

MONTANA LAW ENFORCEMENT TESTING CONSORTIUM

Registration Information Packet

The Montana Law Enforcement Testing Consortium (MTLETC) administers a written test and a physical abilities test in order to create a pool of candidates for the position of entry-level peace officer. The following agencies participate in this process: The cities of Belgrade, Billings, Bozeman, Chinook, Eureka, Fairview, Glasgow, Great Falls, Havre, Helena, Laurel, Libby, Livingston, Manhattan, Miles City, Three Forks; and the counties of Big Horn, Lewis & Clark, Musselshell, Park, Rosebud, Toole, Valley and Yellowstone. The MTLETC conducts this testing at three (3) locations throughout Montana. (Refer to the testing schedule below).

In order to test, all candidates will be required to have a valid United States government issued photo identification/driver's license, 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 Physical Abilities Test (MPAT). Characteristics of the written test include: arithmetic skills; reading comprehension; identify errors in grammar, punctuation and spelling; and writing skills. Candidates must obtain a minimum score of 70% on each section of the written test to continue in the process.

The MPAT is a hybrid physical ability/job sample physical abilities assessment process designed to evaluate candidates on essential physical capabilities required to satisfactorily perform training assignments and job-related duties. Candidates must meet a specific and measurable standard with respect to physical conditioning. Candidates are required to successfully complete the MPAT within a time frame of 5 minutes and 30 seconds (5:30). The attached Physical Abilities Test Waiver must be completed, signed by the candidate and brought to the testing site. The candidate should review the MPAT description at the end of this registration packet prior to completing the waiver. Those who fail to turn in the completed waiver and show a valid United States government issued photo identification/driver's license at the time of the physical abilities test will not be allowed to test.

Candidates who successfully pass both the written test and the physical abilities test will be placed on an eligibility list for up to 12 months from the date of the test. Once on the eligibility list, candidates should contact those agencies they are interested in applying for to learn of the next process. MTLETC agencies may also contact candidates from the eligibility list to participate in their individual hiring processes. It is the candidate's responsibility to inform the MTLETC contact person with changes in address, telephone number, email address, etc.

Once a candidate is hired by one of the MTLETC agencies, the candidate's name will be removed from the eligibility list. If the candidate is not hired by one of the participating agencies within 12 months of being on the eligibility list the candidate will be required to participate in the testing process again to remain on the eligibility list. 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.

Candidates can register on-line or mail the completed Registration to Test Form, the Testing Schedule Form and a certified check or money order for \$35.00 (which covers the cost of test booklets, postage, and printing), payable to the Montana Law Enforcement Testing Consortium, to:

Montana Law Enforcement Testing Consortium
PO Box 275
Great Falls, MT 59403

Do not send cash! Personal checks will NOT be accepted and fees will NOT be waived. Overnight packets must be sent to the Montana Law Enforcement Testing Consortium, 4504 Kestrel Court, Great Falls, MT 59404. **Registration and Testing Forms must be received at the above address no later than 5:00 p.m. MST, 30 days prior to the first date of the test in the cycle.** (Refer to the attached testing schedule form)

Registration forms received after the deadline will be returned to the candidate and incomplete or late materials will not be considered.

Do not submit certifications and training documents with this Registration to Test. DD – 214 or SRS certifications must be submitted for veteran and/or disabled preference.

The Physical Abilities Test Waiver **must be completed in full and presented at the time of testing.** Failure to present this waiver at the designated date, time and site will disqualify the candidate from participating in the physical abilities test.

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 form)

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.

In the event you decide not to test, the \$35.00 fee is non-refundable. Testing fees will not be waived. **All lodging, travel, and meal arrangements are the responsibility of the candidate.** For more information, contact one of the consortium agencies directly or the MTLETC at (406) 454-9091. Questions can also be e-mailed to jwpos@msn.com.

MONTANA LAW ENFORCEMENT TESTING CONSORTIUM

REGISTRATION TO TEST FORM

PLEASE PRINT LEGIBLY AND CLEARLY!

