



AUGUST 20, 2020

JOB OPENING: Hill County Sheriff's Office
POSITION: One (1) Full Time Deputy Sheriff
CLOSING DATE: Open until filled
REQUIREMENTS: See Attached
DESCRIPTION: See Attached
STARTING SALARY: \$18.63/hr

The Hill County Sheriff's Office is now accepting applications for one (1) full time Deputy Sheriff. Applications can be picked up at the Hill County Courthouse Commission Office or Human Resources Office or the Havre Job Service. For further information contact Undersheriff Stan Martin at 406-265-2512.

Hill County is a Drug-Free Workplace & EOE – M/F/Vets/Disability

Hill County is a Drug-Free Workplace & EOE – M/F/Vets/Disability. Hill County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Chief Deputy Sheriff

Department: Sheriff

Job Overview: Document contributions of the position to the organization's overall mission. Protect the public, curb criminal activity, investigate crime and protect employees. Supervise employees and patrol division. Monitor trends in information, knowledge, training, equipment and tactics to further help the mission. Enforce law and maintain current knowledge of federal, state and local law. Perform patrol, law enforcement, public safety and public assistance to protect life and property in Hill County. Perform professional and technical duties requiring adherence to safety standards and ability to make life and death decisions. Budget management, coordination, scheduling, and analysis of trends and human nature. Approve leave and training. Schedule and ensure maintenance of vehicle fleet. Resolve complaints and/or administrative issues. Represent the Sheriff's Office in meetings or public functions. May serve as a Deputy Coroner.

Essential Functions (Major Duties or Responsibilities): Provide peaceful resolutions or restore a safe environment to a specific location. Daily contact with offenders, prisoners, inmates, the public, coworkers, other law enforcement agencies and support agencies. Daily coordination of duties with other officers and patrol division. Meet all requirements and qualifications of Deputy Sheriff and Law Enforcement Officer. Conduct criminal investigations, felonies and misdemeanors. Investigate homicide, assault, domestic abuse, traffic enforcement and animal control. Collect and handle evidence. Testify in court. Serve civil process and arrest warrants. Routine patrol work, respond to accidents, answer calls for assistance, respond to silent and audio alarms. Transport prisoners, perform as jail officer as needed (book, admit, release or care for prisoners). Qualify in firearm proficiency. Approve reports/investigations or provide guidance in investigations. Attend school and training sessions as required, speak at public engagements or events and attend meetings. Assist other emergency services and law enforcement agencies as needed. Assist with crowd control for large events. Maintain confidentiality of sensitive information.

Equipment or Resources Utilized: Several types of firearms, impact weapons, chemical weapons, electronic incapacitation device, ammunition reloading equipment, emergency equipped automobiles, medical first aid equipment, drug and narcotic test kits, biological test kits and miscellaneous tactical equipment. Digital cameras, radar units and various evidence collection equipment and supplies. Safety and protective gear. Electronic breath analysis instruments, telephones, mobile and portable two-way radios, fingerprint kits, audio and video recording, Montana Code Annotated library and reference books.

Physical and Environmental Demands: Will be assigned rotational schedules, includes holidays, weekends, and nights. On call for emergencies. Spend hours in patrol vehicle and may travel in adverse road conditions, may work in extreme temperatures and inclement weather. Hazards include dealing with dangerous people who may possess weapons, dangers of physical assault, hand to hand combat, vehicle pursuits, dealing with animals or exposure to body fluids or hazardous waste and communicable diseases. Position works with offenders, prisoners, or inmates and is exposed to hazards of working with dangerous persons who may be aggressive and hostile. Deal with individuals who are combative, belligerent, uncooperative, intoxicated or mentally ill. Must meet standard physical requirements for position (MPAT, Montana Physical Abilities Test). Physically and mentally prepared to process every type of scenario from mundane to terror.

Knowledge, Skills and Abilities: Knowledge of state and county laws, law enforcement procedures, court procedures, patrol techniques, arrest procedures, search and seizure laws, self-defense, interview and interrogation procedures, firearms operation and medical aid. Position requires ability to work rotating shifts including weekends, nights, and holidays. Knowledge of security procedures, general knowledge of law enforcement procedures. Basic psychological analysis skills. Ability to pursue offenders on foot or in a vehicle, restrain an adult, carry or drag adult weight, drive patrol vehicle, hear distress calls, perform limited medical procedures, operate police equipment, maintain accurate records, type and operate office machines, prepare and submit reports. Practice good decision-making skills, and remain calm in stressful situations. Ability to protect, safeguard and respond to hazardous or chaotic situations to restore order and stability. Maintain strict confidentiality, communicate effectively orally and in writing, follow verbal and written instructions and establish effective working relationships with fellow employees, supervisors, and the public.

Minimum Qualifications (Education and Experience): Combination of education and experience equivalent to: A High School diploma or equivalent. MLEA Post Basic Certification within 1 year of hire. Must possess a valid state of Montana driver's license. Must be at least 18 years of age. Must have no felony offense convictions. CPR and First Responder Certification after one year of employment. Successfully pass physical requirements (MPAT) for position.

Preferred Qualifications: MLEA POST Intermediate Certification.

