



Montpelier Police Department  
830 Washington Street  
Montpelier, Idaho 83254  
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Fax: (208) 847-1346

[www.montpelierpd.com](http://www.montpelierpd.com)

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**Job Opening:** Police Officer

Full time, shift work

**Applications will be accepted until the position is filled**

Two (2) years experience as a police officer or an equivalent combination of education and experience is desirable, but not required.

**Summary:**

Police officers work in close collaboration with the community they serve to maintain law and order, protect members of the public and their property, prevent crime, reduce the fear of crime and improve the quality of life for all citizens.

Police officers work in partnership with the public using a wide range of technology to protect individuals, identify the perpetrators of crime and ensure successful prosecutions against those who break the law.

**Supervision Received:**

Work under the general supervision of the Chief of Police.

**Essential Functions:**

- Enforces all applicable city and state laws and ordinances by apprehending, citing, and arresting violators as appropriate;
- Investigates criminal activity;
- Gathers evidence;
- Interview victims, witnesses, and suspects and takes appropriate action to solve cases and to bring suspects before proper judicial process;
- Investigates traffic accidents, enforces traffic and parking violations;
- Directs traffic and assists motorists as needed;
- Serves warrants;

- Responds to calls for service and renders aid to distressed citizens by maintaining the peace, supplying information, and aiding in assisting the citizens as applicable;
- Completes detailed and accurate reports of daily activities, criminal cases, arrests, traffic accidents, and other cases as appropriate;
- Presents evidence and testimony in court and other hearings as required;
- Operates police vehicle and other department equipment in a manner that will maximize its life span and will provide the utmost safety for the officer and the public;
- Maintains visible presence to deter and prevent crime;
- Checks for building security and illegal activity;
- Performs ongoing public relations to enhance the image of the department within the community;
- Presents a professional image in both appearance and demeanor;
- Perform duties as assigned by supervisor.

**Minimum Qualifications:**

- Must possess or be able to obtain Idaho Post Certification within one year of hire;
- Shall be a citizen of the United States;
- Shall be a high school graduate or have earned a GED certificate;
- Must possess a valid Idaho driver's license or ability to obtain an Idaho driver's license;
- Shall be a minimum of twenty-one (21) years of age;
- Must undergo a comprehensive background investigation;
- Must have basic knowledge of a word processing program and can type a minimum of 20 wpm;
- Must be able to work well in a high stress environment; and,
- Must be able to work independently as well as with a team.

**Environmental Factors:**

- Work extended hours on short (or without) notice;
- Change hours/days on short (or without) notice;
- Exposure to all and extreme weather conditions;
- Exposure to varying light conditions: natural and man-made;
- Exposure to fire, smoke, chemical leaks/spills: in close proximity, as necessary to provide emergency services; and
- Exposure to personal danger, including but not limited to: armed and/or dangerous persons/animals, persons and/or articles having contagious/communicable diseases, hazards associated with emergency driving, vehicular surveillance, hazards associated with natural and man-made disasters.

**Disclaimer:**

The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

**For more information, please visit [www.montpelierpd.com](http://www.montpelierpd.com) or contact:**

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