NAME: _____

Last

First

MI

MAILING ADDRESS: _____

City

State

Zip

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

DO YOU HAVE A VALID UNITED STATES GOVERNMENT ISSUED IDENTIFICATION CARD/DRIVER'S LICENSE? Yes No

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, attach 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)

- | | |
|---|---|
| <input type="checkbox"/> BELGRADE POLICE DEPARTMENT
Belgrade, Montana | <input type="checkbox"/> LEWIS & CLARK SHERIFF'S OFFICE
Helena, Montana |
| <input type="checkbox"/> BIG HORN COUNTY SHERIFF'S OFFICE
Hardin, Montana | <input type="checkbox"/> LIBBY POLICE DEPARTMENT
Libby, Montana |
| <input type="checkbox"/> BILLINGS POLICE DEPARTMENT
Billings, Montana | <input type="checkbox"/> LIVINGSTON POLICE DEPARTMENT
Livingston, Montana |
| <input type="checkbox"/> BOZEMAN POLICE DEPARTMENT
Bozeman, Montana | <input type="checkbox"/> MANHATTAN POLICE DEPARTMENT
Manhattan, Montana |
| <input type="checkbox"/> CHINOOK POLICE DEPARTMENT
Chinook, Montana | <input type="checkbox"/> MILES CITY POLICE DEPARTMENT
Miles City, Montana |
| <input type="checkbox"/> EUREKA POLICE DEPARTMENT
Eureka, Montana | <input type="checkbox"/> MUSSELSHELL COUNTY SHERIFF'S OFFICE
Roundup, Montana |
| <input type="checkbox"/> FAIRVIEW POLICE DEPARTMENT
Fairview, Montana | <input type="checkbox"/> PARK COUNTY SHERIFF'S OFFICE
Livingston, Montana |
| <input type="checkbox"/> GLASGOW POLICE DEPARTMENT
Glasgow, Montana | <input type="checkbox"/> ROSEBUD COUNTY SHERIFF'S OFFICE
Fosyth, Montana |
| <input type="checkbox"/> GREAT FALLS POLICE DEPARTMENT
Great Falls, Montana | <input type="checkbox"/> TOOLE COUNTY Department of Public Safety
Shelby, Montana |
| <input type="checkbox"/> HAVRE POLICE DEPARTMENT
Havre, Montana | <input type="checkbox"/> THREE FORKS POLICE DEPARTMENT
Three Forks, Montana |
| <input type="checkbox"/> HELENA POLICE DEPARTMENT
Helena, Montana | <input type="checkbox"/> VALLEY COUNTY SHERIFF'S OFFICE
Glasgow, Montana |
| <input type="checkbox"/> LAUREL POLICE DEPARTMENT
Laurel, Montana | <input type="checkbox"/> YELLOWSTONE COUNTY SHERIFF'S |

OFFICE
Billings, Montana

MONTANA LAW ENFORCEMENT TESTING CONSORTIUM

TESTING SCHEDULE FORM

A candidate can only test one (1) time per testing cycle. If a candidate fails the written test or physical abilities test, they are not able to test again until the next testing cycle. A candidate must attend the testing in the site they have indicated. If a candidate does not show up, they will not be able to test again until the next testing cycle and will have to re-register. Registration forms 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
	December 16, 2011	<i>Registration must be received by this date for all testing dates in January 2012!</i>	
	January 17, 2012	Billings	4810 Midland Road – Billings Blvd. S. Exit Billings PD Training Center
	January 19, 2012	Great Falls	112 1 st Street South – Police Department
	January 21, 2012	Helena	2260 Sierra Road East - Montana Law Enforcement Academy
	May 25, 2012	<i>Registration must be received by this date for all testing dates in June 2012!</i>	
	June 26, 2012	Billings	4810 Midland Road – Billings Blvd. S. Exit Billings PD Training Center
	June 28, 2012	Great Falls	112 1 st Street South – Police Department
	June 30, 2012	Helena	2260 Sierra Road East - Montana Law Enforcement Academy
	September 14, 2012	<i>Registration must be received by this date for all testing dates in October 2012!</i>	
	October 16, 2012	Billings	4810 Midland Road – Billings Blvd. S. Exit Billings PD Training Center
	October 18, 2012	Great Falls	112 1 st Street South – Police Department
	October 20, 2012	Helena	2260 Sierra Road East - Montana Law Enforcement Academy

The written test begins at 9:00 am sharp and the physical abilities test at 12:00 pm sharp at all above locations. Candidate must bring a United States government issued photo identification card/driver's license or candidate will not be allowed to participate in the testing process.

