To Begin the Process

STEP 1

The Great Falls Police Department is a member agency of the Montana Law Enforcement Testing Consortium (MTLETC). The purpose of the Consortium is to provide a consolidated testing process for multiple Montana law enforcement agencies, in order to create a pool of qualified applicants. In simple terms, this is one-stop shopping for the police applicant to apply with multiple (participating) police agencies.

MTLETC conducts testing in three locations (Billings, Great Falls, and Helena) during three months each year (January, June, and October). MTLETC considers a qualified applicant to be eligible for hire for one year from their original date of the Consortium testing. For full details on the application process and how to register, follow the link to the Montana Law Enforcement Testing Consortium.

All candidates (including Entry Level and Lateral Officers) who wish to test for the Great Falls Police Department must successfully emerge from the Consortium tesing process. For your convenience, it is not necessary for you to take the test in Great Falls. If distance and/or timing are issues, you may schedule your examination at a different testing site.

At the conclusion of each testing cycle, Consortium member agencies receive a final list of their eligible applicants. The Great Falls Police Department holds applicants to very high standards. Only the applicants with the highest written scores will advance in our hiring process.

For more information regarding the application process, please contact **Lt. Jack Allen** at **(406) 455-8556**. Lateral officers, please visit the Lateral Police Applicant page for eligibility information.

STEP 2

1. Behavioral Personnel Assessment Devices (B-Pad) Video Assessment - must meet minimum score of 23 points to pass and continue in the hiring process
2. If pass, then complete and return the Personal History Statement by due date.

STEP 3
Formal Oral Board - Each applicant will be asked a series of ten questions, which are worth up to ten points each, for a possible total of 100 points.

HIRING LIST
Each applicant's Total Combined Score (**TCS***) consists of a combination of the following exams:

1. Consortium written score*****, weighted at 30%
2. BPAD score*****, weighted at 20%
3. Oral Board score*****, weighted at 50%

The **TCS*** must meet a minimum standard in order for the applicant to advance onto a hiring list.

**Veteran Preference Points will be added for qualified applicants. According to federal guidelines, these points are not used to achieve any of the minimum passing scores, rather, the points are added only after the applicant has achieved the passing score without them.*

We maintain two hiring lists: one for entry level applicants and one for lateral officers. Management will make the final decision as to which list it draws from, based on: general circumstances, departmental needs, basic academy slots, applicant availability, and training cycles.

Because testing cycles are on-going, be aware that the hiring list is fluid. Eligibility and ranking with applicants can change during each cycle. Final test scores, expired eligibility, withdrawal from consideration, or failed background investigations can quickly move applicants up, down, and possibly off the list.

After the list is compiled, background investigations will be initiated on candidates determined by management, as described above. Candidates who successfully pass the background investigation, will be submitted for final admin review, and may receive a Conditional Offer of Employment, based on openings.

Upon acceptance, the candidate will proceed to Step 4:

STEP 4

Minimum Qualifications:

- Medical Physical
- Drug Screen test
- Psychological exam
- Review by Great Falls Police Commission for approval or denial:
    - U.S. Citizen
    - Eighteen years of age
    - Height & weight in proportion
    - Visual acuity - correctable to 20/20
    - Able to pass a color vision test
    - High school diploma or equivalent (college degree preferred)
    - MT driver's license, or ability to obtain within 60 days
    - No convictions for which imprisonment could have occurred in a federal or state penitentiary
    - Good moral character
    - Ability to establish and maintain an effective working relationship with supervisors, co-workers and the public
    - Interpersonal and problem-solving skills
    - Willingness to work with community

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