

## MISSOULA POLICE DEPARTMENT POLICY MANUAL



<i>Subject:</i> <b>JOB DESCRIPTIONS</b>		
<i>Effective Date:</i> <b>5/6/2021</b>	<i>Original Date:</i> <b>10/1/2003</b>	<i>Next Review:</i> <b>4/2/2023</b>
<i>Chapter</i> <b>1</b>	<i>Policy #</i> <b>1.70</b>	<i>Distribution:</i>
<i>References:</i> <i>General Duties of Members, Authority to Command, Organizational Chart, Operational Unit Goals</i>		

### SWORN OFFICERS

"To protect and to serve" is the purpose and responsibility of the Missoula Police Department. A police officer must enforce the state, federal, and local laws, and must pursue and apprehend those that break the laws. He must assist citizens, giving a helping hand when needed, must be courteous and slow to anger, remembering that he is a servant of the community he works for. A police officer must be an example to the community on or off duty.

**CLASS TITLE:** POLICE OFFICER

**ACCOUNTABLE TO:** Police Sergeant

**STATUS:** Regular, full-time, union

**Primary Objective of Position:** Under general supervision, performs a variety of law enforcement work associated with patrol and traffic control for the Missoula Police Department.

**Essential Functions:** Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Duties require the ability to retrieve and disseminate criminal justice information, conduct interviews, intervene in disputes, effect lawful arrest and to testify in court. Also requires frequent dealings with DUI suspects/offenders, intoxicated individuals and persons with mental disorders. Must be able to properly use all weapons assigned by the Police Department.

**Tasks:**

Patrols an assigned area of the City on an assigned shift in a radio-equipped vehicle, on a bicycle, or on foot to preserve law and order, including traffic safety enforcement and citations. The following tasks are typically required of a Police Officer:

- Checking businesses and residences.
- Discovering and preventing the commission of crimes.
- Enforcing state and municipal laws and ordinances.
- Responds to calls for assistance, including motor vehicle crashes, assaults, domestic disturbances, thefts, and other criminal or civil complaints
- Intervenes in disputes and re-establishes law and order at the scene.

- Frequently deals with DUI suspects/offenders, other intoxicated persons, and person with mental disorders and takes appropriate action.
- Identify items of evidence as well as properly collect and preserve noted items.
- Photograph any items needed during the course of the investigation.
- Identifies witnesses, conducts preliminary investigations.
- Cooperate with other members of both the patrol and detective divisions to effectively and collectively investigate criminal activity.
- Apprehends suspects, makes arrests, issues citations
- Arrests persons with outstanding arrest warrants.
- Assure efforts to apprehend offenders are fully explored
- Ensures that arrested persons are processed into jail in accordance with state and federal guidelines and Police Department standards.
- Prepares documentation of activities performed and information gathered.
- Shall follow up all complaints and cases assigned to them. They shall interview complainants and victims as soon as reasonably possible and obtain all available pertinent information.
- Coordinates with prosecutors and court staff to issue warrants and subpoenas, conduct pretrial research and dispositions, and prepare testimony.
- Responds to questions and requests from citizens; assists in making presentations.

This list does not include all of the duties that may be required of a police officer. Some positions serve as Bailiff, School Safety Officer, Special Team members, School Resource officers, Crime Prevention Officers, Motorcycle Officers, Field Training Officers, Firearms Instructors, and in other training/instructor positions; performs other duties as assigned.

**Knowledge, Skills, and Other Characteristics:**

- Knowledge of the Montana Code Annotated and the Missoula Municipal Code pertaining to police activities and public safety.
- Knowledge of federal, state, county, and City of Missoula laws and ordinances to be enforced.
- Knowledge of the policies, goals, and procedures of the Missoula Police Department.
- Knowledge of the principles and practices of employee supervision and training.
- Knowledge of law enforcement principles, methods, techniques, and practices including investigation, intelligence, surveillance, court procedures, community relations, identification, patrol, special weapons and tactics, traffic control, report preparation, custody of persons and property, and crime prevention.
- Knowledge of equipment used in law enforcement, including weaponry, communications, personal computers, and automotive equipment.
- Knowledge of the street names and locations in the City of Missoula and surrounding area.
- Skill in performing the day-to-day operations of a police officer.
- Skill in understanding and interpreting complex statutes, ordinances, regulations, standards, and guidelines.
- Skill in communicating, in person, in writing, and on two-way radio.
- Skill in preparing reports documenting the facts and actions regarding criminal and civil law enforcement incidents.
- Skill in conducting investigations of criminal activities.
- Skill in establishing and maintaining effective working relationships with City employees, other law enforcement agencies, criminal justice system staff, the business community, and citizens.

**Qualifications:**

- At least 18 years of age
  - High School diploma or GED
  - Valid Montana Drivers License
  - (May require valid motorcycle endorsement)
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**CLASS TITLE:**               **MOTOR OFFICER**

**ACCOUNTABLE TO:**       Traffic Unit Sergeant

**Primary Objectives of Position:** Under supervision of the Traffic Unit Sergeant, provide services directed toward enforcement of traffic law, and assist with traffic control during special events and requests of the Missoula Police Department.

**DUTIES AND RESPONSIBILITIES REQUIRED IN ADDITION TO THOSE OF POLICE OFFICER;**

- Motor Officers will work hours and areas as assigned by the Traffic Unit Sergeant.
- When no other units are available, Motor Officers will be assigned to take calls and/or back-up other units.
- This position will be highly-visible to the public on the department motorcycle. The primary function is to stop traffic violations and issue them citations based on those violations. Traffic officers will also speak to various organizations on the education of traffic safety and crash prevention.
- Motor Officers will be assigned one motorcycle and no other person shall be permitted to operate that particular motorcycle unless authorized by the Traffic Unit Sergeant, Uniform Patrol Captain, Assistant Chief or Chief of Police.
- Each Motor Officer's assigned motorcycle will be kept in an appropriate storage area at the Motor Officer's home. If a Motor Officer is out of town for any extended period of time, the Traffic Unit Sergeant will make arrangements for storage elsewhere.
- Motor Officers riding their motorcycles off duty (such as to maintenance or for check-out ride) will wear clothing enabling citizens to identify them as police officers and carry their assigned duty firearm; however, a full uniform is not necessary.
- The motorcycle officer position requires safe operation of a motorcycle and daily inspections of equipment. It is also necessary to participate in yearly recertification of their motorcycle skills.
- All traffic officers riding motorcycles will also need a Montana State motorcycle endorsement on their driver's license.
- Motor Officers will use their discretion when deciding whether or not to operate their motorcycle due to inclement weather. However, the applicable Commander and/or Uniform Patrol Captain will make final determination if the motorcycle or a patrol unit will be driven.
- Will work other assignments as needed due to demands on the department.
- Each Motor Officer will:
  - Properly gas, care for, and maintain the motorcycle;
  - Keep motorcycle clean, polished, and in good operating order;
  - When purchasing parts and supplies, use the standard requisition book procedure.
  - Wear all required safety equipment while riding assigned motor unit including; helmet, gloves, glasses, boots, and duty vest.

- Report any crashes, to include the motorcycle tipping over or being “laid down.”
    - A Motor Officer does not need to report the motorcycle being tipped over or “laid down” during a certification course.
  - Report any damage to the motorcycle whether caused by a crash or any other means.
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**CLASS TITLE:**                    **DUI OFFICER**

**ACCOUNTABLE TO:**        Traffic Unit Sergeant

**Primary Objectives of Position:** Under supervision of the Traffic Unit Sergeant, direct focus and patrol to the detection and apprehension of drivers who are under the influence of alcohol, and/or drugs.

**DUTIES AND RESPONSIBILITIES REQUIRED IN ADDITION TO THOSE OF POLICE OFFICER;**

- DUI Officers will work flexible shifts and in areas as assigned by the Traffic Unit Sergeant or in his absence the shift supervisor.
  - The DUI Officer will work hours that tend to parallel the times that most DUI offenders are historically located within this jurisdiction.
  - The primary function of this position is to locate DUI drivers through aggressive enforcement of traffic violations and through investigation of these contacts.
  - DUI Officers will not normally be assigned to respond to calls for service.
  - Other duties, or assignments, may be assigned by shift supervisors if deemed necessary.
  - The DUI Officer will work varying shifts as determined by the staff.
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**CLASS TITLE:**                    **TRAFFIC OFFICER**

**ACCOUNTABLE TO:**        Traffic Unit Sergeant

**Primary Objectives of Position:** Under supervision of the Traffic Unit Sergeant, provide services directed toward enforcement of traffic law, and assist with traffic control during special events and requests of the Missoula Police Department.

