

MONTANA LAW ENFORCEMENT TESTING CONSORTIUM

Registration Information Packet

The Montana Law Enforcement Testing Consortium (MTLETC) administers a written test and physical fitness test in order to create a pool of qualified candidates for the position of entry-level peace officer. The following agencies participate in this process: The cities of Belgrade, Billings, Bozeman, Chinook, Fairview, Glasgow, Great Falls, Havre, Helena, Laurel, Libby, Miles City; and the counties of Lewis & Clark, Park, Sheridan, Valley and Yellowstone.

Click here for [Candidate information packet](#)

In order to test, all applicants will be required to have valid government issued identification, a minimum of a high school diploma or equivalent certification, and be at least 18 years of age.

Testing will consist of a written test and the Montana Law Enforcement Academy (MLEA) Law Enforcement Officer Basic Course physical fitness test. A study guide for the written test will be sent to you after the closing date for registrations. Characteristics of the written test include: arithmetic skills; reading comprehension; identify errors in grammar, punctuation and spelling; and writing skills. You must obtain a minimum score of 70% on each section of the written test to continue in the process.

The Montana Law Enforcement Academy's (MLEA) 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 Physical Fitness Requirements and Physical Fitness Chart outline the requirements of the fitness testing. A Physical Fitness Skills Test Waiver must be completed and signed by the candidate. The candidate should review the Physical Fitness Requirements and Physical Fitness Chart prior to completing the waiver. Those who fail to turn in the completed medical waiver and a picture I.D. on the day of the fitness test will not be allowed to test.

Candidates who successfully pass the written test and participate in the physical fitness test will be placed on a candidate list and may apply with participating agencies of their choice. Individual law enforcement agencies may contact candidates to participate in their hiring process. It is the candidate's responsibility to inform the testing consortium contact person with changes in address, telephone numbers, email addresses, employment status, and certifications, etc.

The qualified candidate will be eligible for hire for one year from the date of successfully completing the tests. Once a person is hired by one of the participating agencies, their name will be removed from the candidate eligibility pool. If the candidate is not hired after one year, they will be required to participate in the testing process again.

The MTLETC does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, political ideas or disability in employment or in the provision of services. This policy does not preclude discrimination based on bona fide occupational qualifications or other recognized exceptions under the law.

Offers for employment with each of the participating agencies are conditional upon satisfactory completion of their individual hiring process, to include, but not limited to, a thorough background and reference investigation, a drug and/or psychological test, and other medical tests.

The MTLETC makes reasonable accommodations for any known disability that may interfere with a candidate's ability to compete in the testing process. For any such accommodation to be considered, the candidate must make known any needed accommodation(s) to Mrs. Jodi Warneke at the MTLETC, (406) 454-9091 at least 30 days before the testing cycle. (Refer to the attached testing schedule)

**MONTANA LAW ENFORCEMENT TESTING CONSORTIUM
REGISTRATION TO TEST**

PLEASE PRINT LEGIBLY AND CLEARLY!

NAME:

Last First MI

MAILING ADDRESS:

City State Zip

PHONE: Home :(____) ____ - ____ Cellular :(____) ____ - ____ **EMAIL:**

DO YOU HAVE A VALID DRIVERS' LICENSE? Yes No. If Yes, in what State?

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR EQUIVALENT CERTIFICATION? Yes No

ARE YOU AT LEAST 18 YEARS OF AGE? Yes No

ARE YOU A U.S. CITIZEN? Yes No

ARE YOU REQUESTING:

- **VETERAN'S PREFERENCE:** Yes No (If yes, attach a copy of DD – 214, showing discharge status)
- **DISABLED VETERAN'S PREFERENCE:** Yes No (If yes, attached copy of DH: - 214, showing discharge status)
- **DISABLED PERSON'S PREFERENCE:** Yes No

(If yes, attach SRS or equivalent certification and provide what accommodations are needed)

I AM INTERESTED IN APPLYING TO: (Check as many as applicable. This is for informational and statistical purposes only)

