



HIRING SWORN PERSONNEL

PURPOSE

The purpose of this guideline is to define and outline the selection process to ensure the best qualified candidates are selected for employment as police officers, and that the selection process is valid, job related, and nondiscriminatory.

POLICY

It is the policy of the Ronan Police Department to select the best qualified candidates for the position of police officer in accordance with Montana law and other applicable regulations. Applicants who fail to meet the minimum standards set forth by the Department or by law will not move on to the next phase of the hiring process.

The Ronan Police Department is a member agency of the Montana Law Enforcement Testing Consortium (MTLETC). The purpose of the Consortium is to provide a consolidated testing process for multiple Montana law enforcement agencies, in order to create a pool of qualified applicants.

Entry level candidates who wish to test for the Ronan Police Department must successfully emerge from the Consortium testing process with a passing score.

Lateral Officers who receive a Conditional Offer of Employment (COE) must pass the Montana Physical Abilities Test (MPAT). The MPAT is conducted three times a year at various locations. Contact the Montana Law Enforcement Academy for location and dates.

PROCEDURE

The procedure used for selection of successful applicants shall be comprised of the following:

- a. Application
- b. Written test and MPAT test administered by MTLETC for entry level candidates.
- c. Minimum Qualifications
- d. Criminal History Check
- e. Initial Panel Interview
- f. Ranking of Applicants
- g. Personal History Packet
- h. Background Investigation

- i. Background Interview
- j. Conditional Offer of Employment
- k. MPAT test administered by MTLETC for lateral officer candidates
- l. Medical Examination
- m. Psychological Examination
- n. Final Oral Interview

APPLICATION

All persons interested pursuing employment for the position of police officer must submit the *Standard Application for Position of Public Safety Officer in the State of Montana*. The application can be found on the Montana Department of Justice website in the forms and other documents section.

WRITTEN AND PHYSICAL ABILITIES TESTING

Entry level applicants shall be required to submit to a written and physical abilities test administered by the Montana Law Enforcement Testing Consortium. (MTLETC) Applicants must receive a passing score. Applicants will be notified of time and location for which the written test will be administered. Applicants who receive a passing grade on the written test will proceed to the Montana Physical Abilities Test (MPAT).

MINIMUM QUALIFICATIONS

All applications will be reviewed by the Police Commission in order to see if the applicants meet all the qualifications as outlined in 7-32-303, MCA.

CRIMINAL HISTORY CHECK

The Ronan Police Department shall complete a criminal history check on all applicants.

INITIAL PANEL INTERVIEW

Successful applicants will be scheduled for an initial interview with an interview panel appointed by the Chief of Police.

RANKING OF APPLICANTS

Applicants will be ranked based on total points achieved from the written test and the physical ability test. Preference points allowed by Montana statute Title 39, Chapters 29 and 30 will be awarded.

PERSONAL HISTORY PACKETS

Applicants will be required to provide all information as requested for in the Personal History Packet (PHS), including a notarized waiver granting access to any and all documents and information sought by the Ronan Police Department.

BACKGROUND INVESTIGATION

The Chief of Police will appoint a person from within the Department to complete a comprehensive background investigation using information provided for in the Personal History Packet and other resources available to the investigator.

BACKGROUND INTERVIEW

The Chief of Police will appoint a person to conduct an oral interview with the applicants regarding the provided responses contained within the Personal History Packet.

CONDITIONAL OFFER OF EMPLOYMENT

Applicants who successfully completed all preceding phases of the above mentioned procedure shall be provided a Conditional Offer of Employment (COE), and required to complete a Personal History Packet.

MPAT TEST

Lateral officer candidates shall be required to pass the Montana Physical Abilities Test (MPAT). The MPAT is administered by the Montana Law Enforcement Testing Consortium (MTLETC). Applicants will be notified of time and location for which the test will be administered.

EXAMINATIONS

Applicants will be required to have a medical examination to include overall health, including blood work, drug screen, hearing test, and eye exam.

PSYCHOLOGICAL EXAMINATION

Applicants will be required to undergo a psychological examination.

ORAL INTERVIEW – FINAL INTERVIEW

Applicants will be interviewed by the Chief of Police or designee, and/or an interview panel appointed by the Chief of Police.

SELECTION

The selection for employment of the best qualified candidates will be based on all of the information accumulated from the preceding procedures. The Chief of Police will make the final selection for employment as a police officer.