Special Requirements:

- Fingerprint check
- Background check
- Valid driver's license
- Other; Describe: 18 years of age, no felony offense convictions. CPR, First Responder Certification, MLEA POST Basic Certification w/in 1 year, MPAT.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

PHYSICAL FITNESS PERFORMANCE REQUIREMENTS

The physical fitness tests are designed to measure the strength, flexibility and endurance law enforcement officers need to perform their duties. The batter of physical tests include sit-ups, push-ups, sit-and-reach, and a 1.5 mile run.

Minimum Acceptable Levels

MALES

AGE	20-29	30-39	40-49	50-59
Sit-Ups (1 minute)	35	32	27	21
Push-Ups (1 minute)	26	20	15	10
1.5 Mile Run	13:22	14:08	14:56	15:57
Sit-and-Reach	15.5	14.5	13.3	12.0

FEMALES

AGE	20-29	30-39	40-49	50-59
Sit-Ups (1 minute)	29	22	17	12
Push-Ups (1 minute)	20	15	10	9
1.5 Mile Run	15:57	16:35	17:24	18:23
Sit-and-Reach	18.3	17.3	16.5	15.5

Sit-Up Test

Rationale: The one-minute sit-up test measures the muscular endurance of the abdominal muscles and hip-flexors. These muscles are used in bending, lifting and pulling, which are necessary in self-defense and high intensity arrest situations. These muscles are also important in performing a variety of tasks that involve use of force as well as routine tasks such as changing tires and maintaining good posture in motor vehicles.

Administration: Applicants start by lying on their backs, knees bent at a 90-degree angle, heels flat on the floor, hands cupped behind the head and fingers interlaced until the little fingers at least touch each other. In the up position, applicants must touch their elbows to their knees and then return to the supine position until the shoulder blades touch the floor. They may not raise their hips off the floor to gain momentum to perform the sit-up. The applicant must meet or exceed the minimum number of sit-ups required for his/her age group within one minute.

Push-Up/Modified Push-Up Test

Rationale: The one-minute push-up test measures the muscular endurance of the upper body muscles in the shoulders, chest and back of the upper arms (triceps). This type of muscle strength is important in use of force situations such as pushing, pulling, restraining, or breaking one's fall, handcuffing and using a baton. In firearms operations, these muscles are used for holding a weapon on target for prolonged periods and repeatedly discharging a weapon.

Administration: Applicants start in the prone position, with palms of the hands directly in line with the outer edge of the shoulders, thumbs under the shoulders and arms extended. The feet may be either together or no more than eight inches apart, with toes touching the floor. The back and legs are rigid and in line from heels to shoulder blades to head. Applicants start in the up position and lower their body toward the floor with the back straight and rigid until the chest touches the three-inch push-up block, and then push back up to the start position. The applicant must meet or exceed the minimum number of push-ups required for his/her age group within one minute.

Modified Push-Up Test (optional for females only)

The applicant starts with her knees on the floor and ankles crossed. Toes on the floor, with palms of the hands directly under the shoulders and arms extended. The shoulders, hips and knees are in line. The applicant starts in the up position and lowers her body toward the floor, with the back straight and rigid until the chest touches the push-up block, and then pushes back up to the start

position. The applicant must meet or exceed the minimum number of push-ups required for her age group within one minute.

Sit-and-Reach Test

Rationale: This test measures the flexibility of the lower back and hamstring muscles. These muscles are used in bending, twisting, lifting, pushing, and pulling, all of which are necessary for self-defense, high intensity arrest situations, and firearms operations.

Administration: The applicant sits on the floor with legs extended, feet placed squarely against a box and no more than eight inches apart. A yardstick is placed between the legs and rests on the box with the 15-inch mark flush with the edge of the box. The applicant slowly reaches forward with both hands laid a top of one another, with minimal bending of the knees and holds the position for one second. A tube or rolled towel no more than two inches in diameter can be placed directly under the knees. The score is the furthest distance reached on the yardstick in the best of three attempts. The applicant must meet or exceed the minimum distance required for his/her age group.

1.5 Mile Run

Rationale: This test measures cardio-respiratory fitness, which is the ability to sustain exertion over an extended period. Cardio-respiratory fitness is necessary to engage in intensive, high stress self-defense tactics, use of force situations, and arrest situations.

Administration: Applicants must run the prescribed 1.5- mile course in the fastest time possible. The score is determined by the time taken to complete the course. The applicant must complete the course in the time required or under the time required for his/her age group.

Montana Physical Abilities Test (MPAT)

The physical abilities test used by the MLEA is the Montana Physical Abilities Test (MPAT). MPAT is a hybrid physical ability/job sample physical abilities assessment process designed to evaluate law enforcement officer candidates on essential physical capacities required to satisfactorily perform job duties that are simulated or performed in the training environment.

The physical fitness tests are designed to measure the strength, flexibility and endurance law enforcement officers need to participate in and successfully complete those areas of training that require physical exertion.

Official documents certifying the applicant has successfully completed and passed the proctored Montana Law Enforcement Academy MPAT will meet the minimum acceptable level of the physical fitness performance requirement.

MPAT scores that are presented prior to the end of the current hiring process, which are six months old or less,