

# Judith Basin County Sheriff's Office

Phone 566-2212  
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Box 427  
Courthouse  
91 3<sup>rd</sup> St. N  
Stanford, Mt. 59479  
Judith Basin County

Jon Schmitt, Sheriff  
Tim Wilhelms, Undersheriff  
Nathan Hammontree, Deputy  
Cody Anderson, Deputy  
Elza Meyers, Dispatcher

**Under general supervision, exercises responsibilities for the enforcement of state and local laws relating to public safety and welfare. Exercises independent judgment in dealing with dangerous or unusual situations; exercises safety practices and procedures. Works under stressful, high risk conditions.**

## **Specific Duties and Responsibilities**

- ⑩ Patrols an assigned district in a patrol car on assignment for the purpose of observing the area for possible criminal activity or other conditions that could endanger public safety, investigating complaints, and enforcing laws; maintains high visibility.
- ⑩ Investigates and reports accidents, dangerous or defective streets, sidewalks, traffic lights, or other hazardous conditions.
- ⑩ Investigates crimes, interviews witnesses, complainants, and victims; and gathers physical evidence and preserves for court; conducts follow up investigations as needed.
- ⑩ Enforces all felony and misdemeanor laws of Montana.
- ⑩ Apprehends, arrests and detains criminal suspects and law violators when necessary; follows proper procedures when making arrests.
- ⑩ Serves warrants, summonses, subpoenas, civil and other official papers.
- ⑩ Serves as witness in court and provides evidence in court as required.
- ⑩ Responds to emergency calls, such as robberies, burglaries, kidnappings, assaults and murders; and practices safety procedures in answering and responding to calls.
- ⑩ Checks residential and commercial property for security as requested; checks on Senior Citizens as requested.
- ⑩ Assists motorists in various situations as needed.
- ⑩ Contacts complainants and/or victims of crimes within a reasonable length of time; keeps complainants or victims informed of progress of investigations.
- ⑩ Investigates and reports fires or other related events; keeps bystanders out of danger; safeguards property; and renders first aid in emergency situations.
- ⑩ Prepares, processes, and/or transmits various reports as required.

- ⑩ Records information concerning events that took place during tour of duty, and records such activity in the manner as prescribed by the department.
- ⑩ Maintains weapons and equipment in functional and presentable condition.
- ⑩ Transports mental patients and prisoners to prescribed locations as necessary.
- ⑩ Accounts for and transports evidence coming into custody.
- ⑩ Answers questions asked by the general public, works with juveniles and adults in related matters; refers public to person or agencies which can provide further assistance as required.
- ⑩ Works under stressful, high risk conditions.
- ⑩ Takes decisions at the crime scenes which may be centered around life or death situations; decisions are based on the safest procedures to be followed to ensure safety to individuals involved and fellow officers/members of rescue team.
- ⑩ Performs special projects as directed by the Sheriff.
- ⑩ Watches for wanted or missing person and lost children; administers first aid to the injured in emergency cases; and reports stray animals as necessary,
- ⑩ Attends shift meeting, seminars, and training sessions as required to remain knowledgeable of operations and promote job performance.
- ⑩ Attends required periodic training sessions and seminars; participates in required physical fitness activities.
- ⑩ Maintains required level of proficiency in the use of firearms, and evasive action/driving skills.
- ⑩ Takes active charge in serious or unusual situations.