

## SECTION II



# STEVENSVILLE POLICE DEPARTMENT APPLICANT SCREENING PROCESS

# APPLICANT SCREENING PROCESS

## **1. Applicant Review**

Applications will be reviewed by Human Resources, the Mayor's Office, and the Chief of Police.

## **2. CANDIDATE INTERVIEWS**

After applicants are chosen for consideration, they will be notified of the time and location of their oral interviews.

## **3. Applicant Testing**

Successful Candidates will be contacted and invited to take a physical agility test.

## **4. CONDITIONAL OFFER OF EMPLOYMENT**

Following the candidate interviews, the top candidate will be given a conditional offer of employment.

## **5. BACKGROUND INVESTIGATION**

A background investigation will be conducted of the top applicant. The background investigator will be a member of the Stevensville Police Department. The background investigator will conduct a thorough background investigation. The results of the background investigation can be cause for removal of an applicant from the hiring process.

## **6. PSYCHOLOGICAL EVALUATION**

The top applicant will be requested to submit to a psychological evaluation at the expense of the Stevensville Police Department. The results of the psychological evaluation may result in the applicant's removal from the hiring process. (MCA 732-303)

## **7. MEDICAL EXAMINATION**

The top applicant will undergo a medical examination conducted by a licensed physician at the expense of the Stevensville Police Department. The results of the medical examination may result in the applicant's removal from the eligibility pool. Any applicant who refuses to submit to the medical examination will be removed from the hiring process. (MCA 7-32-303)

## APPLICANT SCREENING PROCESS

### 8. REPAYMENT AGREEMENT

Non-certified officers may be required to sign a repayment agreement. The repayment agreement will be effective from the first day of employment and will remain in effect for three calendar years from the first day of employment. In accordance with the terms of the agreement, if the officer voluntarily separates from employment during the three-year period, the officer will agree to pay back any reasonable expenses incurred to equip the officer. The repayment amount will be prorated according to the length of service before separation.

### 9. APPOINTMENT

Upon appointment with the Stevensville Police Department, the officer will be required to take the oath of office and will swear to the law enforcement code of ethics. All applicants who have not resided in the state for a period of one year and in Ravalli County for a period of 6 months prior to the date of appointment may receive a waiver of residency. The residency requirement exemption will be considered on a case-by-case basis. See Montana Code Annotated 7-32-301 and 7-32-302 for further information.

### 10. PROBATIONARY PERIOD

All officers will be required to complete a one (1) year probationary period of employment with the Stevensville Police Department. Officers will undergo field training for a portion of this probationary year.

### 11. ACADEMY

At some point during the probationary period, and within one year of the hire date, the officer will be required to attend the Montana Law Enforcement Academy. ***Montana P.O.S.T. certified law enforcement officers will not be required to attend the academy. Out of state P.O.S.T. certified officers will be required to attend and successfully complete the law enforcement equivalency academy within one year of the date of hire.***