

# BILLINGS POLICE DEPARTMENT

## OFFICER INFORMATION PACKET



**MAKE A CHANGE**

**MAKE A DIFFERENCE**

**TAKE A STAND**

**SERVE YOUR COMMUNITY**

**JOIN THE BPD**

**BILLINGS POLICE DEPARTMENT**  
**220 NORTH 27<sup>TH</sup> STREET**  
**BILLINGS, MONTANA 59101**  
**(406) 657-8375**  
**[www.billingspolice.com](http://www.billingspolice.com)**



*An Equal Opportunity Employer*

## **ABOUT BILLINGS**

Billings is the largest city in the State of Montana, and the county seat of Yellowstone County. Located in the south-central portion of the state, the 2016 Census estimates the population of Billings at just over 110,000 people.

The climate in Billings is semi-arid, with hot summers and cold, dry winters. In the summer, the temperature can rise to over 100 degrees; while the winters can bring temperatures below zero. The average snowfall is 22 inches a year; however, the winter of 2017/2018 brought a record year's snowfall of 104 inches. While Billings can have extreme weather highs and lows, the Big Sky County of Montana provides many opportunities for a wide-array of outdoor activities; such as hiking, hunting, fishing, water rafting, skiing, and snowboarding.

Billings has two Level II trauma hospitals, St. Vincent Healthcare & Billings Clinic; and is the medical hub for all of Montana, northern Wyoming, and western North & South Dakota.

There are currently 22 elementary schools, 4 middle schools, and 3 high schools within the public school system. Billings Catholic Schools provides educational opportunities for grades K-12. There are four institutions of higher learning: Montana State University Billings, Rocky Mountain College, City College, and Yellowstone Baptist College.

Billings is a retail hub for the region and has many vibrant dining, entertainment, and cultural venues.

## **ABOUT THE POLICE DEPARTMENT (BPD)**

The Billings Police Department is the main law enforcement agency in Billings, with 150 sworn officers and 26 civilian employees. There are currently nine police beats. We are a progressive, community-oriented police department seeking motivated, career-minded individuals to join our team. The BPD does not have a continuously open application process. **The Department will announce when the application process is opened on the Billings Police Website and Billings Police Facebook Page.**

The BPD offers a wide array of special interest programs for its officers, including:

- K-9
- Bomb Squad
- SWAT
- Hostage Negotiator
- Drug Unit
- US Marshal Task Force
- School Resource Officer
- Bicycle Patrol
- Specialized Traffic Assignments
- Detectives
- Assignment to Federal Agencies

## **REQUIREMENTS**

The Billings Police Department is always looking for entry level and lateral transfer police officer candidates.

### **Applicant Requirements:**

At least 18 years of age, US Citizen, High School diploma or GED, no felony convictions and a valid driver's license or ability to obtain one.

### **Lateral Transfer Applicant Requirements:**

Lateral transfer applicants must meet all requirements as outlined for entry level police officer.

- Lateral transfer applicants shall be employed for at least 24 of the past 36 months (at time of application) as a full time police officer, deputy sheriff, tribal officer, or highway/state patrol officer who possess full arrest powers with a department of any size.
- Officers must be P.O.S.T. certified and their credentials must be in good standing (not in suspended or revoked status). Federal law enforcement agents, corrections officers, game wardens, military police, reserves, and campus police do not qualify for lateral transfer.
- Lateral transfer officers will receive the Department's standard entry level pay during their probationary period of 12 months. After the probationary period has been successfully completed, wages will be increased commensurate to their years of experience up to 6 years (6 years maximum previous service + probationary year completed at BPD = STEP 8).
- Lateral transfer police officers that have a P.O.S.T. certificate from another state will be required to successfully complete a two-week equivalency course at the Montana Law Enforcement Academy and will be required to successfully complete a 15-week F.T.O. program.
- Seniority and longevity pay do not transfer from the officer's previous department.

