

# City of Hardin, Montana

## VACANCY ANNOUNCEMENT

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**Position: Police Chief**

**Salary Information: Entry Level:** \$70,000 to \$95,000 Annual

**Application Deadline:** Friday, April 24, 2026 by 4:00 p.m. or until filled

### **The City of Hardin Montana is seeking a Chief of Police.**

The City of Hardin is a South-Central Montana community of approximately 3,500 residents located 45 miles Southeast of Billings, MT on Interstate 90. For the past three decades the City of Hardin has contracted for law enforcement services with the Big Horn County Sheriff's Office and the City is now in the process of moving away from the contract arrangement in order to provide greater services to the residents of Hardin. Hardin sits on the edge of the Crow Indian Reservation and is surrounded by productive ranches and farms. Coal mining has also contributed greatly to the local economy. South of Hardin is the Little Bighorn Battlefield. Hardin was named for Samuel H. Hardin, a cattleman from Wyoming who leased tracts of land on the Crow Reservation to range his cattle. Local industry now includes farming and ranching, surface coal mining, fishing and recreational opportunities.

The City is seeking a Chief of Police to oversee the implementation and management of a professional Police Department. Candidates for the position should possess demonstrated leadership skills, high integrity, demonstrated success in problem-solving policing methods, methods of departmental equipment procurement, knowledge of grant procurement, and department level financial management.

The City is interested in candidates who can establish community and regional partnerships, work well with the media, lead by example, possess the ability to work administratively and in the field, and build successful working relationships with police department members and City staff. The City Mayor and Police Commission will select the Chief with concurrence of the City Council. The Chief is a direct report to the City Mayor.

### **SUMMARY OF WORK:**

The Police Chief is responsible for the general operation and supervision of the Police Department which provides protection to the citizens of the City of Hardin to ensure safety and preserve the peace. Responds to calls for assistance for emergencies and non-emergencies. Provides law enforcement and security duties in enforcing a variety of federal, state, and local laws and regulations to provide for the safety and well-being of life and property.

### **ESSENTIAL JOB FUNCTIONS:**

This position requires ability to communicate orally and in writing, plan, organize, supervise, train, calculate, prepare reports, visually inspect areas, know and apply laws and regulations, prepare and maintain budget, apprehend and control dangerous persons, use firearms, walk over rugged terrain, climb, carry adult weight, hear distress calls, perform limited medical procedures, drive a patrol vehicle, operate police investigative equipment, and maintain records.

### **JOB REQUIREMENTS:**

This position requires a knowledge of current law enforcement practices and procedures; knowledge of applicable federal, state, and local laws and ordinances; knowledge of Montana State Laws regarding law enforcement and criminal law; knowledge of budgeting, investigative procedures, court procedures, patrol techniques, search and seizure laws, interview and interrogation procedures, firearms operation, drugs and drug abuse, use of intoxilyzer and other police equipment, and providing emergency medical aid.

**SUPERVISION RECEIVED:**

Position is self-directed, but subject to the supervision of the Mayor, as by law. Weekly or as needed direction from the Mayor or more regular discussions for specific requests.

**SUPERVISION EXERCISED:** Supervision of full-time Hardin Police Officers, part-time Hardin Police Officers, and Administrative Personnel assigned to the Hardin Police Department.

**EDUCATION, TRAINING, & EXPERIENCE MINIMUM REQUIREMENTS:**

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

A U.S. Citizen 20 years old or older. A High School diploma or GED equivalent. Associates Degree in Criminal Justice. At least 15 years' experience in Law Enforcement with 5 years in a supervisory or management position. Must possess a valid state of Montana Driver's License or apply for a Montana Driver's License within 60 days of moving to the state. Must be a graduate of the Montana Law Enforcement Academy (MLEA) with P.O.S.T. Supervisory or Command Certifications or possess equivalent certifications from a recognized Law Enforcement Academy. Preferred that candidate lives, or will live, within a 5-10 minute response time to the City.