Physical Abilities Test Waiver

Candidate's
Full Name

This is to certify I have read and understand the composition of the physical abilities testing. I am not aware of any physical or medical reason which would prohibit me from participating in the physical abilities test. I am comfortable I can participate in the physical abilities test as described without causing injury to myself by my participation in this strenuous activity.

I have been strongly advised I should consult with a physician or other health care professional prior to participating in the physical abilities test if I have any history of injury or illness which may be aggravated by my participation. I further have been advised to consult with a physician or health care professional should I have any questions pertaining to my health or ability to participate in the physical abilities test.

I understand my participation in the physical abilities test is voluntary and I may choose not to participate or cease participation at any time. I have further been advised by the testing proctors that I should cease participation in the testing immediately upon any feeling of unusual discomfort, shortness of breath, chest pain or any other pain I would associate with illness or injury. I understand I am in the best position to assess whether I am experiencing any symptoms associated with this physical abilities test.

I understand my voluntary participation in the physical abilities test may result in exhaustion, rapid heartbeats, and soreness and aches of various muscles.

I have advised the physical abilities test proctor of any and all medical conditions or history of injury and illness that may be affected or be aggravated by my participation, including but not limited to the following:

I have not been treated or diagnosed with any heart or cardio-respiratory condition.

I have not been treated or diagnosed with a respiratory condition or ailment including asthma or allergies.

I have not been treated or diagnosed with high blood pressure and hyper tension.

I have not been treated or diagnosed with diabetes or low blood sugar ailments.

I agree to indemnify and hold harmless any all persons, known or unknown, or organizations responsible for hosting, proctoring, or conducting any or all portions of the physical abilities test from any liability or claim in the event that I should incur any bodily or personal injuries or death which may arise out of my voluntary participation in the physical abilities test.

Applicant's Signature

Date

Witness Signature

Date

(This form must be presented by the applicant at the testing site)

Montana Physical Abilities Test (MPAT) Description

The Montana Physical Abilities Test is designed to replicate critical and essential physical tasks and demands faced by law enforcement officers in the normal performance of their duties. Both specific tasks and overall physical demands are replicated in the MPAT through the use of a carefully designed, validated and timed obstacle course.

Part One - Obstacle Course - Mobility Run

The MPAT consists of a 1,235 foot obstacle run where the candidate must demonstrate essential and job related physical abilities such as mobility, agility, flexibility, power and general physical endurance.

1. From the course start cone, the candidate runs to the outside of the marked course towards the first obstacle, the balance beam. The candidate must cross the balance beam in a controlled manner. If the candidate falls off the balance beam, the candidate must go back to the start cone and renegotiate the balance beam.
2. The candidate goes around the next cone and turns right, running towards the second obstacle, where the candidate must jump across a five (5) foot obstacle (mat). The candidate must successfully get all the way across the five (5) foot jump. If the candidate hits any part of the five (5) foot mat, the first penalty is free. The second time is a five (5) second penalty.
3. The candidate goes around the next cone and turns left running towards the third obstacle, the stair stimulator. The candidate must run up and down the stairs hitting at least one (1) step on the way up and one (1) step on the way down, as well as the top platform. The candidate will go around the cone at the bottom of the stairs and go back up and down the stairs. The candidate may not jump from the top platform. If this occurs, the candidate must repeat that portion of the stairs.
4. The candidate will turn right and proceed onto the fourth obstacle, the crawl obstacle. The candidate will crawl under this obstacle, which is 28 inches high, touching at least one (1) knee on the mat. The candidate must not knock over or carry this obstacle. If the candidate carries or knocks over the crawl obstacle, the first penalty is free. The second time is a two (2) second penalty.
5. The candidate will go around the next cone, turn left and run towards the next two identical obstacles, both 18 inch high hurdles, 10 feet apart. The candidate must jump over the center of each obstacle. If the candidate knocks over one (1) of these obstacles, the first penalty is free. The second time is a two (2) second penalty.
6. The candidate will go around the next cone, turn right and run towards the next obstacle and vault over a three (3) foot high railing simulating a fence. The candidate will land on both feet in control on the opposite side of the vault obstacle, fall to their back or stomach (alternating on each lap), recover to their feet without mechanical assistance and proceed around the start cone before beginning the second lap. Six (6) laps are completed in this manner.