**DUTIES AND RESPONSIBILITIES REQUIRED IN ADDITION TO THOSE OF POLICE OFFICER;**

- Under the direction of the Traffic Sergeant, routinely patrol within the city limits, promoting traffic safety of all pedestrian, bicyclists and motor vehicle operators.
  - Traffic officers’ primary function will be to locate and contact traffic violators and issue appropriate citations based on those violations.
  - This position will provide guidance and traffic direction for local functions including parades, marches and other events deemed necessary by the Traffic Unit Sergeant.
  - Other duties may be assigned by shift supervisors when deemed necessary.
  - Responds to crashes and investigates the crash or assists at the scene as directed by a supervisor.
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**CLASS TITLE: SCHOOL RESOURCE OFFICER**

**ACCOUNTABLE TO: Quality of Life Sergeant**

**Primary Objectives of Position:** Enforce applicable law within the assigned area high schools. Interact with students, school administrators, and faculty through law enforcement related education.

**DUTIES AND RESPONSIBILITIES REQUIRED IN ADDITION TO THOSE OF POLICE OFFICER;**

- Interact with school administrators and faculty in the development of the SRO program.
- Prepare instructional materials, lesson plans, student notebooks, teachers' guides, visual aids and handouts.
- Maintain accurate records of all activities as directed by supervisor.
- Address crime and disorder, gangs and drug activities occurring in and around schools.
- Develop and expand crime prevention efforts for students.
- Educate school-aged children through law-related education.
- Develop or expand community justice initiatives for students.
- Train students, teachers, parents and community members of the crime-related matters to build crime awareness.
- Identify problem areas in and around the school campus and recommend physical changes that may reduce crime.
- Assist in developing school safety and emergency management plan.
- Assist in developing school policies addressing crime and recommending procedural changes.
- Shall dress in patrol uniform, but civilian clothes per division requirements may be directed by supervisor.
- Shall work assigned patrol shifts, when school is not in session, as directed by a supervisor.

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**CLASS TITLE: COMMUNITY RESOURCE OFFICER**

**ACCOUNTABLE TO: Quality of life Sergeant**

**Primary Objectives of Position:** Enforce applicable laws in the assigned area grade and middle schools and the surrounding neighborhoods. In addition will interact with school administrators and faculty and provide opportunities for positive interaction with students.

**DUTIES AND RESPONSIBILITIES REQUIRED IN ADDITION TO THOSE OF POLICE OFFICER;**

- Will work such hours, perform such duties, and submit such reports as may be required of them by orders of the supervisors and by rules and orders of the department.
- Shall conduct criminal investigations at the grade and middle school levels as they are reported by school administrators, teachers, parents and students.
- Shall dress in patrol uniform, but civilian clothes per division requirements may be directed by supervisor.
- Maintain an active, in person relationship with the administrators of the grade schools, middle schools, Youth Court, and Juvenile Probation Officers.
- Shall work assigned patrol shifts, when school is not in session, as directed by a supervisor.

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**CLASS TITLE: STREET CRIMES OFFICER**

**ACCOUNTABLE TO: Street Crimes / K-9 Unit Sergeant**

**Primary Objectives of Position:** Add to the available resources of the department in aggressive enforcement of criminal laws with a goal to reduce violent crime, pattern offenses and drug activity.

**DUTIES AND RESPONSIBILITIES REQUIRED IN ADDITION TO THOSE OF POLICE OFFICER;**

- Works a flexible schedule, as needed, in order to meet the objectives of the Unit.
- Establish sources of intelligence and information, and disseminates it appropriately.
- Participates in offender based investigations.
- Assists in the assessment of current crime problems to determine those crimes which, because of their nature, frequency or location, require special enforcement tactics to combat.
- Assists in the development and implementation of special enforcement strategies to combat particular crime problems and recognizes the conditions which make it easier for the crimes studied to exist.
- Conducts surveillance as necessary to observe violations or to aid in the apprehension of criminals.
- Assists other units in the apprehension of wanted subjects, the execution of search warrants and sting operations.
- Assists in maintaining files on career criminals, known offenders and recently paroled individuals by tracking and analyzing their involvement with crime and the criminal element in the community.
- Participates in targeting and enforcing laws against criminal offenses committed by gangs and gang members.
- Actively participates in problem solving and setting objectives for the Street Crimes Unit.
- Maintains good working relationships and communication with other units and divisions of the department, other law enforcement agencies, City and County Attorney's Offices, State Probation & Parole in order to better meet the goals of the Unit.

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**CLASS TITLE: K-9 OFFICER**

**ACCOUNTABLE TO: Street Crimes / K-9 Unit Sergeant**

**Primary Objectives of Position:** Work with police K-9 to assist the officers of the Missoula Police Department and other law enforcement agencies in tracking/locating property, evidence, and people by using K-9's heightened senses and abilities.

**DUTIES AND RESPONSIBILITIES REQUIRED IN ADDITION TO THOSE OF POLICE OFFICER**

- Works a flexible schedule, as needed, in order to meet the objectives of the Unit.
- Ensure the proper feeding, medical care, and shelter is provided for the K-9, which will be at the officer's residence.

- In the event the K-9 Officer is not available to provide these requirements, the K-9 Officer is responsible for securing suitable alternatives.
- Maintain separate logs of training, application, patrol, and narcotics detection.
- Maintain a separate file for K-9 application resulting in a K-9 contact.
- Assists other units in the apprehension of wanted subjects, and the execution of search warrants.
- Actively participates in problem solving and setting objectives for the K-9 Unit.
- Responsible to ensure the proper maintenance and care of the assigned K-9 vehicle.
- Actively participates in K-9 demonstrations as determined by the K-9 supervisor.
- Participate in weekly, ongoing, in-service training.
- Maintain and acquire specialized equipment as needed.
- Ensure proper custody, record keeping, and disposition of drug training aids.
- Maintain a working knowledge of current case law related to K-9 applications.

**CLASS TITLE:                      CRIME PREVENTION OFFICER**

**ACCOUNTABLE TO:              FTO/Special Projects Sergeant**

**Primary Objectives of Position:** Coordinate community requests for Crime Prevention presentations, assist with security surveys and topics, and sit on various community boards related to Crime Prevention goals, periodically assist patrol when assigned to do so.

**DUTIES AND RESPONSIBILITIES REQUIRED IN ADDITION TO THOSE OF POLICE OFFICER;**

- Act as the designated coordinator for the Crimestoppers and Neighborhood Watch programs.
- Act on or distribute information received on the Crime Stoppers Tip line.
- May be an active member of the Crimestopper Board of Directors.
- Attend Neighborhood Watch Block Captain's meetings and the initial meetings of new programs as needed.
- Assists the neighborhoods in forming their own Neighborhood Watch programs and provides security check surveys to help members better prevent their homes from being burglarized.
- Responsible for handling the majority of the community relations activities related to crime prevention for youth and adults of all ages.
- Provides education to the public concerning current crime trends.
- Review CPTED surveys for Missoula City residents and businesses. Coordinates Graffiti Task Force.
- Coordinates with the Crime Analysis Officer to provide crime trend information to all divisions of the Missoula Police Department, devise plans for an effective response to ongoing criminal activities and other crime prevention activities.
- Coordinates with the PIO Sergeant to create and post crime prevention information on the Missoula Police Department's online media accounts.
- Assist the Uniform Patrol Division with CFS response as directed by a supervisor.
- Be available for a varied schedule as needed to assist the Uniform Patrol Division.
- Attend meetings after normal business hours as needed.

**CLASS TITLE: FIELD TRAINING OFFICER**

**ACCOUNTABLE TO: Field Training Unit Sergeant**

**Primary Objectives of Position:** Provide training and direct supervision of trainee officers. Observe and document performance of trainee officers for the duration of the Field Training and Evaluation Program, and make recommendations for advancement or remediation of the trainee officer.

**DUTIES AND RESPONSIBILITIES REQUIRED IN ADDITION TO THOSE OF POLICE OFFICER;**

- Directly supervise the day to day function of trainee officers assigned to them.
- Provide daily, one on one, training to new officers in various law enforcement functions using the department approved task list, including but not limited to;
  - Missoula Police policy and procedure
  - Traffic Enforcement
  - Handling Criminal complaints
  - Contact with victims and witnesses
  - Customer Service
  - Quality of Life
  - Etc
- Document trainee performance each shift and complete a Daily Observation Report.
- Evaluate trainee performance based on Standardized Evaluation Guidelines.
- Completed bi-weekly and end of training phase reports on trainee performance.
- Attend monthly meeting to discuss ongoing training and trainee performance.
- Make recommendations for advancement or for remedial training of trainees they have been assigned.
- Provide assistance and leadership to probationary officers

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**CLASS TITLE: TRAINING COORDINATOR**

**ACCOUNTABLE TO: Office of Professional Standards Lieutenant**

**Primary Objectives of Position:** Develops and coordinates a comprehensive training program for the Missoula Police Department to ensure the safety of its employees and the public; advance the Police Department's mission, goals and objectives, and; identify opportunities for individual career development.