When the process is opened all applications will be screened. The top applicants will be invited to take a written test and physical test (Montana Physical Abilities Test). Preparation Materials for the written test can be obtained from the Industrial/Organizational Solutions website (<https://iosolutions.com/ncjosi2-preparation-materials/>). The top candidates who have successfully completed the written and physical fitness assessment will move on to the interview phase. Candidates will be notified by mail of their standing in the process and informed of interview times and locations, if applicable. Upon completion of the interview process the top qualified applicants may be offered a conditional offer of employment, with several further phases to complete

Interviewing with the Billings Police Department does not guarantee a conditional offer of employment.

**Conditional Offer of Employment:** As openings become available, qualified applicants will be given a conditional offer of employment and move to the background phase of the process. Applicants must successfully complete the following:

- Background Investigation
- Psychological Evaluation
- Hiring Panel
- Medical Examination
- Drug Screening
- Police Commission Approval
- Non-P.O.S.T. certified officers will be required to meet physical fitness requirements prior to entering the academy.

Failure to successfully complete any one of these conditions will result in the immediate withdrawal of the offer of employment.

**Probationary Police Officer:** Upon meeting the requirements for the conditional offer of employment an applicant will be confirmed as a probationary police officer. At this point, the officer must complete the following:

- Out of state applicants possessing a Basic P.O.S.T. certificate, other than Montana, must have been employed as a police officer for a minimum of one year to transfer their P.O.S.T. certifications. Officers will be required to successfully complete the Montana legal equivalency procedure within one (1) year of hire date.
- Applicants who do not possess a Basic P.O.S.T certificate will be required to attend a 12-week Basic Training at the Montana Law Enforcement Academy in Helena. Further information regarding the Law Enforcement Academy and its programs can be found on their web site at: <http://doj.mt.gov/enforcement/training.asp>
- The Billings Police Department requires that all new officers complete the Montana Law Enforcement Academy (or equivalent) prior to beginning our Field Training program. The field training of new officers is a vital supplement to the classroom training received at the police academy. Field training also serves to confirm the knowledge and abilities of those new officers who have previous police experience. This 15-week program is a highly structured and closely supervised process and must be satisfactorily completed by all new officers prior to their patrol assignment.

Before being confirmed as a full time permanent employee, a new officer must complete a 12-month probationary period. During this probationary period, it is the policy of the Billings Police Department that a new hire may be terminated at any time without cause.

Normal time frame from date applications are taken to hired with the Billings Police Department is in the range of 18 weeks.

## **SUMMARY OF BENEFITS**

### **Salary (effective 7/1/2018)**

<u>Beginning of Year:</u>	<u>Hourly Rate*:</u>	<u>Beginning of Year:</u>	<u>Hourly Rate*:</u>
1	\$25.3751	12	\$31.7641
2	\$25.8492	14	\$32.4074
3	\$26.3911	16	\$33.3670
5	\$27.9713	18	\$34.1120
6	\$29.6646	20	\$35.0601
8	\$30.5449	22	\$35.7600
10	\$31.1320		

### **Equipment**

- All uniforms and equipment provided (including 40 caliber Glock)
- \$450.00 yearly equipment allowance.

**Shift Differential** (Officers work four (4) ten (10) hour days. Shift is bid annually by seniority)

Those officers, who work the majority of their regularly assigned shift within the following hours, shall be compensated in addition to their regular base rate accordingly:

Afternoon Shift (1400 - 0000)                      \$1.00/hr  
Night Shift (2130 - 0730)                            \$2.00/hr

Officers assigned to the "weekend shift" (1800 Friday to Monday 0600) shall receive \$.75/hr. weekend pay.

### **Longevity Pay**

Longevity pay shall be added to each officer's hourly rate based upon the following formula:

\$0.09 x years of completed service from beginning of his/her 6th year to completion of 15th year

\$0.10 x years of completed service from the beginning of his/her 16th year and ending separation of service

### **Certification Pay**

After completing a one-year probation period, officers are eligible for incentive pay based on POST Certification level. Intermediate Certification is \$1000 annually and Advanced Certification is \$2000.