**Application and Complete Job Description available:**

City of Hardin, 406-665-9260 Ext. 104 or [www.hardinmt.com/Wanted.html](http://www.hardinmt.com/Wanted.html)

**Required Application Materials and Forms:** To be considered for this position you must complete:

- **A City of Hardin Employment Application at:** [www.hardinmt.com/Wanted.html](http://www.hardinmt.com/Wanted.html)
- **Montana POST application at:** <https://dojmt.gov/post/forms-and-other-documents>

**Hours:** This is a Full-Time Position, on-call 24 hours per day for emergencies

**Please submit your completed job application package, with resume and a cover letter to:**

City of Hardin Human Resources Office, 406 N. Cheyenne, Hardin, Montana 59034

**Contact Information:**

Mayor Riley Ramsey

Phone: 406-665-9260 Ext. 101

Email: [hardinmayor@hardinmt.com](mailto:hardinmayor@hardinmt.com)

EOE and Drug and Alcohol-Free workplace. Pre-Employment Drug and Alcohol testing is required, as well as a medical exam conducted by a licensed physician appointed by the City. Applicant is subject to Criminal and Financial Background Checks.

## **CITY OF HARDIN**

**POSITION:** Police Chief

**DEPARTMENT:** Hardin Police Department

**ACCOUNTABLE TO:** Mayor

### **SUMMARY OF WORK:**

The Police Chief is responsible for the general operation and supervision of the Police Department which provides protection to the citizens of the City of Hardin to ensure safety and preserve the peace. Responds to calls for assistance for emergencies and non-emergencies. Provides law enforcement and security duties in enforcing a variety of federal, state, and local laws and regulations to provide for the safety and well-being of life and property.

### **JOB CHARACTERISTICS:**

**Nature of Work:** This position performs professional, supervisory, technical, and administrative duties. Position is on-call 24 hours per day for emergencies. Works varied shifts as required including nights, weekends, and holidays. Hazards of position include travel and work in adverse weather and extreme temperatures, situations that arise in connection with pursuit and arrest of dangerous people, and possible exposure to hazardous wastes and infected body fluids. Position requires adherence to safety procedures. Dealings with the public may be under stressful circumstances; must enforce laws with common sense, discretion, and compassion. Deals with sensitive information and adheres to standards of confidentiality. Has access to restricted information which could result in consequential legal action in event of untimely release.

**Personal Contacts:** Extensive contact with the public to enforce laws, address concerns, provide information and make educational presentations; meets with Mayor, City Council, and the City Attorney on a regular basis. Frequent contact with the City Court Judge, and occasionally with the District Court Judge. Daily contact with departmental personnel; receives frequent communication from the dispatch center.

**Supervision Received:** Position is self-directed, but subject to the supervision of the Mayor, as by law. Weekly or as needed direction from the Mayor or more regular discussions for specific requests.

**Supervision Exercised:** Supervision of full time Hardin Police Officers, part-time Hardin Police Officers, and Administrative Personnel assigned to the Hardin Police Department.

**Essential Functions:** Position requires ability to communicate orally and in writing, plan, organize, supervise, train, calculate, prepare reports, visually inspect areas, know and

apply laws and regulations, prepare and maintain budget, apprehend and control dangerous persons, use firearms, walk over rugged terrain, climb, carry adult weight, hear distress calls, perform limited medical procedures, drive a patrol vehicle, operate police investigative equipment, and maintain records.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

1. Schedules and supervises Police Department personnel.
2. Keeps a daily log of all activities and responses to calls and complaints.
3. Investigates and writes reports of any pending criminal cases; testifies in court as needed.
4. Transports any city prisoners to court.
5. Reviews criminal cases and reports submitted by the Police Officers.
6. Patrols to limit criminal and traffic violations.
7. Serves search warrants and arrest warrants.
8. Provides direction and assistance to other members of the Police Department daily as needed.
9. Performs any duty of subordinate personnel as needed.
10. Must be able to perform any task that a subordinate officer is required to do.
11. Submits a report and attends City Council meetings twice a month.
12. Reviews, maintains, and submits monthly statistics to the Mayor.
13. Submits performance evaluations of all Police Department employees on a yearly basis.
14. Reviews all complaints filed against any Police Department employee, or the Department in general, and investigates any complaint to the extent necessary, and disciplines officers, as needed.
15. Performs and submits an inventory of equipment on a yearly basis.
16. Submits a budget for the department on a yearly basis; attends all budget hearings; runs the department within the means of the budget, manages existing and applies for future grant funding opportunities.
17. Orders and receives equipment and supplies for the department.
18. Ensures that all equipment is maintained
19. Works with the Mayor and Police Commission in the hiring, or the discipline of Police Officers.
20. Schedules and documents mandatory training, certification, and recertification of members of the Hardin Police Department for all equipment and tools utilized by the Department.
21. Possess and maintain certifications for self and other officers to include: firearms qualifications, radar, lidar, taser, intoxilyzer, etc.
22. Execute and return all process issued by the city judge or directed to the chief of police by any legal authority and must be present and shall assist the city court regularly.