**DUTIES AND RESPONSIBILITIES REQUIRED IN ADDITION TO THOSE OF POLICE OFFICER;**

- Develops, recommends and administers annual department training programs.
- Works in close consultation with the Chief of Police, division commanders, and the leaders of the SWAT, Negotiations, CDU and EOD teams in developing training opportunities that are mandated by any controlling legal authority, the Chief of Police, and both general and specialized training needs identified by the division commanders and special team leaders.
- Researches, develops and maintains an expertise in current professional and legal standards in law enforcement operations.

- Reviews proposed training to ensure compliance with applicable statutes and case law, and promote the department's mission, goals and objectives.
- Reviews and evaluates new products, training aids, and equipment.
- Orders and maintains the Department's firearms and ammunition inventory, excluding the firearms and ammunition used by SWAT.
- Develops and administers an annual program to maintain officer certifications, qualifications and proficiency in a variety of areas, including, but are not limited to, firearms, cardio-pulmonary resuscitation, emergency vehicle operations, CJIN/NCIC, and operations involving hazardous materials; monitors training and qualification events.
- Assists the Administrative Captain in preparing the Department's annual training and travel budgets.
- Administers travel and training budgets under the direction of the Administrative Captain and the Assistant Chief of Police.
- Serves as the Missoula Police Department's primary point of contact in dealing with all aspects of training, including but not limited to the Montana Law Enforcement Academy, other law enforcement agencies, training vendors or providers, and trainers within the Missoula Police Department.
- Locates and schedules facilities for training.
- Coordinates enrollment, travel, lodging, per diem, and other arrangements for trainees.
- Maintains all training records, and inputs training information into databases.
- Provides reports on training as requested.
- Advises the department on Montana P.O.S.T. standards; coordinates with Montana P.O.S.T. on training records and standards, and acquire P.O.S.T. certification for delivered training whenever appropriate and/or possible.
- Monitors progress of officers toward achieving various P.O.S.T. certificates, and applies for P.O.S.T. certificates on behalf of qualified officers.
- Assists with coordination of departmental recruiting.
- In cooperation with P.O.S.T., department administration, and Human Resources Office, coordinates the Department's pre-employment physical and written tests for prospective applicants.
- Administers the department's application procedures for prospective applicants.
- Screens employment applications for minimum departmental qualifications, and on occasion assists with pre-employment background investigations.
- Conducts orientation for new officers.
- Oversees the maintenance of the Department's firing range and any other training facility permanently allocated to the Department.
- Provides court testimony regarding all facets of the Department's training program.
- Performs other duties as assigned.

**CLASS TITLE:** MISDEMEANOR INVESTIGATOR/DOWNTOWN OFFICER

**ACCOUNTABLE TO:** FTO/Special Projects Sergeant

**Primary objectives of Position:** Under general supervision performs a variety of work associated with investigating Misdemeanor Crimes for the Missoula Police Department. These crimes are limited to misdemeanor investigations where there is a reasonable chance of apprehending the suspect, where there is a need to obtain additional information beyond the preliminary report or where compelling

circumstances exist. The Misdemeanor Investigator will normally be in uniform unless otherwise directed by the FTO/Special Projects Sergeant. Primary work schedule will be Monday through Thursday or Wednesday through Saturday, variable hours generally between 0600 and 2200 hours.

**Secondary objectives of Position:** Secondary function of this position is to conduct Uniformed Patrols in the downtown district, city parks and trails, on foot, bike, or with a patrol vehicle.

The time frame for secondary objectives will be from April 1<sup>st</sup> through mid-June and again from the middle of August through late October of each year, or as deemed necessary.

#### **DUTIES AND RESPONSIBILITIES REQUIRED IN ADDITION TO THOSE OF POLICE OFFICER**

- Enforce criminal law, conduct preliminary and follow-up investigations for misdemeanor crimes.
- Evaluates criminal cases and formulates work plan for investigations.
- Assumes responsibility for the successful resolution of all investigations assigned.
- Initiates criminal investigations through investigative effort and civilian contact.
- Responsible for the dissemination of information relating to crime trends, wanted suspects, and officer safety information to other divisions and agencies.
- Conducts a wide range of interviews, including crime victims and witnesses.
- Coordinates with prosecutors and court staff to issue warrants and subpoenas.
- Develops and maintains effective working relationships with prosecutors, courts, and other agencies.
- Cooperates and interacts with law enforcement and criminal justice employees of other jurisdictions and agencies, including the FBI, State Probation & Parole, family services agencies, and courts.
- Patrol or respond to an assigned area of the city on foot, bike or with a motor vehicle.
- Enforce ordinances and state code related to quality of life issues in the downtown district, city parks and trails.
- Provide crime prevention support by documenting activities performed and information gathered.
- Performs other patrol duties as assigned.

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**CLASS TITLE:**                    **BID OFFICER**

**ACCOUNTABLE TO:**        FTO/Special Projects Sergeant

**Primary Objectives of Position:** Under supervisor of the FTO Sergeant, provide services directed toward enforcement of Municipal Ordinance and State Code in the downtown Business Improvement District. Will work primarily in uniform, unless duties require otherwise or directed by a supervisor.

#### **DUTIES AND RESPONSIBILITIES REQUIRED IN ADDITION TO THOSE OF POLICE OFFICER**

- Works a flexible schedule, as needed, in order to meet the objectives of this position.
- Establish sources of intelligence and information, and disseminates it appropriately.

- Work with citizens, community members and committees, to assist in identifying and resolving quality of life issues in the Business Improvement District.
- Patrol or respond to calls for service in the Business Improvement District on foot, bike or with a motor vehicle.
- Serves as a contact person for businesses, in the Business Improvement District for issues related to public safety and quality of life issues.
- Develop and expand crime prevention efforts in the Business Improvement District by assessing current crime trends and devising response plans for effectively dealing with ongoing criminal activity.
- Targets and enforces violations of Municipal Ordinance and State Code in the Business Improvement District, Missoula Parks & Trails System.
- Coordinates with other agencies to ensure a safe and clean environment for Missoula citizens using city parks and trails.

**CLASS TITLE:**                    **Bailiff/Sworn Officer**

**ACCOUNTABLE TO:**        Quality of Life Sergeant

**Primary Objectives of Position:** Under supervision of the Municipal Court Judge performs general bailiff duties for the City of Missoula Municipal Court, with his primary goal to maintain a safe environment in the court.

The Bailiff will follow the orders of the Municipal Court Judge as long as those orders do not conflict with Missoula Police Department Policy, the Missoula Police Protective Association contract, any applicable laws or standard officer safety practices. If there is a clear conflict between the judge's order and any of the above standards the Bailiff will contact a Missoula Police Department supervisor to resolve the problem. If there is a possible conflict, but it is not clearly a conflict, the order will be obeyed and the problem brought to the MPD staff to resolve.

**DUTIES AND RESPONSIBILITIES REQUIRED IN ADDITION TO THOSE OF POLICE OFFICER;**

- The Bailiff's primary duty is to maintain a safe environment in the City of Missoula Municipal Courtrooms and offices.
- The normal shift will be 0800 hours to 1600 hours Monday through Friday. The Bailiff should take lunch when the court is not in session but the Bailiff may take a break at a different time if approved by the judge. The Bailiff will be allowed 70 minutes of break time during the day to comply with the MPPA contract. The bailiff may work overtime hours as needed in order to sequester a jury or when needed for TOP hearings or other court related activities.
- The Bailiff will transport the bond box each day as part of his regular duties
- The Bailiff will be present in the courtroom for any trials or court proceedings as requested by the judge. The Bailiff will normally be present during TOP hearings.
- The Bailiff will transport persons to and from the court as ordered by the judge.
- The Bailiff will be responsible to supervise any prisoners in the court.

- The Bailiff will enforce the law and court rules of behavior within the court as directed by the judge. In the event there is an emergency the Bailiff will act without waiting for an order from the judge.
- The Bailiff will monitor the court for general safety issues and notify the judge of any problems.
- The Bailiff will secure any unauthorized weapons that are brought into the court.
- The Bailiff will supervise jurors and guard the jury when it is sequestered. Guard duty will include being the point of contact for the jury while it is sequestered and any escort of the jury outside the court if required.
- The Bailiff will administer a PBT for alcohol as directed by the judge.
- The Bailiff will take suspects/prisoners to jail for book and release as needed.
- The Bailiff will assist the court in locating missing citations.
- The Bailiff will assist the court with corrections to citations when appropriate to do so.
- The Bailiff will make minor corrections on citations and other court documents as needed. If the required correction is beyond the authority of the Bailiff to change, he will submit the item to the shift commander for further action.

**Recommended Equipment (in addition to regular issue)**

Pepper foam

**CLASS TITLE:** DETECTIVE

**ACCOUNTABLE TO:** Detective Sergeant

**Primary Objectives of Position:** Under general supervision, performs a variety of work associated with investigating crimes for the Missoula Police Department.