Part Two - Push Pull Machine

Push Activity

After completing the obstacle course-mobility run, the candidate moves to the mechanical push/pull station, consisting of a push-pull unit and a line on the wall 39 inches from the floor. Reaching the push-pull machine after completing the sixth lap of the obstacle course should not take more than five (5) seconds. Upon reaching the push-pull unit, the candidate grasps the machine handles and pushes 80 pounds off the floor, then moves left to right completing a 180-degree arc. Six (6) complete arcs must be executed by bringing the bar parallel with the base of the machine. The

candidate must remain in control of the machine throughout the activity. The candidate's chest may not touch the lever arm. Arms must remain bent at the elbow throughout the performance of this activity.

Controlled Falls

Once the push activity is completed and the weight is released, again while maintaining control at all times, the candidate moves away from the unit, falls on their back executing a sit-up like maneuver, rising to a standing position touching the marked line on the wall, 39 inches from the floor. The candidate will repeat this fall to their back. The candidate then executes a third fall to their stomach executing a push-up like movement and stands up touching the marked line on the wall, 39 inches from the floor. The candidate will repeat this fall to their stomach. This sequence is repeated twice, (4 falls total- 2 back and 2 front). The candidate cannot use the wall for assistance to help them to the standing position.

Pull Activity

When the fourth fall is completed, the candidate moves to the mechanical push/pull station, where the candidate grasps the rope and pulls the weight off the floor. Maintaining the weight in this position, the candidate moves through a 180 degree arc by bringing the bar parallel to the base of the machine. This action is repeated six times. The officer must remain in control at all times and their elbows must remain flexed.

Part Three-“Dummy” Drag

After a 60-second rest period subsequent to completing the push-pull portions of the test, the candidate must drag a 165 pound dummy a distance of 25 feet. The candidate must use the under the arm technique to accomplish this task. The candidate will then drag the dummy for 25 feet. The candidate must perform this task in a controlled and continuous manner. Once motion is started, the candidate cannot stop if they are to pass this section of the test. Candidates will have three (3) attempts to complete this task. Three (3) unsuccessful attempts will constitute a failure, resulting in the candidate failing the MPAT.

You can view the MPAT on You Tube at the following link: <http://www.youtube.com/watch?v=ObQcu2BJ5KU>

**MONTANA LAW ENFORCEMENT TESTING CONSORTIUM
CANDIDATE CHARACTERISTICS QUESTIONNAIRE
(Optional Form)**

This information is being requested to allow the MTLETC to meet the reporting requirements of the written test to the test providers. This survey information will be kept confidential and used for statistical reports. This form is optional and failure to complete this form will have no impact on your acceptance in the testing process.

1. **Sex** (check one)

- Male Female

2. **Race/Ethnicity** - please check the one category that best describes your recognition in your community.

- Black** (not of Hispanic origin)

All persons having origins in any of the Black racial groups of Africa.

- Hispanic**

All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

- Asian or Pacific Islander**

All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

- American Indian or Alaskan Native**

All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

- White** (not of Hispanic origin)

All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

3. **Advertisement** – Where did you first learn of the testing consortium?

- | | |
|--|--|
| <input type="checkbox"/> Newspaper ad/journal ad | <input type="checkbox"/> Friend/family member |
| <input type="checkbox"/> Job Service | <input type="checkbox"/> MPPA/MACOP/MSPOA Website |
| <input type="checkbox"/> Community College | <input type="checkbox"/> Internet (specify site) _____ |
| <input type="checkbox"/> Other (specify) _____ | |