23. Preserve the peace, arrest and take before the nearest magistrate for examination all persons who attempt to commit or have committed a public offense, and prevent and suppress all affrays, breaches of the peace, riots, and insurrections that may come to the Chief of Police's knowledge.
24. Arrests all persons guilty of a breach of the peace or for the violation of any city or town ordinance and bring them before the city judge for trial.
25. Must have charge and control of all police officers, subject to rules that may be prescribed by ordinance, and report to the council all delinquencies or neglect of duty or official misconduct of police officers for action of the council.
26. Performs other related duties as required.

### **JOB REQUIREMENTS:**

**Knowledge:** This position requires a knowledge of current law enforcement practices and procedures; knowledge of applicable federal, state, and local laws and ordinances; knowledge of Montana State Laws regarding law enforcement and criminal law; knowledge of budgeting, investigative procedures, court procedures, patrol techniques, search and seizure laws, interview and interrogation procedures, firearms operation, drugs and drug abuse, use of intoxilyzer and other police equipment, and providing emergency medical aid.

**Equipment used:** The following are examples of equipment used but not limited to; patrol vehicle, radar, intoxilyzer 9000, onboard vehicle camera recording equipment; D.U.I. roadside physical testing equipment; handgun, shotgun, rifle; gas mask; first aid equipment; radios; handcuffs, taser; computer and other office machines.

**Skills:** This position requires skills in: planning and directing police operations; preparing and maintaining an agency budget; supervision of Police Personnel; operation of police investigative and surveillance equipment; driving a patrol vehicle safely in hazardous conditions; personal defense; operating phones, radar and other police equipment; assisting with medical aid; and use of firearms.

**Abilities:** This position requires the ability to: organize, plan, and direct the Police Department under normal and emergency situations; prioritize work; make quick decisions with safety considerations foremost; train and supervise employees; deal effectively in stressful situations; relay accurate information quickly; pursue offenders on foot; deal effectively with dangerous people; visually inspect areas; hear distress calls; maintain confidentiality; show good judgement; perform physical force measures when necessary; perform any task required of a subordinate officer; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, the Mayor, City Attorney, City

Council, Police Commission and the public. Physical requirements are established by the Police Officer Standards and Training (P.O.S.T.) Council and meet norms from Cooper's Institute of Aerobic Research.

#### **EDUCATION AND EXPERIENCE:**

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

- A U.S. Citizen 20 years old or older
- A High School diploma or GED equivalent
- Associates Degree in Criminal Justice
- At least 15 years' experience in Law Enforcement with 5 years in a supervisory or management position
- Must possess a valid state of Montana Driver's License or apply for a Montana Driver's License within 60 days of moving to the state
- Must be a graduate of the Montana Law Enforcement Academy (MLEA) with P.O.S.T. Supervisory or Command Certifications or possess equivalent certifications from a recognized Law Enforcement Academy.
- Preferred that candidate lives, or will live, within a 5-10 minute response time to the City.