**Specialty Pay**

All personnel who are assigned by the Chief of Police special duties to include: Bike Officers, Field Training Officers, Detectives, Hostage Negotiators, Firearms/Range Officers, Instructors, SWAT, Bomb Squad, School Resource Officers and Crash Investigation will receive \$250 annually for their specialty (regardless of number of specialties held).

**Education Incentive:**

An officer who holds an Associate’s Degree shall receive \$25.00 every 2 weeks. An officer who holds a Bachelor’s Degree or higher shall receive \$50.00 every 2 weeks. The degree must be from an institution of higher learning recognized as accredited in the United States.

**Tuition Reimbursement**

Any employee matriculated into a program of higher education shall be reimbursed for 75% of the cost of all tuition for all courses approved by the Chief of Police upon furnishing evidence of satisfactory completion of course within thirty (30) days of its completion. The City will have available a minimum of \$15,000 (fifteen thousand dollars) to assure funding of the above provision. If an officer receives benefits under this Section and resigns prior to the completion of their 5th year of service, all educational benefits must be repaid to the City.

**Vacation Leave**

- Beginning year 1 to 10 years of service    Accrue up to 4.62 hrs/pay period
- Start of year 11 to 15 years of service    Accrue up to 5.54 hrs/pay period
- Start of year 16 to 20 years of service    Accrue up to 6.47 hrs/pay period
- 21+ years of service                            Accrue up to 7.39 hrs/pay period
- Maximum two times annual vacation accruals allowed at the end of the first pay period in January per policy and paid out 100% at separation
- One personal leave day per year

**Sick Leave**

- Employees accrue up to 3.7 hrs/pay period. No maximum accumulation.
- Paid out 25% at separation per state statute.

**Holidays**

- |  |                    |
|--|--------------------|
| January 1st  | New Years Day      |
| Third Monday in January  | Martin Luther King |
| Third Monday in February   | President’s Day    |
| Last Monday in May   | Memorial Day       |
| July 4th   | Independence Day   |
| First Monday in September  | Labor Day          |
| Second Monday in October   | Columbus Day       |
| November 11th  | Veteran’s Day      |
| Fourth Thursday in November  | Thanksgiving Day   |
| December 25th  | Christmas Day      |
| Every day in which a general election is held throughout the State of Montana. |                    |

### **Attendance Incentive Program**

Up to 24 hours of vacation time earned at the completion of a fiscal (Union) or calendar (Non-Union) year, depending on the employee's attendance record.

### **Family and Medical Leave**

- For eligible employees, up to 12 weeks of leave during a 12-month, rolling back period, for eligible purposes.
- Required to use accumulated accruals prior to beginning unpaid leave.
- This is a Federal Law the city and employees are required to adhere to and the city has the right to designate.

### **Medical/Rx Insurance – REQUIRED Participation**

- One Standard and one High Deductible Health Plan (HDHP) offered, with significant monthly contribution by the City, however, most plans require cost (pre-tax) sharing by the employee.
- The City Health Insurance is self-funded with our TPA as EBMS.  
[www.ebms.com](http://www.ebms.com)

### **Dental Insurance - Voluntary**

- Employee must pay the entire premium (pre-taxed) and must remain on the plan for two (2) years.
- The City Dental Insurance is self-funded with our TPA as EBMS.  
[www.ebms.com](http://www.ebms.com)

### **Vision Insurance – VSP – Voluntary**

- The employee must pay the entire premium (pre-taxed) and must remain on the plan for one (1) year.
- Provider is VSP [www.vsp.com](http://www.vsp.com)

### **Life Insurance**

- \$10,000 term life insurance coverage fully paid for the bargaining employee by the City.
- Voluntary: Additional Supplemental life insurance is also available to employees and their spouses to purchase.
- Voluntary: Long-Term Disability coverage.
- Additional Benefit: Travel Assist, sponsored by Standard for traveling out of the country.
- Additional benefit: Life Services Toolkit, sponsored by Standard.

### **457(b) Deferred Compensation Plans – Retirement Account - Voluntary**

- Employees can payroll deduct a contribution into a 457 account.

### **Medicare**

- Withheld at the rate of 1.45%.

## **QUESTIONS?**

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