

Jamieson T. Ross, Sheriff/Coroner  
Stan Martin, UNDERSHERIFF

HR  
HILL COUNTY  
SHERIFF'S OFFICE

P.O. Box 176  
1452 2<sup>nd</sup> Street West  
Havre, Montana 59501

SW  
MS



3/3/23

**JOB OPENING:** Hill County Sheriff's Office  
**POSITION:** One (1) full time Deputy Sheriff  
**CLOSING DATE:** Until Filled  
**REQUIREMENTS:** See attached  
**DESCRIPTION:** See attached  
**STARTING SALARY:** \$22.01

SW

The Hill County Sheriff's Office is now accepting applications for one (1) full time Deputy Sheriff. Applications can be picked up at the Havre Job Service. Applications will be accepted until position is filled. For further information contact Undersheriff Stan Martin at 265-2512.

Jamieson Ross, Hill County Sheriff

A handwritten signature in black ink, appearing to read "Jamieson Ross", written over a horizontal line.

\*\*Position description and requirements listed on attached pages.

**HILL COUNTY**  
**POSITION DESCRIPTION**

March 14, 2014

**POSITION:** Deputy Sheriff

**DEPARTMENT:** Sheriff's Office

**ACCOUNTABLE TO:** Sheriff or Undersheriff

**SUMMARY OF WORK:** Performs patrol, law enforcement, public safety, and public assistance duties to protect life and property in Hill County.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position performs professional and technical duties requiring adherence to safety standards and ability to make immediate life and death decisions. Position works an assigned rotational schedule, which includes holidays, weekends and nights. Position is on-call for emergencies. Position spends hours in patrol vehicle and may travel in adverse road conditions; may work in extreme temperatures and inclement weather. Hazards of the position include dealing with dangerous people who may possess weapons, dangers of physical assault, vehicle pursuits, dealing with animals and exposure to body fluids or hazardous wastes. Maintains confidentiality of sensitive information.

**Personal Contacts:** Daily contacts with the public often under stressful circumstances; daily coordination of duties with other officers; frequent contact with other law enforcement agencies and support agencies.

**Supervision Received:** Supervision from the Sheriff and Undersheriff as need arises.

**Essential Functions:** Position requires ability to communicate orally and in writing; pursue offenders on foot or in a vehicle; restrain an adult; carry or drag adult weight; qualify with firearms; drive a patrol vehicle; hear distress calls; performs limited medical procedures; operate police equipment; maintain accurate records; type and operate office machines including computer; prepare reports; testify in court.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- Meets all requirements and qualifications of Deputy Sheriff and Law Enforcement Officer as set forth Montana Codes Annotated.
- Conducts criminal investigations both felony and misdemeanor.

- Investigates all criminal offenses, including but not limited to, homicide, assault, domestic abuse, minor traffic enforcement and animal control.
- Takes witness, victim, suspect statements and interviews on criminal offenses.
- Serve civil process, which includes summons, subpoenas, temporary restraining orders, executions, eviction notices, and any other legal court papers.
- Serves arrest warrants for both District Court and Justice Court.
- Does routine patrol work, along with business and house checks.
- Answers calls for assistance from the general public.
- Responds to silent and audio burglar alarms.
- Does speaking engagements, attends meetings, and gives tours of the office and Detention Center.
- Attends various types of schools and training sessions.
- Transports prisoners to and from court, prison, jail, doctor, and other locations.
- Collects and handles evidence as necessary.
- Does photography work during course of investigations.
- Performs duties of jail officer as needed; books, admits, releases, or cares for prisoners.
- Practices and qualifies in firearm proficiency four times a year.
- Maintains patrol vehicle in safe and clean condition.
- Responds to accidents and acts as first responder to victims as needed.
- Testifies in court on criminal matters, as well as some civil cases.
- Assists other emergency services and law enforcement agencies as needed.
- Assists with crowd control for large attendance events.
- Prepares numerous reports.
- Deputies may also serve as D.A.R.E. officers, T.A.T.F. Officers, Deputy Coroners, Evidence Officers, Detention Center Administrator, Reserve Coordinator, Search and Rescue Coordinator, Crimestopper's Representative, S.A.T.T. Member, or on other boards and appointments as required by the Sheriff.
- Performs other duties as required by the Sheriff or state statute.

### **JOB REQUIREMENTS:**

**Knowledge:** This position requires 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.

**Skills:** This position requires skills in operating a computer, typing, public speaking, driving patrol vehicle, personal defense, security, operating police equipment, providing medical aid, dealing with people in adverse or dangerous situations, and use of firearms.

**Abilities:** This position requires the ability to: show good judgment; work well with a variety of people; remain calm in stressful circumstances; maintain confidentiality; deal effectively in emergency situations; perform a variety of duties without supervision; perform physical force measures when necessary; communicate effectively orally and in

writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

### **EDUCATION AND EXPERIENCE:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School Diploma
- Must have current MLEA POST Basic Certification or be able to obtain the certification within one year of hire.
- Intermediate Certification preferred.
- Must possess a valid state of Montana driver's license.
- C.P.R. and First Responder Certification required after one year.
- Must be at least 18 years of age.
- Must have no felony offense convictions.

### **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following:

- Performs assigned duties.
- Enforces law and maintains current knowledge of federal, state and local law.
- Competently responds to effectively handle a variety of complaints in Hill County.
- Effectively patrols to provide for security of life and property.
- Competently serves warrants and other legal documents.
- Provides helpful assistance to the public.
- Promptly and effectively makes arrests when required.
- Capably handles civil process.
- Thoroughly investigates criminal activity.
- Knows and follows department policies and procedures.
- Maintains confidentiality of sensitive information.
- Capably performs limited medical procedures if needed.
- Maintains accurate and timely reports.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.

## 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 battery of physical tests includes sit-ups, push-ups, sit-and-reach, and a 1.5-mile run.

### Minimum Acceptable Levels

#### MALES

MALES/AGE	20-29	30-39	40-49	50-59
Sit-ups	35	32	27	21
Push-ups	26	20	15	10
1.5 Mile	13:22	14:08	14:56	15:57
Sit/Reach	15.5	14.5	13.3	12.0

#### FEMALES

FEMALES/AGE	20-29	30-39	40-49	50-59
Sit-ups	29	22	17	12
Push-ups	20	15	10	9
1.5 Mile	15:57	16:35	17:24	18:23
Sit/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, 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 only for females): 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 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, will be sufficient to meet the minimum acceptable level of the physical fitness performance requirement.