**DUTIES AND RESPONSIBILITIES REQUIRED IN ADDITION TO THOSE OF POLICE OFFICER;**

- Evaluates criminal or civil cases and formulates work plan for investigation.
- Assumes responsibility for the successful resolution of all investigation assigned.
- Manages major criminal investigation through planning, directing personnel, and assigning tasks.
- Initiates criminal investigations through investigative effort, confidential informants and civilian contact.
- Responsible for the dissemination of information relating to crime trends, wanted suspects, and officer safety information to other divisions and agencies.
- Conducts a wide range of interviews, including crime victims, witnesses, suspects, and technical experts.
- Conducts surveillance operations and gathers intelligence, may work under cover.
- Prepares documentation of activities and information.
- Coordinates with prosecutors and court staff to issue warrants and subpoenas.
- Conduct pretrial research and dispositions, and prepares testimony.
- Develops and maintains effective working relationships with prosecutors, courts, and other agencies.
- Coordinates and supervises the identification, collection, processing, and custody of property and evidence at a crime scene.

- Cooperates and interacts with law enforcement and criminal justice employees of other jurisdictions and agencies, including the FBI, county probation and family services agencies, and courts.
  - Represents the Police Department in presentations to, and general dealings with, citizens. Performs other duties as assigned.
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**CLASS TITLE:**                    **CORPORAL**

**ACCOUNTABLE TO:**        Police Sergeant

**Primary Objectives of Position:** The corporal serves as the shift's supervisory officer in the absence of a sergeant. In that capacity, his or her primary responsibility is exacting the proper performance of police duties from patrol officers according to the departments policing goals.

**DUTIES AND RESPONSIBILITIES REQUIRED IN ADDITION TO THOSE OF POLICE OFFICER;**

- The corporal is charged with ensuring compliance with the department's oral and written orders. He or she is directly responsible to his or her assigned sergeant(s).
- The corporal shall have a thorough understanding of the duties of patrol officers and shall assist and instruct the officers under his or her supervision in the proper performance of their duties.
- The corporal, when not required to act as shift supervisor, will have a primary responsibility of handling or assisting on Calls for Service and a secondary responsibility of sharing the leadership and development of other team members.
- Serves as shift supervisor in the absence of the shift sergeant(s)
- Promotes the rules and regulations and general orders of the department.
- Handles initial taking of complaints on personnel and follows department procedures in their handling.
- Responsible for inspections, cleanliness of officers and equipment, and reports to the sergeant any difficulties.
- Insures that subordinates deal fairly, honestly, and consistently with the public, other officers, and other agencies. Promotes good morale and insures against dissension among subordinates and other members of the department.
- Familiarizes self with the known criminal element and crime patterns within the city and collects and disseminates this information within the department.
- May participate in the Field Training Officer Program and help properly train new recruits and, and will assist them in handling difficult problems and investigations.
- Ensures departmental compliance with the MPA contract, applicable labor laws, MPD policy, state and federal law.

**Knowledge, skills, and abilities**

- Thorough knowledge of departmental policies and S.O.P.'s.  
Thorough knowledge of approved principles, practices, and procedures of police work.
- Thorough knowledge of pertinent state laws, city ordinances, and court decisions.
- Thorough knowledge of the geography of the city and adjoining area.
- Thorough knowledge of the principles and practices of employee supervision, including performance evaluation and progressive discipline.

- Skill in establishing and maintaining effective working relationships with other law enforcement agencies and regulatory agency/organization staff, city officials, criminal justice system staff, and the public.
- Skill in understanding and interpreting complex statutes, ordinances, regulations, and standards.
- Skill in preparing reports documenting the facts and actions regarding civil/criminal incidents.
- Skill in conducting investigations of criminal activities.
- Skilled in the use of police equipment
- Ability to treat citizens courteously and respectfully.

**Education and experience**

Minimum seven (7) years law enforcement experience or five (5) years law enforcement experience with at least an AA degree in Criminal Justice or comparable emphasis. Must have served on the Missoula Police Department as a Police Officer for a minimum of three (3) years. Must possess and maintain a valid driver's license.

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**CLASS TITLE:**                **SERGEANT**

**ACCOUNTABLE TO:**        Police Lieutenant

**Primary Objectives of Position:** Under limited supervision, supervises law enforcement activities of police officers/detectives, and/or civilian personnel on an assigned shift and investigates and manages complex or sensitive cases.

**Essential Functions:** Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Duties require the ability to retrieve and disseminate criminal justice information, conduct interviews, intervene in disputes, effect lawful arrest and to testify in court. Also requires frequent dealings with DUI suspects/offenders, intoxicated individuals and persons with mental disorders and violent offenders. May require physical contact with all aforementioned people.

Must be able to properly use all weapons assigned by the Police Department.

**DUTIES AND RESPONSIBILITIES REQUIRED IN ADDITION TO THOSE OF POLICE OFFICER;**

- Supervises patrol, detective, traffic, and special assignment police officers during an assigned shift;
- Monitors all police activity on street and in station, including police patrol, intervention in domestic violence situations, apprehending criminal suspects, making arrests, investigating crimes, gathering intelligence, collecting evidence, enforcing laws, monitoring traffic and assisting citizens.
- Serves as shift commander;
- assigns work duties, patrol vehicles, and patrol areas;
- makes decisions on handling of cases, suspects, and persons in custody;

- advises and guides officers and detectives in handling incidents and cases;
- evaluates performance of employees and recommends training, discipline, or promotion;
- Reviews police reports and criminal charges prepared by officers and civilian employees for completeness and accuracy.
- Performs research and assists in policy development and building new programs. Performs training of subordinates,
- Approves schedule changes and adjusts manpower accordingly.
- Assess all unattended death scenes,
- Activates special teams when needed,
- Prepare media releases, when the PIO is unable to do so, and keeps department staff officers apprised of all pertinent activities.
- Performs the full range of duties of subordinate officers when necessary for the efficient, effective, and timely operation of the Police Department; responds to calls, investigates cases, writes reports and makes arrests;
- Resolves operational problems and questions arising from staff and citizens;
- Investigates and handles complaints pertaining to officer conduct or activities.
- Represents Police Department on task forces and committees.
- Assists in training of officers and detectives;
- Reviews time sheets indicating hours worked, pay differentials for acting pay, shift differentials, and special assignment; schedules vehicle maintenance and repairs;
- May supervise special assignment officers, such as motorcycle officers, canine units, School Resource officers, SWAT teams, and crime prevention officers; some positions serve as hostage negotiator or senior intoxilyzer operator; performs other duties as assigned.
- Ensures departmental compliance with the MPA contract, applicable labor laws, MPD policy, state and federal law
- Assists their subordinates in improving their skills and abilities in order to prepare them for specialized assignments or promotion.

**Knowledge, Skills, and Other Characteristics:**

- Knowledge of the Montana Code Annotated and the Missoula Municipal Code pertaining to police activities and public safety.
- Knowledge of federal, state, county, and City of Missoula laws and ordinances to be enforced.
- Knowledge of the policies, goals, and procedures of the Missoula Police Department.
- Knowledge of the principles and practices of employee supervision and training, risk management.
- Knowledge of law enforcement principles, methods, techniques, and practices including investigation, intelligence, surveillance, court procedures, community relations, identification, patrol, special weapons and tactics, traffic control, records management, report preparation, custody of persons and property, and crime prevention.
- Knowledge of equipment used in law enforcement, including weaponry, communications, personal computers, and automotive equipment.
- Knowledge of the street names and locations in the City of Missoula and surrounding area.
- Skill in managing the day-to-day operations of police officers and detectives on an assigned shift.
- Skill in understanding and interpreting complex statutes, ordinances, regulations, standards, and guidelines.
- Skill in directing and supervising employees.

- Skill in communicating, in person and on two-way radio.
- Skill in preparing reports documenting the facts and actions regarding criminal and civil law enforcement incidents.
- Skill in conducting investigations of criminal activities.
- Skill in establishing and maintaining effective working relationships with City employees, other law enforcement agencies, criminal justice system staff, the business community, and citizens.

**Qualifications:**

High school diploma or equivalent and nine (9) years full-time professional law enforcement work OR Associates degree or bachelor’s degree in police science or related field and seven (7) years full-time professional law enforcement work. Certified peace officer. Montana driver's license (may require motorcycle operator endorsement). Two hundred (200) hours P.O.S.T. training without Basic Training at MLEA.

**CLASS TITLE:**                    **FTO / SPECIAL PROJECTS SERGEANT**

**ACCOUNTABLE TO:**        Police Lieutenant

**Primary Objectives of Position:** Under limited supervision, supervises law enforcement activities of Field Training Officers, their assigned trainees, and the Field Training and Evaluation Program. Supervises the BID, Crime Prevention and Misdemeanor Investigation Officers, and may supervise other employees at the direction of the Patrol Captain. Supervises and assists with projects as required and assigned.

