

*Yellowstone County
Sheriff's Office*



Deputy Sheriff Applicant Process

Updated: 4/07

YELLOWSTONE COUNTY SHERIFF'S OFFICE
P.O. BOX 35017
BILLINGS, MT 59107

- 1) Blank applications are available at the main office of the Yellowstone County Sheriff's Office, Montana Job Service, Human Resource office or on line at:
www.co.yellowstone.mt.gov
Yellowstone County uses the P.O.S.T application for all Sheriff Deputy Positions. This is the Standard Application for Position of Peace Officer in the State of Montana.
- 2) The Yellowstone County Sheriff's only accepts applications for Sheriff Deputy recruits during the time period listed in the announcement to establish a new Eligibility Pool list. The recruitment period is generally during the month of May each year, but can be subject to change.
- 3) Notice of accepting applications and developing an Eligibility Pool list will be posted by the Yellowstone County Human Resource Office and will be distributed for announcement through the Billings Gazette, Montana Job Service, the County's website, and at MSU-B and Rocky Mountain College career services.
- 4) Applications will only be received and accepted during the recruitment dates listed on the announcement.
- 5) Applications received at any other time other than during the scheduled recruitment process will not be accepted. Yellowstone County will not hold applications.
- 6) Applicants may register at any time with the Montana Job Service and your name will be in their computer to be recalled when a job opening is announced. Montana Job Service has an expiration time limit, normally 60 days, so each prospective applicant must make sure his or her name remains active by checking with Montana Job Service.
- 7) When a selection process is begun, each applicant must:
 - a) Complete a Montana P.O.S.T. Council Peace Officer's application;
 - b) Furnish full name, date of birth and Social Security Number for the purpose of a criminal history background check;
 - c) Furnish passing scores from the P.O.S.T. Council written and physical assessment tests. Physical assessment scores must be within a 6-month period of the date of application. Written test scores must be within a 12-month period of the date of application. It is the responsibility of the applicant to ensure that their scores are within the proper time limits.
- 8) At the close of the application process, the Yellowstone County Sheriff's Office will receive all the individual packets to conduct a criminal history check and initial background investigation. Each applicant that successfully passes the background investigation will then receive written notice of his or her continuance in the recruitment process regarding written and physical agility testing. At each step in the process, successful applicants will advance to the next phase. Unsuccessful applicants may re-apply at the next selection process.

- 9) The applicants to continue in the testing will receive written notice of the date and time scheduled for the Physical Fitness test and written P.O.S.T tests: (usually conducted in June)
 - a) Physical Fitness Test;
 - b) P.O.S.T Test: a three part written test prescribed by the Montana Board of Crime Control.
- 10) Successful applicants who pass the P.O.S.T. tests and Physical Fitness test will then be scheduled for an oral board interview.
- 11) Applicants who successfully complete these tests will be placed on the Eligibility Pool list for one (1) year. Unsuccessful applicants will be notified by the Sheriff's Office and may re-apply at the next recruitment process.
- 12) At the completion of this recruitment process, an Eligibility Pool listing will be active for one (1) year from November 1 to October 31.
- 13) New deputy sheriffs will be hired from this list when a job opening is available. The Eligibility Pool list will be submitted to the Sheriff for consideration and selection.
- 14) At the time a conditional offer of employment will be given. The applicant may be required to complete additional psychological, intelligence, and job interest tests before final acceptance.
- 15) If an applicant is on the Eligibility Pool list and has not been hired as a Deputy Sheriff by the beginning of the next recruitment process, that applicant must begin the process again for the next year's eligibility pool.

If you have any questions please contact:

Yellowstone County Sheriff's Office
Training Coordinator
P.O. Box 35017
Billings, Montana 59107
Telephone: [406] 256-2954

MULTI-JURISDICTIONAL TESTING INFORMATION

J-2 MULTI-JURISDICTIONAL TEST:

Is a test that measures a number of abilities that are necessary in law enforcement work. These are information processing, arithmetic computation, situation reasoning, accuracy with names and numbers, understanding illustrated materials, writing skills, and reading comprehension skills. There are 98 multiple-choice questions and the Individuals have two (2) hours to complete this test.

R-2 READING SKILLS EXAMINATION:

Contains 55 multiple-choice items based on 21 passages that have been taken from actual on-the-job materials from a number of law enforcement agencies. These test the abilities of the individual, not only be able to read the passages, but to also understand and comprehend the passages. Total time allowed in sixty (60) minutes.

W-2 WRITING SKILLS EXAMINATION:

Contains 45 items designated to assess proficiency in the following areas: the ability to write grammatically correct sentences (tense, pronoun forms, subject/verb agreement, and punctuation), the ability to express one's self clearly, and the ability to construct meaningful paragraphs. All items are designated to simulate the type of material that entry-level law enforcement officers are required to write on the job. This test contains 47 multiple-choice questions. Total time allowed is fifty-five (55) minutes.

