

*Yellowstone County
Sheriff's Office*



Deputy Sheriff Applicant Process

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

PROCEDURE: APPLICATION PROCESS FOR DEPUTY SHERIFF

- 1) Blank applications are available at the main office of the Yellowstone County Sheriff's Office, Montana Job Service, Yellowstone County website or on the 2nd floor, Room 202 of the County Courthouse in Human Resources.
- 2) The Yellowstone County Sheriff's Office only accepts applications for Deputy Sheriff during the time period set for the beginning of an annual establishment of the Eligibility Pool process. The time period is normally the month of April/May.
- 3) Notice of a hiring process will be made through the Yellowstone County Human Resource Office and will be posted on the County website, in the Billings Gazette and at Montana Job Service.
- 4) Applications will only be received during the recruitment dates listed on the announcement.
- 5) Applications received at any other time other than during the scheduled recruitment dates will be returned to the applicant. 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. It is the responsibility of the applicant to ensure that their scores are within the proper time limits.
- 8) The Yellowstone County Sheriff's Office will conduct the P.O.S.T. tests at the beginning of the selection process. Those applicants who do not furnish passing and/or current scores will be notified by the Sheriff's Office and have an opportunity to test at the time. Information on what the tests involve is attached.

- 9) At the close of the application process, the Yellowstone County Sheriff's Office will receive all the candidate packets to conduct a criminal history check and background investigation. Each applicant that successfully passes the background investigation will then receive written notice of his or her continuance in the recruitment process (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.
- 10) The applicants to continue in the testing will receive written notice of the date and time scheduled for the Physical Agility and written P.O.S.T tests: (usually conducted in June)
 - a) Physical Agility Test: a bench step test, pushups, sit-ups, flexibility test, 1.5 mile run;
 - b) P.O.S.T TEST: a three part written test prescribed by the Montana Board of Crime Control.
- 11) Successful applicants who pass the P.O.S.T. tests and Physical Agility test will then be scheduled for BPAD tests and an oral board interview.
- 12) At the completion of this selection process, those applicants who are still in consideration may be required to complete additional physiological tests before final acceptance.
- 13) Applicants who successfully complete these tests will be placed, by score ranking, on the Eligibility List for one (1) year. Unsuccessful applicants will be notified by the Sheriff's Office, that they may re-apply at the next recruitment process.
- 14) At the completion of this recruitment process, a hiring Eligibility Pool listing will be active for one (1) year from the date it is established.
- 15) New deputy sheriffs will be hired from this list when a job opening is available. At that time, the top three scoring applicant's names will be submitted to the Sheriff. The Sheriff will choose one of the top three. This same process will be repeated for subsequent job openings.
- 16) If an applicant is on the hiring eligibility list and has not been hired as a Deputy Sheriff by the beginning of the next recruitment process, that applicant must begin the new recruitment process again if he or she wishes to be considered for the next year's eligibility pool.

If you have any questions concerning our hiring process, please contact:

**Yellowstone County Sheriff's Office
Training Officer
P.O. Box 35017
Billings, Montana 59107**

Telephone: [406] 256-2954

Also, be aware that the Montana Law Enforcement Academy will accept civilian candidates into the Basic Law Enforcement Training Course. Attendance at this course depends on successfully complete testing and the civilian student is required to pay the cost of the course. If you are interested contact M.L.E.A., 620 South Sixteenth Avenue, Bozeman, Montana 59715 (406-994-3918)

MONTANA LAW ENFORCEMENT ACADEMY PHYSICAL SKILLS 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.

During the fitness test, if a candidate fails or withdraws from any one portion of the four-part test, they are considered to have failed the entire test.

Sit-up Test: (one minute) The subject starts by lying on his/her back, knees bent, heels flat on the floor with the hands cupped behind the ears. In the up position, the individual should touch their elbows to the knees and then return until the shoulder blades touch the floor. **The score is the total number of correct sit-ups performed in one minute.**

Push-up Test: (one minute) A partner places their fist on the floor below the subject's chest. The subject must keep his/her back straight at all times. The hands are placed just about shoulder width apart. The feet are together. From the up position, the subject lowers himself/herself to the floor until their chest touches the partner's fist and then pushes to the up position again. The **modified** push-up is performed on the hands and knees with the back straight and hands slightly in front of the shoulders in the up position (optional for females). **The score is the number of push-ups performed in one minute.**

Sit and Reach: The subject sits on the floor or mat with legs extended at right angles on a box. The feet are placed squarely against the box with the feet no wider than eight inches apart. A yardstick is placed between the legs of the subject 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 as far as possible without bending the knees and holds the position for one second. The best of three (3) trials is recorded. **The score is the inches reached on a yardstick with fifteen inches being at the toes.**

1.5 Mile Run: This is a run to measure the heart and vascular system's capacity to transport oxygen. It is an important area for performing law enforcement tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. **The score is in minutes and seconds.**

PHYSICAL FITNESS PERFORMANCE REQUIREMENTS (30 TH percentile minimum acceptable levels)										
MALES – AGE						FEMALES - AGE				
	18-29	30-39	40-49	50-59	60+	18-29	30-39	40-49	50-59	60+
Sit-ups	35	32	27	21	17	29	22	17	12	4
Push-ups	26	20	15	10	8	20	15	10	9	3
1.5 Mile Run	13:22	14:08	14:56	15:57	17:14	15:57	16:35	17:24	18:23	18:59
Sit & Reach	15.5	14.5	13.3	12.0	11.3	18.3	17.3	16.5	15.5	14.5

**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 candidates 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 candidate, 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.

If you have any questions please feel free to contact:

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