

*Yellowstone County  
Sheriff's Office*



*Reserve Deputy Sheriff Applicant Process*

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

**PROCEDURE: APPLICATION PROCESS FOR DEPUTY SHERIFF RESERVE**

- 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 2<sup>nd</sup> floor of the County Courthouse in Human Resources.
  - a) Applications will be accepted from the first Monday of December through the last Friday of January each year.
  - b) The Sheriff may, for good reason and as an exception to the application process, accept into the Sheriff's Reserve a person who has sufficient training, experience, and qualification that equals or exceeds that required for reserve officers.
- 2) When a selection process is begun, each applicant must:
  - a) Complete a Montana P.O.S.T. Council Peace Officer's application;
  - c) Furnish full name, date of birth, place of birth and Social Security Number for the purpose of a criminal history background check;
  - d) Furnish passing scores from the P.O.S.T. Council written and physical assessment tests. Written P.O.S.T scores must be within a 1 year period of the date of application. 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.
- 3) The Yellowstone County Sheriff's Office will also conduct the P.O.S.T. tests at the beginning of the selection process. Those applicants who do not have 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.
- 4) At the close of the application process, the Yellowstone County Sheriff's Office will determine how many applicants it wishes to interview. At each step in the process, successful applicants will advance to the next phase. Unsuccessful applicants will be notified and may be eligible to re-apply at the next selection process.
- 5) Successful applicants will then be scheduled for an oral board interview.
- 6) At the completion of this selection process, those applicants who are still in consideration will be required to complete a physical and physiological test before final acceptance.
- 7) Those applicants who are selected to enter the Deputy Sheriff's Reserve program will be notified of the starting date of the Reserve Academy. This training is conducted by the Yellowstone County Sheriff's Office and consists of approximately 120 hours of instruction. This training is conducted on at least one weekday evening every week and every Saturday with the exception of holidays. A limited amount of accommodation is made for missed classes, however; in general you may not miss more than 10% of the classes and still graduate. Please keep this in mind when applying.

## **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.

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)

For more information on the Physical Fitness testing go to:

[www.doj.mt.gov/enforcement/physicalfitnesstest.asp](http://www.doj.mt.gov/enforcement/physicalfitnesstest.asp)

## **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:

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

Telephone: 406-256-2954