#### **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.
- Effectively schedules and supervises Police Department employees
- Capably investigates and writes reports on pending criminal investigations
- Maintains an accurate daily log of all activities and responses to call for assistance and complaint from the public
- Effectively patrols the City of Hardin to reduce criminal activity and traffic violations
- Provides direction and assistance to members of the Hardin Police Department
- Attends City Court, when directed, and executes and returns all process issued by the City Court Judge that is directed to the Chief of Police
- Submits accurate and timely statistical reports to the Mayor and attends all City Council meetings
- Effectively prepares, submits, and monitors Departmental budget
- Sees that all Police Officers receive mandatory training and certifications and thoroughly documents training and certification

- Knows, follows, and trains in workplace safety procedures
- Works various shifts and performs any duty of a subordinate officer
- Maintains confidentiality of sensitive information
- Maintains accurate and timely records
- Observes work hours and those of members of the Police Department
- Demonstrates punctuality
- Deals tactfully and courteously with the public
- Establishes and maintains effective working relationships with fellow employees, City management and the public

**DOE and Drug and Alcohol-Free workplace. Pre-Employment Drug and Alcohol testing is required, as well as a medical and psychological exam conducted by a licensed physician appointed by the City. Applicant is subject to Criminal and Financial Background Checks.**

***Note: The Chief of Police job description is specific to the City of Hardin and the basic framework for duties is in the following Montana Code Annotated (MCA) statute:***

§ 7-32-4105. Duties of chief of police. (1) The chief of police:

- (a) shall execute and return all process issued by the city judge or directed to the chief of police by any legal authority and must be present and shall assist the city court regularly;
  - (b) shall arrest all persons guilty of a breach of the peace or for the violation of any city or town ordinance and bring them before the city judge for trial;
  - (c) must have charge and control of all police officers, subject to rules that may be prescribed by ordinance, and report to the council all delinquencies or neglect of duty or official misconduct of police officers for action of the council;
  - (d) shall perform other duties that the council may prescribe.
- (2) The chief of police has the same powers as a constable in the discharge of duties, but the chief of police may not serve a process in a civil action or proceeding except when a city or town is a party.
- (3) Quotas for investigative stops, citations, or arrests may not be established and may not be used in evaluating police officers.



# Employment Application

# The City of Hardin

Equal access to programs, service and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of Human Resource Department.

406 N Cheyenne Ave.  
Hardin, MT 59034  
A Drug and Alcohol Free Work Place

~Please Print or Type information below ~

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Last First M.I.

Address: \_\_\_\_\_

Physical Street Address Apartment/Unit # City State ZIP Code

MAILING Street Address Apartment/Unit # City State ZIP Code

Phone: \_\_\_\_\_ Emergency/Message# \_\_\_\_\_ E-Mail Address \_\_\_\_\_


Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_  Full-time  Part-time  Temporary  Seasonal  Educational Co-op

Are you able to meet attendance requirements? YES  NO  Are you authorized to work in the U.S.? YES  NO

Have you ever worked here before? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO  If yes, explain: \_\_\_\_\_

 The City of Hardin is a drug free and alcohol-free workplace. The City has a drug testing policy for its employees. The City prohibits the use of all dangerous drugs. Federal and State law classifies marijuana as a dangerous drug. I understand that screening tests for alcohol and illegal drug use may be required before hiring, and if hired, during my employment here.  YES  NO

Do you have a current driver's license?  YES  NO  
State \_\_\_\_\_ Expires \_\_\_\_\_

Do you have a current CDL?  YES  NO  
State \_\_\_\_\_ Expires \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Years Completed \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

Years Completed \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

Years Completed \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

Please list three professional references.

Full Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Address: \_\_\_\_\_ Years Known \_\_\_\_\_

Full Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Address: \_\_\_\_\_ Years Known \_\_\_\_\_

Full Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Address: \_\_\_\_\_ Years Known \_\_\_\_\_

## Skills and Qualifications

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

~Most recent first~

### Previous Employment

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Address: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
 YES NO  
 May we contact your previous supervisor for a reference?

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Address: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
 YES NO  
 May we contact your previous supervisor for a reference?

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Address: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
 YES NO  
 May we contact your previous supervisor for a reference?

### Miscellaneous

The information requested below is used solely in connection with the City of Hardin's affirmative action obligation or efforts; and is being requested on a voluntary basis, that it will be kept confidential in accordance with the ADA. Refusal to provide this information will not subject the application to any adverse treatment, and that it will be used only in accordance with ADA. To ensure that the self-identification information is kept confidential, the information will be on a form that is kept separate from the application.