**DUTIES AND RESPONSIBILITIES REQUIRED IN ADDITION TO THOSE OF POLICE SERGEANT:**

- Schedules training assignments for Field Training Officers and trainees.
- Oversees the Field Training and Evaluation Program through review of daily observation reports, weekly and end of phase evaluations, and personal contact with Field Training Officers and Trainees.
- Maintains documentation of training files and ensures that training files are secured and remain confidential to Field Training Officers, Field Training Board, and staff officers.
- Coordinates monthly meetings to ensure smooth transition of trainees between training phases.
- Recruits Field Training Officers through personal contact and discussion with other supervisors.
- Assists Field Training Officers with specific training issues when required.
- Schedules and coordinates initial training through the Missoula Police Department’s Intensive Mini Academy.
- Serves as contact with staff officers regarding trainee progress and performance.
- Serves on FTO Board to review trainee advancement or remediation.
- Supervises or assists with any special projects as determined or assigned by Missoula Police Department staff.
- May be assigned to fill long term vacancies on patrol teams as needed.
- Coordinates maintenance, repair and preparation of patrol cars and all associated equipment.
- Coordinates review and updates of policies and SOP’s.

**CLASS TITLE:**           **Training Sergeant**

**ACCOUNTABLE TO:**       Professional Standards Lieutenant

**Primary Objectives of Position:** Under supervision, the Training Sergeant is responsible for the overall development, implementation, management and evaluation of training programs for the Missoula Police Department to ensure that all personnel are highly qualified and well trained to perform their duties safely. Coordinates and recruits training programs, continuing education and police certification for the department. Manages designated training officers, the police reserve program and volunteer/intern program, including training and certification needs of those personnel. Additionally, the Training Sergeant has supervisory authority over the department's property/evidence personnel and technicians.

**DUTIES AND RESPONSIBILITIES REQUIRED IN ADDITION TO THOSE OF POLICE OFFICER:**

- Supervises and manages the department's training division and its personnel to include a staff of designated training officers and adjunct instructors.
- Responsible for the department's personnel training records, continued education and maintenance of certifications according to MTPOST guidelines.
- Responsible for the acquisition, maintenance and repairs for associated training equipment. Oversees the department's firing range and any other temporary or permanent training facility.
- Reviews and oversees training curricula, materials and personnel to include review and evaluation of course completeness, accuracy and relevance. Develop curricula relating to Community Based Oriented Policing, DDACTS and other community police management and evaluation programs.
- Is the lead coordinator of the department's firearms committee and annual firearm related trainings and certifications.
- Responsible for the development, implementation and evaluation of the department's Advanced Mini Academy (AMA).
- Manages all aspects of the department's PoliceOne account including monthly briefing trainings.
- Works in close consultation with the Chief of Police, ACOP, Captains and the leaders of the SWAT, Negotiations and EOD teams in developing training opportunities that are mandated by any controlling legal authority.
- Assists the Administrative Captain and staff in preparing and managing an annual training budget and schedule.
- Supervises and manages the reserve officer program to include the Bailiff position.
- Supervises and manages the department's property and evidence unit and technicians. Is responsible for auditing and maintaining the records and tracking of property and evidence.
- Supervises and manages the Volunteer and Intern program with the Volunteer Coordinator.
- Provides court testimony regarding all facets of the Department's training program.
- Performs other duties as assigned.

**CLASS TITLE: STREET CRIMES / K-9 UNIT SERGEANT**

**ACCOUNTABLE TO: Police Lieutenant**

**Primary Objectives of Position:** Direct the activities and work of subordinate Street Crimes Unit and K-9 officers, ensuring subordinates effectively add to the available resources of the department in aggressive enforcement of criminal laws with a goal to reduce violent crime, pattern offenses, and drug activity. Evaluate the performance of subordinates. Discipline subordinate officers and employees. Relieve subordinate personnel from duty.

**DUTIES AND RESPONSIBILITIES REQUIRED IN ADDITION TO THOSE OF POLICE SERGEANT:**

- Keeps informed of crime trends in the city and surrounding area.
  - Works with other Supervisors in identifying crime trends in the city and surrounding areas that could be impacted on by the Street Crimes Unit.
  - Actively works as a member of the Street Crimes Unit and directly supervises the activities of the Street Crimes Officers.
  - Assist in the analysis of current crime problems to determine those crimes which because of their nature, frequency or location require special enforcement tactics to combat.
  - Assist in the development of special enforcement strategies to combat particular crime problems.
  - Conduct surveillance, as necessary to observe violations or to aid in the apprehension of criminals.
  - Participate in the targeting and arresting of career criminals and parolees who continue to commit criminal offenses in the community.
  - Ensures officers are maintaining files on career criminals and recently paroled individuals by tracking and analyzing their involvement with crime and the criminal element in the community.
  - Actively participates in problem solving and setting objectives for the Street Crimes Unit.
  - Maintains good working relationships with other units and divisions of the department, other law enforcement agencies, State's Attorney's Office, Probation Department, and Department of Corrections, Parole Division, in order to better meet the goals of the Unit.
  - Assigns Street Crimes Officers and K-9 Handlers including scheduling for shifts, training, and K-9 care.
  - Coordinates efforts between Street Crimes Officers, K-9 Handlers, detectives, and any other law enforcement agency requiring services of these specialized units.
  - Reviews requests for K-9 applications from this agency or any other law enforcement agency requesting K-9 for ongoing deployment.
  - Authorizes or declines deployment based on departmental policy, availability, etc.
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**CLASS TITLE:**                      **QUALITY OF LIFE SERGEANT**

**ACCOUNTABLE TO:**                Police Lieutenant

**Primary Objectives of Position:** Coordinate information gathered on Quality of Life problems within the city, and direct efforts to deal with identified offenders. Supervise the following officers and programs: School Resource Officers, Community Resource Officers, Bailiff, Business Improvement District Officer, Community Service Specialist and the Abandoned Vehicle Program.

**DUTIES AND RESPONSIBILITIES REQUIRED IN ADDITION TO THOSE OF POLICE SERGEANT:**

- Work with citizens, community members, committees, and any other forum to assist in identifying and resolving quality of life issues within this jurisdiction.
  - Assist in creating, amending, or interpreting, laws and ordinances related to quality of life problems.
  - Review and organize information on quality of life issues provided from patrol officers and detectives.
  - Enforce laws and ordinances that apply to the issues conveyed by other members of this department.
  - Assist in the recruitment, selection, and training of officers for specialized duty assignments of School Resource Officers (SRO), and Community Resource officers (CRO).
  - Schedule and supervise SRO and CRO Officers during their day to day operations for school year assignments.
  - Schedule and supervise SRO and CRO Officers during the summer and assign them to meet the requirements of the goals of this department, such as bicycle patrol, parks patrol, and enforcement of laws and ordinances of the downtown area.
  - Supervise additional personnel assigned to Community Policing as they become necessary or valuable to meeting the goals of the department.
  - May be involved in any other forums, committees, or assignments as determined by staff.
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**CLASS TITLE:**                      **TRAFFIC SERGEANT**

**ACCOUNTABLE TO:**                Police Lieutenant

**Primary Objectives of Position:**

**DUTIES AND RESPONSIBILITIES REQUIRED IN ADDITION TO THOSE OF POLICE SERGEANT:**

- Supervises patrol, detective, traffic, and special assignment police officers during an assigned shift (including bicycle patrol, motorcycle patrol and other traffic investigators and/or officers)
- Monitors all police activity on street and in station, including police patrol, intervention in domestic violence situations, apprehending criminal suspects, making arrests, investigating crimes, gathering intelligence, collecting evidence, enforcing laws, monitoring traffic and assisting citizens.
- Investigates crashes and supervises crash investigations.
- Prepares traffic statistics and submits quarterly reports to Uniform Patrol Captain.



Reviews police reports and criminal charges prepared by officers and civilian employees for completeness and accuracy.

- Performs the full range of duties of subordinate officers when necessary for the efficient, effective, and timely operation of the Police Department.
- Responds to calls, investigates cases, writes reports and makes arrests.
- Resolves operational problems and questions arising from staff and citizens.
- Takes and processes intake complaints pertaining to officer conduct or activities.
- May represent the Police Department on task forces and committees.
- Assists in training of officers and detectives.
- Reviews time sheets indicating hours worked pay differentials for acting pay, shift differentials, and special assignment.
- Schedules vehicle maintenance and repairs as needed if the FTO/Special Projects Sergeant is not available to do so.
- Some positions supervise special assignment officers, and provide supervision to detectives assigned to various task forces.
- Coordinates with task force commanders to ensure the Department's policies and procedures are followed by detectives assigned to the task force.
- Performs other duties as assigned.
- Coordinates with the Missoula County Detention Center to provide Bailiffs as needed.

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**CLASS TITLE:**                    **Public Information Officer (PIO)**

**ACCOUNTABLE TO:**            Chief of Police or his designee

**Primary Objectives of Position:** Release information of interest to the media and general public regarding the Missoula Police Department, in accordance with the MPD Media Relations Policy. Maintain a professional working relationship with the media and any other persons the PIO has contact with. Work to present the Missoula Police Department in a positive manner to the general public through available outlets or by creating additional avenues to provide information to the public.

