background check. The Standard application can be found at;** <https://dojmt.gov/post/forms-and-other-documents/>

The standard application for position of public safety officer in the state of Montana should be submitted to **City Clerk, 201 4th Ave. South, Wolf** **Point, MT 59201** or emailed to [ctywlfp@nemont.net](mailto:ctywlfp@nemont.net)

**Application due date by: Close of business on March 31, 2022**