Do you claim employment preference as a veteran, disabled veteran, YES NO If "YES" ask for and complete Form A and  
 handicapped person or eligible spouse of one of the above?   attach to this application.

### Disclaimer and Signature

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

*All City of Hardin applications may be subject to the Right to Know provisions of Montana's Constitution (Art. II, Sect. 9) and may be considered a "public record" pursuant to Section 2-6-202 and Section 2-6-401, Montana Code Annotated. As such, this application and the fact that you applied for employment may be available for public disclosure and will be retained pursuant to the City's record retention policies. Those portions of the application that contain confidential information related to individual privacy may be protected from disclosure under law. I hereby authorize the City of Hardin to release to the public any portion of my application.*

*The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.*

*I give the employer the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representative for seeking, gathering and using such information and all other person, corporations or organizations for furnishing such information.*

*This application is current for only 90 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment it will be necessary to fill out a new application.*

*If I am hired, I understand that I am free to resign at any time with or without cause and without prior notice. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer other than an authorized officer has the authority to make assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.*

*I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.*

*I understand that if I am hired, I will be required to provide proof of identity and legal work authorization.*

*I represent and warrant that I have read and fully and understand the foregoing and seeking employment under these conditions.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## EMPLOYMENT PREFERENCE FORM

Name

Position Applied For

Job Title

Position No.

Department Name

The Montana Veterans' Public Employment Preference Act and Persons with Disabilities Public Employment Preference Act allow eligible applicants to request a hiring preference when applying for a state government position. Applying for a preference is **voluntary**, and all information related to a preference will be **kept confidential**. State agencies will only use this information during the hiring process and will maintain the information in a separate confidential file. Applicants who wish to claim an employment preference must complete and return this form along with their completed employment application. An electronic version of this form is available at <http://wsd.dli.mt.gov/service/app.asp>. Applicants requesting preference must provide the appropriate documentation along with their application to verify eligibility.

Contact the local Job Service Workforce Center for details on veterans' preference or the local Montana Vocational Rehabilitation Services Office for details on obtaining a disability preference certification.

1. To claim **Veterans' Employment Preference** you must be a U.S. Citizen and (check one of the boxes below):

- A Veteran**, if
1. you were separated under honorable conditions, **AND** you served more than 180 consecutive days of active federal military duty other than for training in the Army, Air Force, Navy, Marines, or Coast Guard or were a member of the reserves who served on federal military duty during a period of war or in a campaign or expedition for which a campaign badge is authorized.
  2. You are or were a member of the Montana Army or Air National Guard who satisfactorily completed a minimum of 6 years service in armed forces, the last 3 of which have been served in the Montana Army or Air National Guard.

- A Disabled Veteran**, if
1. you were separated under honorable conditions from military duty, **AND**
  2. you have an established Armed Forces service-connected disability **OR** are receiving compensation, disability retirement benefits, or pension from the U.S. Department of Veterans Affairs or military department, **OR** you have received a Purple Heart.

**The spouse of a disabled veteran** if the veteran's disability prevents him or her from working.

**The unremarried surviving spouse of a veteran or disabled veteran.**

- The mother of a veteran**, if
1. the veteran died under honorable conditions while serving in the Armed Forces, or the veteran has a service-connected, permanent, and total disability, **AND**
  2. your spouse is totally and permanently disabled, **OR** you are the unremarried widow of the father of the veteran.

2. To claim **Montana Persons with Disabilities Employment Preference**, you must be (check one of the boxes below):

**A person with a disability** certified by DPHHS, **OR**

**The spouse** of a totally (100%) disabled person certified by DPHHS **AND** have resided continuously in Montana for at least 1 year immediately before applying for employment.

3. **In the box below, check the attachment you have included to document your eligibility for employment preference.**

DD-214 showing the character of discharge

Service-connected disability letter

DPHHS Disability Certification

A document issued by the Office of the Adjutant General of the Montana National Guard certifying service

**SIGNATURE** (typed or written):

**DATE SIGNED:**