

## **Recruitment and Selection Procedures Reserve Deputy Sheriff**

*Revised 6/2018*

### **Recruitment**

Recruit to create and maintain an eligibility pool of qualified applicants for Missoula County Sheriff's Office Reserve Deputies. Recruitment is open to the public.

### **The Position**

Missoula County Sheriff's Office offers qualified men and women an interesting and challenging experience as a Reserve Deputy Sheriff. This volunteer position does not require a law enforcement background, but more importantly, the willingness and ability to serve our community in a very unique way.

Reserve Deputies volunteer their services to the Missoula County Sheriff's Office, however, they are sworn officers entrusted with the same power and authority to perform law enforcement functions as regular full-time deputies, once training requirements are met.

Reserve deputies are trained to assist regular deputies with routine patrol assignments and to perform various functions during situations such as disaster, civil defense and weather-related emergencies. In addition, Reserves are often asked to provide security for special community events including fairs, parades, athletic events, concerts and youth programs. Many of these duties are paid functions.

### **Application Process**

Applicants can obtain applications and related materials at the Missoula County Sheriff's Office located at 200 W. Broadway or request electronic copies by sending a request to Captain Bill Burt at [bburt@missoulacounty.us](mailto:bburt@missoulacounty.us). The following documents must be submitted to the Missoula County Sheriff's Office, Attn: Captain Burt, no later than 5:00 pm on June 30<sup>th</sup>. Submit **all** of the following to present a complete application; incomplete applications will be disqualified:

- Missoula County Reserve Deputy Application
- Copy of valid driver's license
- Proof of US citizenship (copy of US passport, birth certificate, etc\*)
- Documentation of graduation from accredited high school or equivalent
- Completed and signed Waiver and Release for driving record and criminal history check

### **Screening Applicants**

Applicants who do not pass the screening are eliminated from recruitment.

- Complete applications – any omissions are a DQ
- Applicant is at least 20 years of age by closing date

### **Triple "I" and Criminal History Checks**

Applicants will be required to submit to CJIN/NCIC and driving record checks. Conviction of a felony and certain misdemeanors is an automatic disqualifier. Applicants not passing this check are eliminated from recruitment. Points on applicant's driving record will be verified with the MT DOJ, if necessary. There is NOT an automatic cutoff based on driver's record points but mandatory and discretionary disqualifiers established for the background check will be applied.

### **Physical Test**

Use Montana Physical Abilities Test (MPAT). MPAT will be set up and administered by MLEA-certified proctors. This test is pass/fail. Missoula County has established a passing time of 5:30 for regular deputy applicants and at least a 6:30 for reserve deputy applicants. Applicants who have taken an MLEA-proctored MPAT within the last 60 days as verified by MLEA may use their prior score, as long as they have met the above listed standard. Candidates not passing the physical fitness test are eliminated from recruitment.

### **Written Test**

All candidates passing the MPAT test will advance to the written test. The written test to be used is the Frontline Video Test from Ergometrics. HR administers test, scans and emails answer sheets to Ergometrics for scoring; results are returned after two business days. Candidates must score at least 65% on the Frontline Video portion

of the test, and at least 70% on both the Frontline Reading and Frontline Writing tests to pass (include veteran points before cutting). Dimensional ratings will **not** be used in this part of the screening process. The Video Score **only** will be used as component of the cumulative score. **Candidates that successfully complete the physical and written tests will be contacted for interviews with the reserve coordinators.** Applicants not proceeding to screening interview are eliminated from recruitment.

### **Screening Interview**

Candidates not passing the screening interview will be eliminated from recruitment.

### **Background Investigation**

Sheriff's Office conducts thorough background checks of all candidates in accordance with previously established standards and procedures. Review and any adjustment of mandatory and discretionary disqualifiers will occur prior to the initiation of the recruitment. Disqualified applicants are notified by reserve coordinators.

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\*The most common documents that establish U.S. citizenship are:

**Birth Certificate**, issued by a U.S. State (if the person was born in the United States), or by the U.S. Department of State (if the person was born abroad to U.S. citizen parents who registered the child's birth and U.S. citizenship with the U.S. Embassy or consulate);

**U.S. Passport**, issued by the U.S. Department of State;

**Certificate of Citizenship**, issued to a person born outside the United States who derived or acquired U.S. citizenship through a U.S. citizen parent; or

**Naturalization Certificate**, issued to a person who became a U.S. citizen after 18 years of age through the naturalization process.