

*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.
- 2) 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.
- 3) 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 this 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. This is determined through a personality test, criminal history check, and background investigation. At each step in the process, successful applicants will advance to the next phase. Unsuccessful applicants may re-apply at the next selection process.
- 5) Successful applicants who pass the P.O.S.T. tests will then be scheduled for an oral board interview.
- 6) 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.
- 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 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).

Male applicants must perform full-body push-ups, with their body weight resting on their toes in an upright position.

Female applicants must choose to perform either full-body or modified push-ups, and may not change their chosen option during the push-up testing.

**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.**

**Performance Standards**

30th Percentile - Male

Minimum acceptable performance levels for entrance to the Law Enforcement Officer Basic Course

Male Physical Fitness Test	Age (in years)					
	Less than 20	20 to 29	30 to 39	40 to 49	50 to 59	60 and over
<b>Push-ups</b>	26	26	20	15	10	8
<b>Sit-ups</b>	38	35	32	27	21	17
<b>Sit and Reach</b>	15.5	15.5	14.5	13.3	12.0	11.3
<b>1.5 Mile Run</b>	13:08	13:08	13:48	14:33	16:16	18:39

30th Percentile - Female  
 Minimum acceptable performance levels for entrance to the Law Enforcement Officer Basic Course

Female Physical Fitness Test	Age (in years)					
	Less than 20	20 to 29	30 to 39	40 to 49	50 to 59	60 and over
<b>Full-Body Push-ups</b>	13	13	9	7	Must do modified push-ups	Must do modified push-ups
<b>Modified Push-ups</b>	20	20	15	10	9	3
<b>Sit-ups</b>	30	29	22	17	12	4
<b>Sit and Reach</b>	19.5	18.3	17.3	16.5	15.5	14.4
<b>1.5 Mile Run</b>	15:56	15:56	16:46	18:26	20:17	22:34

## 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