**DUTIES AND RESPONSIBILITIES REQUIRED IN ADDITION TO THOSE OF A POLICE OFFICER;**

- Meet with the media representatives on a regular, scheduled basis during the business week to answer questions asked by the media.
  - The PIO will normally work five-eight hour shifts Monday through Friday.
  - The PIO will treat all media representatives in an impartial manner.
  - The PIO will monitor media coverage of the MPD.
- Be available as needed for call out to assist with major incidents.
- Be available to attend selected events in order to represent the MPD, and make presentations concerning the MPD to interested organizations and businesses
- May organize events or presentations to promote the MPD.
- Develop materials, as needed, to promote recruitment, present the MPD's position, and generate a positive image for the MPD. These materials may be in written, video or audible form.
  - The PIO will also distribute these materials as needed.
- Work with the crime prevention officer, or anyone else within the city government, as needed to develop public service announcements.

- Write press releases as needed and notify the City of Missoula’s Public Information Officer of the press releases.
- Arrange and assist with, or be the department representative at news conferences.
- Release requested statistical information after approval of the Chief of Police or his designee.
- Maintain familiarity with department programs, policies and investigations.
- May organize community surveys to monitor and/or identify public concerns related to the department.
- Inform the Strategic Plans Unit of the MPD of any events, he becomes aware of, which may require additional police resources.
- Perform other duties as needed in order to meet his primary objectives.
- Develop and maintain the department’s web page as well as any other social media presence.

**CLASS TITLE:**                    **PATROL LIEUTENANT**

**ACCOUNTABLE TO:**        Police Captain

**Primary Objectives of Position:** Under limited supervision, supervises the day-to-day activities of uniformed patrol, investigations and /or civilian employees for the Missoula Police Department, on an assigned shift.

**Essential Functions:** Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Duties require the ability to retrieve and disseminate criminal justice information, conduct interviews, intervene in disputes, effect lawful arrest and to testify in court. Also requires frequent dealings with DUI suspects/offenders, intoxicated individuals and persons with mental disorders. Must be able to properly use all weapons assigned by the Police Department.

**DUTIES AND RESPONSIBILITIES REQUIRED IN ADDITION TO THOSE OF POLICE OFFICER;**

- Coordinates and supervises the organization, staffing and operational activities of the division, as well as any programs, functions, and services for the division.
- Assigns work to employees.
- Directs, coordinates, and reviews the work plans for the assigned operations.
- Helps subordinates improve their skills and abilities in order to prepare them for specialized assignments or promotion.
- Coordinates or provides/approves training.
- Implement disciplinary action as required.
- Responds to major crime and accident scenes and assumes command of police activities until relieved by a staff officer.
- Ensures that department policies, standard operating procedure and guidelines are followed for each situation.
- Supervises investigations, interviews, and interrogations in the field.
- Conducts complex or sensitive investigations.
- Investigates and resolves inquiries and complaints.

- Prepares and maintains records and reports related to crime scene and accident activities.
- Coordinates assigned services and activities with other divisions and outside agencies.
- Assists with development of department operating policies and procedures.
- Communicates information between line employees and command staff.
- Assists with development of Division's budget, goals, objectives, and work plan.
- Facilitates public relations during field operations and public appearances with schools, businesses and citizens. .
- Monitors time sheets, hours worked and maintains Telestaff entries.
- Ensures departmental compliance with the MPA contract, applicable labor laws, MPD policy, state and federal law.

### **Knowledge, Skills, and Other Characteristics:**

- Knowledge of the Montana Code Annotated and the Missoula Municipal Code pertaining to police activities and public safety.
- Knowledge of federal, state, county, and City of Missoula laws and ordinances to be enforced.
- Knowledge of the policies, goals, and procedures of the Missoula Police department.
- Knowledge of the principles and practices of employee supervision and training, and risk management.
- Knowledge of law enforcement principles, methods, techniques, and practices including investigation, intelligence, surveillance, court procedures, community relations, identification, patrol, special weapons and tactics, traffic control, records management, report preparation, custody of persons and property, and crime prevention.
- Knowledge of equipment used in law enforcement, including weaponry, communications, personal computers, and automotive equipment.
- Knowledge of the street names and locations in the City of Missoula and surrounding area.
- Skill in managing the day-to-day operations of a municipal police division on an assigned shift, including patrol, investigation, training, budgeting, and administrative functions.
- Skill in understanding and interpreting complex statutes, ordinances, regulations, standards, and guidelines.
- Skill in directing and supervising employees.
- Skill in coordinating operations and activities with other divisions.
- Skill in communicating, in person and on two-way radio.
- Skill in preparing reports documenting the facts and actions regarding criminal and civil law enforcement incidents.
- Skill in conducting investigations of criminal activities.
- Skill in establishing and maintaining effective working relationships with City employees, other law enforcement agencies, criminal justice system staff, the business community, and citizens.

### **Qualifications:**

- Ten (10) years full-time professional law enforcement work, at least two (2) of which include supervisory responsibility as a confirmed, probationary or acting Sergeant, or Corporal with the Missoula Police Department, or;
- Eight (8) years full-time as an officer, three (3) of which must have been with the Missoula Police Department and include two (2) years as a confirmed, probationary or acting Sergeant or Corporal, PLUS an AA or AAS degree in criminal justice or a related field, or a Bachelor's degree in any field. Bachelor's degree in police science or related field.

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**CLASS TITLE:                    PROFESSIONAL STANDARDS LIEUTENANT**

**ACCOUNTABLE TO:        Administrative Captain**

**Primary Objectives of Position:**

Under limited supervision, supervises the day-to-day activities of police officers and civilian employees for the Missoula Police Department, in assigned units or functions. The office of Professional Standards provides single point management of administrative functions that include hiring and career development, training and internal investigations.

**DUTIES AND RESPONSIBILITIES REQUIRED IN ADDITION TO THOSE OF POLICE LIEUTENANT:**

- Coordinates and supervises the organization, staffing and operational activities, programs, functions, and services for an assigned division.
- Assigns work to employee.
- Directs, coordinates, and review the work plans for the assigned operations.
- Monitors and evaluates employees' performance, methods, and results to correct deficiencies.
- Develops, coordinates or provides training.
- Implement disciplinary actions.
- Coordinates assigned services and activities with other divisions and outside agencies; assists with development of department operating policies and procedures.
- Communicates information between line employees and command staff.
- Assists with development of Division's budget, grant applications, goals, objectives, and work plan.
- Facilitates public relations during field operations and public appearances with schools, businesses and citizens.
- Manage the recruitment, selection and hiring of all department employees, with an emphasis on recruiting and hiring female and minority employees.
- Manage the officer promotion process.
- Manage all internal administrative/disciplinary and criminal investigations, including investigations of alleged employee misconduct.
- Oversee the Department's training in a manner that meets statutory and policy mandates, high professional standards, career development and leadership goals, and community needs.
- Assist the Administrative Captain with the management of the operations of the Strategic Planning Unit (SPU).
- Ensures that department policies, standard operating procedure and guidelines are followed for each situation.
- Provides outside agency investigative support at the direction of the Chief of Police.
- Maintains records of department internal and complaint investigative files.
- Provides support to the Police Commission and coordinates meetings.
- Ensures departmental compliance with the MPA contract, applicable labor laws, MPD policy, state and federal law.
- Supervises Evidence and I.D. personnel as appropriate to do so.

**CLASS TITLE:**                **DETECTIVE LIEUTENANT**

**ACCOUNTABLE TO:**        Detective Captain

**Primary Objectives of Position:** Under limited supervision, supervises the day-to-day activities of detectives, police officers and civilian employees for the Missoula Police Department, on an assigned shift.

**DUTIES AND RESPONSIBILITIES REQUIRED IN ADDITION TO THOSE OF POLICE LIEUTENANT:**

- Coordinates and supervises the organization, staffing and operational activities of the division, as well as any programs, functions, and services for the division
- Assigns work to employees.
- Directs, coordinates, and reviews the work plans for the assigned operations.
- Helps subordinates improve their skills and abilities in order to prepare them for specialized assignments or promotion.
- Coordinates or provides/approves training.
- Implement disciplinary action as required.
- Responds to major crime and accident scenes and assumes command of police activities until relieved by a staff officer.
- Ensures that department policies, standard operating procedure and guidelines are followed for each situation.
- Supervises investigations, interviews, and interrogations in the field.
- Conducts complex or sensitive investigations.
- Investigates and resolves inquiries and complaints.
- Prepares and maintains records and reports related to crime scene and accident activities.
- Coordinates assigned services and activities with other divisions and outside agencies.
- Assists with development of department operating policies and procedures. Communicates information between line employees and command staff.
- Assists with development of Division's budget, goals, objectives, and work plan.
- Facilitates public relations during field operations and public appearances with schools, businesses and citizens.
- Prepares reports concerning monthly statistics for the Detective Division.
- Monitors time sheets, hours worked and maintains Telestaff entries.
- Ensures departmental compliance with the MPA contract, applicable labor laws, MPD policy, state and federal law

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**CLASS TITLE:**                **POLICE CAPTAIN**

**ACCOUNTABLE TO:**        Assistant Chief of Police

**Primary Objective of Position:** Under limited supervision, manages the day-to-day activities of a police division, such as Detectives, Uniformed Patrol, or Administration..

