



## **Montana Public Safety Officer Standards & Training Council**

Website: [dojmt.gov/post](http://dojmt.gov/post)  
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### **NOTICE OF QUALIFICATIONS FOR RESERVE CERTIFICATE AND APPLICATION FOR AWARD OF RESERVE CERTIFICATE**

§ 7-32-214, MCA

**Instructions:** *The applicant must complete this form and forward it to his or her agency head/designee for endorsement. The agency should then forward the completed form and attachments to POST by emailing the form to the email address above. Alternatively, the information may also be sent to POST via mail at the address above. POST will notify the agency and the applicant of action taken.*

#### **Applicant Information:**

Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date Hired: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

#### **The requirements for the Reserve Certificate are:**

**1. You must successfully complete the training outlined in § 7-32-214, MCA;**

**i. Did you complete the training outlined in § 7-32-214, MCA?**

Yes

No

**ii. Training completion date: \_\_\_\_\_**

**2. You must be a reserve with your current agency for one full year;**

**Have you been a reserve with your current agency for one year or more?**

Yes

No

**3. You must meet the definition of a reserve officer in § 7-32-201, MCA:**

**i. Have you been sworn?**

Yes

No

**ii. Are you part-time?**

Yes

No

**iii. Are you a volunteer? (Note volunteers cannot be paid a wage)**

Yes

No

**iv. If you are not a volunteer, are you a court officer, appointed by a Chief of Police?**

Yes

No

**4. You must meet the residency requirement of § 7-32-213, MCA.**

**i. Have you been a resident of Montana for at least one year?**

Yes

No

- ii. Have you been a resident of the county in which you are a reserve for at least six months?                      Yes                      No

5. You must agree to abide by the Code of Ethics contained in ARM 23.13.203.

- i. Do you agree to abide by the public safety officers' code of ethics?

Yes                      No

**\*If you do not meet these requirements, you will not be issued a Reserve Certificate.**

**Applicant Certification:** *I attest that the information contained on this application is true and correct to the best of my knowledge.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Agency Recommendation:** *I recommend that the certificate be awarded. I certify that the applicant has complied with the minimum training set forth in [§ 7-32-214, MCA](#), is a sworn, part time officer who is either an unpaid volunteer, or a court officer appointed by a Chief of Police. I further certify that the applicant has been with this agency for at least one year, has agreed to abide by the code of ethics, is of good moral character and is worthy of this award. My opinion is based on personal knowledge of the inquiry, and the personnel records of this jurisdiction substantiate the recommendation.*

\_\_\_\_\_  
Printed Name of Agency Head/Designee

\_\_\_\_\_  
Signature of Agency Head/Designee

\_\_\_\_\_  
Date

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

State of Montana

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Signature of Notary Public

**POST Council Use Only**

Approved for Reserve Basic:

By \_\_\_\_\_

Date \_\_\_\_\_