



# City of Missoula Police Department

---

## Letter of Understanding

I am applying for a position as a Police Officer with the Missoula Police Department. I understand that there are certain requirements I must meet before I can be accepted into this position. I also understand that I must submit to and cooperate fully with an extensive background investigation, which consists of, but is not necessarily limited to, the following areas of concern:

1. Review of my completed Personal History Statement and investigation of the information contained therein.
2. Thorough criminal history check.
3. Thorough examination of my prior employment.
4. Examination of my personal credit/financial report.
5. Thorough investigation of all those elements deemed necessary by the Missoula Police Department to determine whether I meet the standards of high moral character required for Missoula City Police Officers.

I understand that the background investigation will be conducted in accordance with procedures established by the Missoula Police Department, and will take place in two phases. Following the first phase of the background investigation, the Missoula Police Department will select those applicants who meet the Department's minimum selection criteria, and whom the Department's Hiring Board wishes to interview. If I am not selected to be interviewed, I will not be investigated further.

If I am interviewed by the Hiring Board, I *may* be designated an Officer Candidate. I understand that this is neither an offer of employment, nor a guarantee that any such offer is forthcoming. However, if I am designated as an Officer Candidate, a more extensive background investigation will be conducted.

The Chief of Police is responsible for all decisions regarding which Officer Candidates, if any, receive conditional offers of employment. Those decisions are based upon the Chief's assessment of the needs of the Missoula Police Department and the totality of my qualifications as those qualifications are reflected in all phases of the application process.

I acknowledge and accept that if a conditional offer of employment is extended to me, the following conditions apply:

1. I must pass a physical examination conducted by a physician selected and paid for by the Missoula Police Department.
2. I must pass a psychological examination conducted by a licensed professional selected and paid for by the Missoula Police Department.
3. I must pass a drug screen conducted at the time of the physical examination.
4. I must *again* complete the Montana Physical Agility Test immediately prior to employment to ensure that I can meet the admission standards of the Montana Law Enforcement Academy Basic School.