**Essential Functions:** Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by

positions in this class.

Duties require the ability to retrieve and disseminate criminal justice information, conduct interviews, intervene in disputes, effect lawful arrest, and to make oral and written presentations to citizen groups, city council members and the general public. Must be able to properly use all weapons assigned by the Police Department.

### **DUTIES AND RESPONSIBILITIES REQUIRED IN ADDITION TO THOSE OF POLICE OFFICER;**

Coordinates and directs the operations of a police division, such as Detectives, Uniformed Patrol, and Administration, assigns work and monitors its completion; guides staff in performing duties, such as interviewing victims, witnesses, and suspects, researching cases, supervising other employees, handling complaints, and preparing reports; trains and advises employees on appropriate methods and techniques for completing assignments.

Develops operating and capital budgets for division; approves and monitors spending, use of resources, and overtime; identifies training needs, evaluates assigned personnel, and works with employees to correct deficiencies and build strengths; develops and oversees standard operating procedures; drafts division work policies; assists with strategic planning for the department; develops divisional goals and objectives, and work plans for achieving them.

Coordinates the activities of the assigned division with other police divisions to facilitate efficient, effective, and professional departmental operations; identifies areas and methods for improved performance, communication, and cooperation between divisions;

### **Knowledge, Skills, and Other Characteristics:**

- Knowledge of the Montana Code Annotated and the Missoula Municipal Code pertaining to police activities and public safety.
- Knowledge of federal, state, county, and City of Missoula laws and ordinances to be enforced.
- Knowledge of the policies, goals, and procedures of the Missoula Police Department.
- Knowledge of the principles and practices of employee supervision and training, and risk management.
- Knowledge of law enforcement principles, methods, techniques, and practices including investigation, intelligence, surveillance, court procedures, community relations, identification, patrol, special weapons and tactics, traffic control, records management, report preparation, custody of persons and property, and crime prevention.
- Knowledge of equipment used in law enforcement, including weaponry, communications, personal computers, and automotive equipment.
- Knowledge of the street names and locations in the City of Missoula and surrounding area.
- Skill in managing the day-to-day operations of a municipal police division, including patrol, investigation, crime prevention, training, communications, records, budgeting, and administrative functions.
- Skill in understanding and interpreting complex statutes, ordinances, regulations, standards, and guidelines.
- Skill in directing and supervising employees.
- Skill in identifying employee training needs and developing programs and training to improve performance.

- Skill in coordinating operations and programs with other divisions' needs.
- Skill in communicating, in person and in writing.
- Skill in preparing reports documenting the facts and actions regarding criminal and civil law enforcement incidents.
- Skill in conducting investigations of criminal activities.
- Skill in establishing and maintaining effective working relationships with elected officials, City employees, other law enforcement agencies, criminal justice system staff, the business community, and citizens, in order to deliver quality police service.
- Depending on the assignment will participate in the coordination and management of multi-jurisdictional task forces.

**Qualifications:**

Bachelor’s degree in public administration, police science or related field and five years full-time professional law enforcement work, at least two years of which included responsibility as a Lieutenant Watch Commander, or higher level managerial experience in division's area of concentration OR seven years full-time professional law enforcement work, at least five years of which include responsibility as a sergeant with the Missoula Police Department or at least two years of which included responsibility as a Lieutenant, Watch Commander or higher level managerial experience in division's area of concentration. Candidate must be a certified peace officer.

**CLASS TITLE:** ASSISTANT POLICE CHIEF

**ACCOUNTABLE TO:** Police Chief

**STATUS:** Regular, full-time, non-union

**Primary Objective of Position:** Under limited supervision, assists in administering the Missoula Police Department including budget development and reporting, communications and records, disaster emergency services, and personnel matters. Supervision of Police Department Special Teams.

**Essential Functions:** Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Duties require the ability to retrieve and disseminate criminal justice information, conduct interviews, intervene in disputes, effect lawful arrest and to testify in court. Duties require high level of contact with City and elected officials, boards, commissions, and citizen groups. Duties require this position be able to properly use the weapons issued by the Police Department.

**DUTIES AND RESPONSIBILITIES REQUIRED IN ADDITION TO THOSE OF POLICE OFFICER;**

Assists with development of policies, regulations and procedures, including research of other police departments' practices; manages special projects, such as developing reorganization and staff deployment; works with labor union representatives to review and revise job descriptions; serves as a liaison between the Chief of Police and department employees to follow up on Chief’s directives, goals, and concerns.

Assesses and monitors the effectiveness and efficiency of service delivery methods and procedures including assessing workload administrative and support systems, internal relationships and other related issues and makes recommendations of the Police Chief.

Acts as Chief in his absence attending Missoula City Council committee meetings, Senior Management and Administrative Leadership Team meetings; coordinates disaster emergency services, supervises the EOD, SWAT and Negotiating Teams advises captains and other employees on operational procedures and problem solving; assists with strategic planning; coordinates budget development and assists Department staff in development of goals and objectives, work plans, budget requests and performance measurements.

Participate in the department's grant development, expenditures and allocations.

Represents the Missoula Police Department with the Missoula Police Commission and handles complaints, meets with community groups such as neighborhood councils and Neighborhood Watch to disseminate and collect information; represents the Department on various law enforcement study commissions.

Coordinate the department's community policing activities with the Plans Unit.

Represent the department at an executive level in interdepartmental and interagency relationships.

**Knowledge, Skills, and Other Characteristics:**

- Knowledge of the Montana Code Annotated and the Missoula Municipal Code pertaining to police activities and public safety.
- Knowledge of federal, state, county, and City of Missoula laws and ordinances to be enforced.
- Knowledge of the policies, rules, and procedures of the Missoula Police Department.
- Knowledge of the principles and practices of employee supervision and training.
- Knowledge of Missoula Police Association contract.
- Knowledge of law enforcement principles, methods, techniques, and practices including investigation, intelligence, surveillance, court procedures, community relations, identification, patrol, special weapons and tactics, traffic control, records management, report preparation, custody of persons and property, and crime prevention.
- Knowledge of equipment used in law enforcement, including weaponry, communications, personal computers, and automotive equipment.
- Knowledge of the street names and locations in the City of Missoula and surrounding area.
- Skill in understanding and interpreting complex statutes, ordinances, regulations, standards, and guidelines.
- Skill in advising and supervising command, operations, and support staff.
- Skill in evaluating operations and programs to determine if they meet community needs.
- Skill in negotiating and communicating, in person and in writing.
- Skill in establishing and maintaining effective working relationships with elected officials, City employees, other law enforcement agencies, criminal justice system staff, the business community, and citizens.

**Qualifications:**

Bachelor's degree in public administration, police science or related field and six years full-time professional law enforcement work, at least three years of which include responsibility as a command

level supervisor/administrator or higher level managerial experience OR eight years full-time professional law enforcement work, at least three years of which include responsibility as a command level supervisor/administrator or higher level managerial experience. Certified peace officer.

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**CLASS TITLE:** POLICE CHIEF

**ACCOUNTABLE TO:** Chief Administrative Officer

**STATUS:** Regular, full-time, non-union

**Primary Objective of Position:** Under general direction, manages all activities of the City of Missoula Police Department.

**Essential Functions:** Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Duties require the ability to retrieve and disseminate criminal justice information, conduct interviews, intervene in disputes, effect lawful arrest and to testify in court. Duties require high level of contact with City and elected officials, boards, commissions, and citizen groups. Must be able to properly use all weapons assigned by the Police Department.

**DUTIES AND RESPONSIBILITIES REQUIRED IN ADDITION TO THOSE OF POLICE OFFICER;**

Directs and coordinates with the department's division supervisors the overall activities of the Police Department, including administration, uniformed patrol, investigations, training, communications, and records; develops and implements rules, regulations, policies and procedures to advance the Department's mission, goals and objectives, and to provide efficient and effective police services to the City of Missoula.

Determines levels of staff, equipment, and other resources needed to effectively protect the City of Missoula, and its residents, businesses, and visitors; develops and implements the Department's annual operating and capital budget, with input from supervisory staff; approves recommendations regarding the appointment, promotion, suspension, and dismissal of Police Department employees; oversees the handling of disciplinary actions.

