



CITY OF POLSON

Police Department
106 1st Street E. | Polson, MT 59860
T: 406-883-8211 | F: 406-883-8233
E: jhart@cityofpolson.com
W: www.cityofpolson.com

NOTICE TO ALL PROSPECTIVE APPLICANTS TO THE POLSON POLICE DEPARTMENT

Thank you for your interest in becoming an employee of the Polson Police Department. Our application process is detailed and time consuming both for the applicant and the Polson Police Department. This process involves several phases, and is designed to meet the requirements of State and Federal laws, Polson Police Department hiring policies, and particular requirements of the Polson Police Department.

Please read this notice carefully. It describes our application and hiring process and includes a very detailed list of all the material that we must receive from you in order to consider you a valid applicant.

We provide application requirements and materials to facilitate the applicant's packet preparation only. **Completion of the forms and compilation of the documents you must submit require great attention to detail. Refer to the Document Checklist to ensure you have gathered and submitted all required documents and supplemental information in order for your application packet to be completed and valid.**

Original signatures are required on all forms. Photocopied and/or faxed signatures are not acceptable.

Peace Officers in the State of Montana must meet the following minimum qualifications under Title 7-32-303 Montana Code Annotated:

1. Be a citizen of the United States.
2. Be at least 18 years of age;
3. Be fingerprinted and search made of local, state and national fingerprint files to disclose any criminal record;
4. Not have been convicted of a crime in which the person could have been imprisoned in a federal or state penitentiary;
5. Be of good moral character, as determined through a background investigation;
6. Be a high school graduate or have passed the general education development(GED) test and have been issued an equivalency certificate by the superintendent of public instruction or by an appropriate issuing agency of another state or the federal government;
7. Be examined by a licensed physician, who is the applicant's personal physician, appointed by the employing authority to determine if the applicant is free from any mental or physical condition that might adversely affect performance by the applicant of the duties of a police officer;
8. Successfully complete an oral examination conducted by the appointed authority or its designated representative to demonstrate the possession of communication skills, temperament, motivation, and other characteristics necessary to the accomplishment of the duties and functions of a peace officer;
9. Possess or be eligible for a valid Montana driver's license.

In addition to the minimum qualification established by Montana law, the Polson Police Department has also established a variety of qualifications that the staff of the office has determined to be important factors in selecting our employees. In order to assist us in determining your qualifications to be an employee of the Polson Police Department, we require the following documents. Please examine your packet closely. If it is incomplete, **it will not be considered.**

1. Standard Application for Position of Peace Officer in the State of Montana signed by the applicant. *(Included with the application packet)*
2. Polson Police Department Applicant Letter of Understanding signed by the applicant and witnessed by a certified Notary Public. *(Included with application packet)*
3. Authorization to Release Information signed by the applicant and witnessed by a certified Notary Public. *(included with application packet)*
4. Disclosure of Court Ordered Child Support signed by the applicant and witnessed by a certified Notary Public. *(Included with the application packet).*
5. Two sets of fingerprints obtained by a law enforcement agency. (provided by the applicant)
6. Certified copy of the applicant's birth certificate. *(Provided by the applicant)*
7. Photocopy of the applicants' driver's license. *(Provided by the applicant)*
8. Photocopy of Selective Service Registration card, if applicable. *(Provided by the applicant)*
9. All marriage licenses and divorce decrees, if applicable. *(Provided by the applicant)*
10. Any name change documentation, if applicable. *(Provided by the applicant)*
11. Military discharge papers (DD form 214 and SF180), if applicable. *(Provided by the applicant)*
12. Copy of GED certificate, if applicable. *(Provided by the applicant)*
13. A credit report dated within 30 days of application submission. *(Provided by applicant)*
14. Valid passing scores on the Police Officer's Standardized Test. This written test is administered by a wide array of agencies throughout the year. If you have taken a written test with another agency within the past 12 months, submit written verification of these test scores with your application materials. If you have taken the MPAT (Montana Physical Abilities Test) with another agency within the past 6 months submit written verification of these test scores with your application materials.
15. Copy of citizenship or naturalization papers, if applicable. *(Provided by the applicant)*
16. Documentation of any other factors, which the applicant wishes to have considered.

REMEMBER YOU WILL NOT BE CONSIDERED AN APPLICANT, AND WE WILL TAKE NO FURTHER ACTION, UNTIL YOUR APPLICATION INCLUDES ALL OF THE DOCUMENTS NOTED ABOVE. IF YOU HAVE ANY QUESTIONS OR NEED FUTHER INFORMATION PLEASE CONTACT US AT 406-883-8211

Your complete application will be reviewed to determine if you meet the State of Montana and the Polson Police Department's minimum qualifications. If you do, the Polson Police Department will review your application when it needs to select those applicants who will be offered an interview.

VETERAN'S PREFERENCE: Among those interviewed, the score of the applicants who are veterans of the United States Military Service will be increased by the percentage required by Montana law at the time of the interview.

Following the interview cycle, the interview board will make recommendations to the Chief of Police of who they designate to be eligible for employment with the Polson Police Department.

PLACEMENT ON THE ELIGIBILITY LIST IS NEITHER AN OFFER OF EMPLOYMENT, NOR A PROMISE THAT YOU WILL BE OFFERED EMPLOYMENT IN THE FUTURE.

A background investigation will be performed, in accordance with the procedures established by the Polson Police Department, on applicants that are eligible for employment. These procedures may differ from other Law enforcement agencies and we may interpret the results differently. In general, we consider:

1. Previous/current employment record
2. Driving record
3. Criminal history, if any
4. Military history, if any
5. Any and all indicators of maturity, stability, good moral and ethical character and sound judgment.

The most important thing to remember with regard to the background investigation is to be honest and complete in all of the information they you provide. Attempting to conceal or distort information, or failure to cooperate completely with the background investigation, will result in immediate disqualification from further consideration.

The decision to extend an offer of employment is made by the Chief of Police. That decision is made based upon the Chief's assessment of the qualifications and performance of each candidate as demonstrated during the entire application and screening process, and the Chief's judgment as to how each candidate may best meet the needs of the department.

Once more, thank you for your interest in becoming a member of our team. We take great pride in the professionalism of our employees, and in our ability to protect and serve the citizens of Polson.