MONTANA LAW ENFORCEMENT ACADEMY PHYSICAL FITNESS TEST SUPPLEMENT

An applicant's resting heart rate and resting blood pressure will be checked prior to physical testing. Applicants **will not** be tested if they have a resting heart rate in excess of 90 beats per minute or a resting systolic/diastolic blood pressure in excess of 140/90. Applicants shall then perform the following tests to the best of their ability.

The physical fitness tests are designed to measure the strength, flexibility and endurance law enforcement officers need to participate in and successfully complete those areas of training that require physical exertion. The battery of physical fitness tests includes sit-ups, push-ups, sit-and-reach, and a 1.5-mile run, administered in that order.

The applicant's results for each of the four tests will be converted to points and applicants must get at least one point in each component of the physical fitness test and at least **12 points** overall for a passing score.

Sit-Up Test

Rationale: The one-minute sit-up test measures the muscular endurance of the abdominal muscles and hip-flexors. These muscles are used in bending, lifting and pulling, which are necessary in self-defense and high intensity arrest simulation training. These muscles are also important in performing a variety of tasks that involve use of force as well as routine tasks such as changing tires and maintaining good posture in motor vehicles.

Administration: Individuals start by lying prone on their backs, knees bent at a 90-degree angle, heels flat on the floor, hands cupped behind the head and fingers interlaced until the little fingers at least touch each other. In the up position, individuals must touch their elbows to their knees and then return to the prone position until the shoulder blades touch the floor. They may not raise their hips off the floor to gain momentum to perform the sit-up. The score consists of the total number of complete sit-ups done in one minute. **Common Errors:** not placing the hands behind the head with little fingers touching, raising the hips off the floor to gather momentum, not touching the elbows to the knees, or not going all the way down so the shoulder blades touch the floor or mat.

Push-Up/Modified Push-Up Test

Rationale: The one-minute push-up test measures the muscular endurance of the upper body muscles in the shoulders, chest and back of the upper arms (triceps). This type of muscle strength is important for participation in use of force situations such as pushing, pulling, restraining, breaking one's fall, handcuffing and using a baton. In firearms training, these muscles are used for holding a weapon on target for prolonged periods and repeatedly discharging a weapon. The police vehicle operations course also requires arm strength for off-road-recovery skills training and vehicle maintenance.

Administration: Individuals start in the prone position, with the palms of the hands directly in line with the outer edge of the shoulders, thumbs under the shoulders and arms extended. The feet may be

either together or no more than eight inches apart, with toes touching the floor. The back and legs are rigid and in line from heels to shoulder blades to head. Individuals start in the up position and lower their body toward the floor with the back straight and rigid until the chest touches the three inch push-up block, and then push back up to the start position. The score consists of the total number of complete push-ups done in one minute.

Modified Push-Up Test (optional only for females): The individual starts with her knees on the floor and ankles crossed, toes on the floor, with the palms of the hands directly under the shoulders and arms extended. The shoulders, hips and knees are in line. The individual starts in the up position and lowers her body toward the floor, with the back straight and rigid until the chest touches the push-up block, and then pushes back up to the start position. The score consists of the total number of complete modified push-ups done in one minute. **Common Errors:** not going all the way down and so not touching the push-up block, not coming all the way back up until elbows are extended, any part of the body touching the floor in the lowered position, or not placing the push-up block in proper position,

Sit-and-Reach Test

Rationale: This test measures the flexibility of the lower back and hamstring muscles. These muscles are used in bending, twisting, lifting, pushing and pulling, all of which are necessary for self-defense and high intensity arrest simulations and firearms training. These muscles are also important in a variety of situations that involve use of force, as well as repetitive maneuvers that are part of the skill and performance-based training.

Administration: The individual sits on the floor with legs extended, feet placed squarely against a box and no more than eight inches apart. A yardstick is placed between the legs and rests on the box with the 15-inch mark flush with the edge of the box. The subject slowly reaches forward with both hands laid a top of one another, with minimal bending of the knees and holds the position for one second. A tube or rolled towel no more than two inches in diameter can be placed directly under the knees. The score is the distance reached on the yardstick in the best of three attempts, with 15 inches being at the toes. **Common Errors:** separating the hands or extending one hand beyond the other bending the knees.

1.5-Mile Run

Rationale: This test measures cardio-respiratory fitness, which is the ability to sustain exertion over an extended period. Cardio-respiratory fitness is necessary to engage in intensive, high stress self-defense tactics, use of force situations, arrest simulations and firearms training.

Administration: Individuals run the prescribed 1.5-mile course in the fastest time possible. The score is determined by the time taken to complete the course.

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Also, be aware that the Montana Law Enforcement Academy will accept civilian Individuals into the Basic Law Enforcement Training Course. Attendance at this course depends on successfully completion of the P.O.S.T. testing and the civilian student is required to pay the cost of the course. If you are interested contact M.L.E.A., 2260 Sierra Road East, Helena, Montana 59602-8839 (406-444-9950)