Develops and coordinates the strategic planning for the Department, including participation in the City's overall strategic planning; represents the Missoula Police Department in meetings with City officials, civic organizations, and other law enforcement agencies to discuss department functions, coordinate joint activities and programs, and identify and facilitate the resolution of law enforcement issues and problems.

Directs and coordinates the investigations of sensitive and major crimes; handles grievances, complaints, and conflicts with employees and their union; works with other City departments to maintain interdepartmental cooperation and coordination in the area of public safety; serves on a variety of task forces, committees, and boards involved with law enforcement and related issues.

Reviews crime rates, accident rates, and related statistics to determine the effective deployment of staff

and other resources; prepares and directs the preparation of a variety of reports to inform the City Council, Chief Administrative Officer, Mayor, and other federal, state, and municipal officials of Department activities and the status of various programs and projects.

Represent the department at an executive level in interdepartmental and interagency relationships.

**Knowledge, Skills, and Other Characteristics:**

- Knowledge of the Montana Code Annotated and the Missoula Municipal Code pertaining to police activities and public safety.
- Knowledge of federal, state, county, and City of Missoula laws and ordinances to be enforced.
- Knowledge of the policies, goals, and procedures of the Missoula Police Department.
- Knowledge of the principles and practices of employee supervision and training, and risk management.
- Knowledge of Missoula Police Association contract.
- Knowledge of law enforcement principles, methods, techniques, and practices including investigation, intelligence, surveillance, court procedures, community relations, patrol, special weapons and tactics, traffic control, records management, report preparation, custody of persons and property, and crime prevention.
- Knowledge of equipment used in law enforcement, including weaponry, communications, personal computers, and automotive equipment.
- Knowledge of the street names and locations in the City of Missoula and surrounding area.
- Skill in managing the day-to-day operations of a municipal police department, including patrol, investigation, crime prevention, training, communications, records, budgeting, and administrative functions.
- Skill in understanding and interpreting complex statutes, ordinances, regulations, standards, and guidelines.
- Skill in directing and supervising command, operations, and support staff.
- Skill in identifying employee training needs and developing programs and training to improve performance.
- Skill in evaluating operations and programs to determine if they meet community needs.
- Skill in negotiating and communicating, in person and in writing.
- Skill in preparing reports documenting the facts and actions regarding criminal and civil law enforcement incidents.
- Skill in conducting investigations of criminal activities.
- Skill in establishing and maintaining effective working relationships with elected officials, City employees, other law enforcement agencies, criminal justice system staff, the business community, and citizens.

**Qualifications:**

Bachelor's degree in public administration, police science or related field and eight years full-time professional law enforcement work, at least five years of which include responsibility as a command level supervisor/administrator or higher level managerial experience OR ten years full-time professional law enforcement work, at least five years of which include responsibility as a command level supervisor/administrator or higher level managerial experience. Must be a Certified peace officer.

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**CLASS TITLE:**                    **CIVILIAN CRASH INVESTIGATOR**

**ACCOUNTABLE TO:**            Traffic Unit Sergeant or Shift Commander

**STATUS:**                         Regular, full-time, **non-union, non sworn position**

**Primary Objectives of Position:** Under general supervision, investigates traffic crashes, prepares crash reports, and enforces vehicle and parking ordinances.

**Essential Functions:** Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Duties require the ability to access crash sites where hazards can be unavoidable, and to work under adverse weather conditions that are uncontrollable.

**Tasks:**

- Responds to traffic crashes in assigned vehicle; safeguards the scene, protects the injured and others from injury.
- Investigates causes of crashes by interviewing involved parties and witnesses; records information on vehicles, drivers, passengers and pedestrians involved; measures stopping distances, calculates speeds, and makes diagrams of the crash scene.
- Collects physical evidence and determines if violations of code or statute occurred, and issues citations.
- Writes reports of crashes and enters them in computer, and prepares reports for transmittal to state agencies.
- Meets with City and County Attorney's Office to assist in prosecutions and preparations for trial. Testifies in criminal and civil trials, as needed.
- Meets with opposing counsel and conveys relevant information.
- Makes requests for traffic control evaluations of problem intersections and areas.
- May train probationary police officers in crash investigation methods and techniques.
- Some positions perform reconstruction of crashes and crash scenes.
- Investigates hit and run incidents.
- Identifies vehicle registration violations, vehicle and bicycle safety violations, parking violations and issues parking and traffic citations.
- Notifies the Street and Traffic Divisions of unsafe conditions, such as missing traffic signs, inoperable traffic signals, and icy intersections.
- Directs traffic in emergencies or for special events as assigned.
- Performs vehicle identification checks and verifications.
- Reviews Abandoned Vehicle log on computer and tags abandoned vehicles as necessary by ordinance.
- Completes abandoned vehicle process by filing appropriate documentation for identifying the vehicle for towing or that it is no longer in violation of ordinance.

**Knowledge, Skills, and Other Characteristics:**

- Knowledge of the Missoula Municipal Code and Montana state laws and regulations pertaining to traffic and parking.

- Knowledge of the policies, goals, and procedures of the Missoula Police Department.
- Knowledge of the street names and locations in the City of Missoula and surrounding area.
- Skill in understanding and interpreting complex regulations and guidelines.
- Skill in communicating, in person and in writing.
- Skill in preparing reports documenting the facts and actions regarding traffic crashes.
- Skill in investigating traffic crashes and determining their causes.
- Skill in identifying parking violations.
- Skill in establishing and maintaining effective working relationships with City employees, and citizens.

**Qualifications:**

- High school education or equivalent and valid Montana driver's license.

**CLASS TITLE:**                      **COMMUNITY SERVICES SPECIALIST**                      01/14

**DEPARTMENT:**                      Missoula Police Department

**ACCOUNTABLE TO:**                      Quality of Life Sergeant

**STATUS:**                                      Regular, full-time, non-union

**Primary Objective of Position:** Under general supervision, performs paraprofessional public safety support duties including: traffic control, park and trail patrol, animal control, parking enforcement, evidence pick up and log in, and takes non-emergency police incident/complaint reports for the Missoula Police Department.

**Essential Functions:** Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Duties require the ability to respond to criminal and non-criminal situations and crash sites where exposure to hazards and adverse weather conditions are unavoidable. Also requires frequent dealings with the public, including agitated or intoxicated individuals and persons with mental disorders. Duties include some call outs, weekend and after-hour assignments.

**Tasks:**

Patrol or respond to an assigned area of the City on foot, bike or with a motor vehicle; operate radios using proper radio codes; enforce ordinances and write citations related to parks, animal control and parking; direct traffic at traffic crashes and other events including setting up temporary stop signs or street barricades; collect and log in evidence and property; assist in searches for missing persons; assist with or respond to various Quality of Life issues as assigned; provide crime prevention support; prepare documentation of activities performed and information gathered.

Assist with responses to non-emergency calls for service and may handle routine calls independently, such as arranging for towing vehicles, retrieving and logging of evidence, providing assistance at routine accident scenes, performing traffic control and traffic hazard removal; assist at major incident scene by

providing traffic directions, getting supplies, food or other necessary items.

Serve as contact person to citizen inquiries and provide information on public safety regulations, policies and procedures as appropriate; take routine police reports and provide information to the public; refer people to appropriate criminal justice and/or social service agencies; collect data from various sources and prepare and distribute informational materials.

Respond to questions and requests from citizens; assist City and County Attorneys' Offices in trial preparation and prosecutions; testify in criminal and civil trials as needed; perform other duties as assigned.

**Knowledge, Skills, and Other Characteristics:**

Knowledge of the Montana Code Annotated and the Missoula Municipal Code pertaining to police activities and public safety;

Knowledge of federal, state, county, and City of Missoula laws and ordinances to be enforced;

Knowledge of the policies, goals, and procedures of the Missoula Police Department;

Knowledge of law enforcement principles, methods, techniques, and practices including court procedures, community relations, identification, patrol, traffic control, report preparation, custody of persons and property, and crime prevention;

Knowledge of equipment used in law enforcement, including radios, telecommunications, personal computers, scanners, faxes and automobiles;

Knowledge of the street names and locations in the City of Missoula and surrounding area;

Knowledge and ability to promote safe work practices and ensure compliance with City safety policies;

Knowledge of the confidentiality requirements of police records and information;

Knowledge of the Police Department records management system and all of its functionalities;

Skill in understanding, interpreting and applying complex statutes, ordinances, regulations, standards, and guidelines;

Skill in preparing reports documenting the facts and actions regarding criminal and civil law enforcement incidents;

Skill in communicating, in person, in writing, and on two-way radio;

Skill in preparing reports documenting the facts and actions regarding criminal and civil law enforcement incidents;

Skill in establishing and maintaining effective working relationships with City employees, other law enforcement agencies, criminal justice system staff, members of the business community, and citizens.

**Qualifications:**

High school diploma or equivalent and one year of law enforcement, public or social service experience, or at least one year of volunteering in a law enforcement setting. Must be able to obtain and maintain a Montana driver's license within 30 days of hire.