BELGRADE POLICE DEPARTMENT **BILLINGS POLICE DEPARTMENT**

Belgrade, Montana Billings, Montana

BOZEMAN POLICE DEPARTMENT **FAIRVIEW POLICE DEPARTMENT**

Bozeman, Montana Fairview, Montana

GLASGOW POLICE DEPARTMENT **GREAT FALLS POLICE DEPARTMENT**

Glasgow, Montana Great Falls, Montana

HAVRE POLICE DEPARTMENT **HELENA POLICE DEPARTMENT**

Havre, Montana Helena, Montana

LAUREL POLICE DEPARTMENT **LEWIS & CLARK SHERIFF'S OFFICE**

Laurel, Montana Helena, Montana

LEWISTOWN POLICE DEPARTMENT **MILES CITY POLICE DEPARTMENT**

Lewistown, Montana Miles City, Montana

VALLEY COUNTY SHERIFF'S OFFICE

Glasgow, MT

I HAVE: (Check applicable box. This is for informational and statistical purpose only.)

I am a prior graduate of a Law Enforcement Officer Basic Academy

I have current or past POST Certification (list state) _____

I have prior Law Enforcement experience (list departments and years)

_____ 3

MONTANA LAW ENFORCEMENT TESTING CONSORTIUM TESTING SCHEDULE

Candidates can only test one (1) time per testing cycle. If an applicant fails the test, they are not able to test again until the next testing cycle. Candidates must attend the testing in the site they have indicated. If the applicant does not show up they will not be able to test again until the next testing cycle and will have to re-register. Registrations are only valid for one (1) testing cycle. **Submit this form with your registration to test.**

I WILL BE TESTING AT THE SITE MARKED BELOW:

| PLEASE CHECK SITE | DATE | LOCATION | ADDRESS OF TESTING SITE |
|-------------------------|-----------------|---|---|
| DATE | LOCATION | | ADDRESS OF TESTING SITE |
| January 27, 2008 | | <i>Registration must be received by this date for all testing dates in this cycle</i> | |
| February 26, 2008 | Glasgow | | 501 Court Square – Courthouse basement |
| February 27, 2008 | Miles City | | 2715 Dickinson – VA Hospital |
| February 28, 2008 | Billings | | 4810 Midland Road – Billings Blvd. S. Exit |
| February 29, 2008 | Livingston | | 414 East Callender – Sheriff’s Office |
| March 4, 2008 | Missoula | | U of M Security Office Campus Drive |
| March 5, 2008 | Kalispell | | 300 1 st Avenue East – Police Department |
| March 6, 2008 | Havre | | 520 4 th Street – Police Department |
| March 7, 2008 | Great Falls | | 12 1 st Avenue South – Police Department |
| March 10, 2008 | Helena | | 2260 Sierra Road East MLEA |
| DATE | LOCATION | | ADDRESS OF TESTING SITE |
| July 6, 2008 | | <i>Registration must be received by this date for all testing dates in this cycle</i> | |
| August 5, 2008 | Glasgow | | 501 Court Square – Courthouse basement |
| August 6, 2008 | Miles City | | 2715 Dickinson – VA Hospital |
| August 7, 2008 | Billings | | 4810 Midland Road – Billings Blvd. S. Exit |
| August 8, 2008 | Livingston | | 414 East Callender – Sheriff’s Office |
| August 12, 2008 | Missoula | | U of M Security Office Campus Drive |
| August 13, 2008 | Kalispell | | 300 1 st Avenue East – Police Department |
| August 14, 2008 | Havre | | 520 4 th Street – Police Department |

| | | |
|-------------------------|---|--|
| | | Department |
| August 15, 2008 | Great Falls | 12 1 st Avenue South – Police Department |
| August 18, 2008 | Helena | 2260 Sierra Road East MLEA |
| DATE | LOCATION | ADDRESS OF TEST |
| November 2, 2008 | <i>Registration must be received by this date for all testing dates in this cycle</i> | |
| December 2, 2008 | Glasgow | 501 Court Square – Courthouse basement |
| December 3, 2008 | Miles City | 2715 Dickinson – VA Hospital |
| December 4, 2008 | Billings | 4810 Midland Road – Billings Blvd. S. Exit |
| December 5, 2008 | Livingston | 414 East Callender – Sheriff’s Office |
| December 9, 2008 | Missoula | U of M Security Office Campus Drive |
| December 10, 2008 | Kalispell | 300 1 st Avenue East – Police Department |
| December 11, 2008 | Havre | 520 4 th Street – Police Department |
| December 12, 2008 | Great Falls | 12 1 st Avenue South – Police Department |
| December 15, 2008 | Helena | 2260 Sierra Road East MLEA |