

# STEUBEN COUNTY SHERIFF'S OFFICE



## ***DEPUTY SHERIFF APPLICATION***

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**APPLICANT NAME**

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**DATE SUBMITTED**

**Return to:**

SHERIFF OF STEUBEN COUNTY  
206 E GALE ST  
ANGOLA, IN 46703

***The Steuben County Sheriff's Office is an Equal Opportunity Employer***

The following is a summary of the minimum applicant standards and criteria which must be met by an applicant to be considered in the selection process. Also, a brief description of the selection process is listed and applicants will be notified in writing when the selection process begins and the testing schedule.

### **MINIMUM APPLICANT STANDARDS AND CRITERIA**

- Must be a citizen of the United States of America.
- Applicant must be at least 21 years of age at the time of appointment as a deputy sheriff.
- Must be a high school graduate and produce evidence of same by way of a diploma or equivalency diploma issued by an accredited school.
- Must possess a valid motor vehicle driver's license. A copy of the applicant's drivers license must be submitted with this application.
- Must possess, as a minimum, visual acuity that is correctable to 20/40 in both eyes.
- Must possess, as a minimum, auditory acuity that is within normal range in both ears.
- Applicant's body weight must be in proportion to the applicant's height as standardized in the criteria maintained by the Indiana Law Enforcement Academy.
- Must be of such physical state so as to sustain the rigors and demands of law enforcement and police service.
  - "Physical state" means to be in such physical condition and health to meet the minimum standards of a department Physical Ability Test.
- Must be of such mental state so as to sustain the rigors and demands of law enforcement and police service.
  - "Mental state" means having the ability to exercise good judgment; having balance temperament; being free of debilitating psychological disorders and being of such psychological health to adequately complete psychological testing.
- Must be a person of excellent character having favorable references from previous employers, credit history, and personal references. Excellent character includes an absence of pattern or practice of substance abuse or criminal misdemeanor convictions and no felony convictions.
- Have a good work history with recommendations from previous employers.
- Meet current Indiana Law Enforcement Academy physical standards and general requirements for appointment as a police officer in the State of Indiana.
- Must agree to take a lie detector or voice stress test.
- If discharged from the military service, must possess an Honorable Discharge.
- Pass a drug test.

### **SELECTION PROCESS**

There are three steps to the initial application process. Each applicant must successfully pass each step before moving on to the next step.

- Step 1: Complete a standard written test.
- Step 2: Complete a police officer employment application.
- Step 3: Complete a physical ability test.

The top applicants with the highest scores and having successfully passed the physical ability testing shall undergo a background check, where you will be required to produce the following documents:

1. Copy of high school diploma or equivalent
2. Copy of High School and College transcripts
3. Copy of any and all military documentation
4. Copy of birth certificate

Upon successful completion of the background check, the applicant will undergo a personal interview with the Sheriff's Merit Board.

- Upon completion of the personal interview, the Merit Board shall recommend the most qualified applicant to the Sheriff. A "Conditional Offer of Employment" will be extended and the applicant shall continue in the selection process by signing a medical and psychological release form. The applicant shall undergo medical and psychological testing at the expense of the department. Medical testing will assess the applicant's visual/auditory acuity and physiological health to perform the essential functions of the position.
- Psychological testing will assess the applicant's psychological health to perform the essential functions of the position.
- The successful applicant shall submit to a drug screen analysis to determine if any recent illicit drug usage by the applicant is present.
- Following selection, a county police officer shall be on a probationary status during the first year of employment. As a condition of continued employment as a county police officer, he/she must complete the Indiana Law Enforcement Academy Officer Basic Course as prescribed by the Indiana Law Enforcement Academy.

### **SELECTION PROCESS DEADLINES**

Each applicant will be notified in writing advising of the testing schedule. Failure to attend or successfully pass any test phase will disqualify an applicant from further consideration in the process.

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### **NOTICE**

Applications will not be considered unless each of the following conditions is met:

**Each application must be complete in every respect.**

**Any misrepresentation of facts will disqualify the applicant.**

- This form must be filled out in black ink in the handwriting of the applicant.
- Answer all questions. If the question does not apply, state: "None" or "Does Not Apply".
- Any further information you wish to add may be placed on separate pages with proper identifying reference marks.
- It is important that you clearly and correctly indicate your mailing address. In the event you change your address after filing application, mail notification of new address immediately.

## DEPUTY SHERIFF APPLICATION

NAME: \_\_\_\_\_  
Last First Middle

RESIDENCE: \_\_\_\_\_  
Street or Rural Address Apt No

\_\_\_\_\_  
City County State Zip Code

MAILING ADDRESS (if different from residence): \_\_\_\_\_

\_\_\_\_\_  
City County State Zip Code

TELEPHONE: \_\_\_\_\_  
Cell # Alternate #

EMAIL: \_\_\_\_\_

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### INITIAL REQUIREMENT DATA

ARE YOU A US CITIZEN? \_\_\_\_\_

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### PHYSICAL STATUS

ARE YOU, TO THE BEST OF YOUR KNOWLEDGE, ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSTION OF DEPUTY SHERIFF? \_\_\_\_\_

IF NO, EXPLAIN FULLY ON A SEPARATE SHEET.

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### EDUCATION DATA

LIST INFORMATION FOR HIGH SCHOOL AND ALL ACCREDITED COLLEGES/UNIVERSITIES YOU HAVE ATTENDED:

| NAME OF SCHOOL | COURSE OF STUDY | # HOURS COMPLETED | GPA ON 4.0 SCALE | DID YOU GRADUATE | DEGREE |
|----------------|-----------------|-------------------|------------------|------------------|--------|
|                |                 |                   |                  |                  |        |
|                |                 |                   |                  |                  |        |
|                |                 |                   |                  |                  |        |
|                |                 |                   |                  |                  |        |
|                |                 |                   |                  |                  |        |

## EMPLOYMENT DATA

LIST CHRONOLOGICALLY (MOST RECENT EMPLOYMENT FIRST) ALL PAST AND CURRENT EMPLOYMENT INCLUDING PART TIME (USE ADDITIONAL SHEETS IF NECESSARY).

EXPLAIN ANY BREAKS IN EMPLOYMENT.

| DATES OF EMPLOYMENT FROM - TO | NAME OF EMPLOYER | ADDRESS AND PHONE NUMBER OF EMPLOYER | POSITION HELD | ANNUAL SALARY | REASON FOR LEAVING |
|-------------------------------|------------------|--------------------------------------|---------------|---------------|--------------------|
|                               |                  |                                      |               |               |                    |
|                               |                  |                                      |               |               |                    |
|                               |                  |                                      |               |               |                    |
|                               |                  |                                      |               |               |                    |
|                               |                  |                                      |               |               |                    |
|                               |                  |                                      |               |               |                    |

HAVE YOU BEEN DISCHARGED OR RESIGNED TO PREVENT BEING DISCHARGED FROM A POSITION OF EMPLOYMENT? \_\_\_\_\_

IF YES, EXPLAIN FULLY ON A SEPARATE SHEET.

## REFERENCES

PLEASE DO NOT LIST RELATIVES AS REFERENCES. INFORMATION MUST BE COMPLETE.

| NAME | PHONE # | STREET | CITY / STATE |
|------|---------|--------|--------------|
|      |         |        |              |
|      |         |        |              |
|      |         |        |              |

## MILITARY HISTORY AND STATUS

HAVE YOU EVER SERVED IN THE MILITARY ON ACTIVE DUTY (INCLUDE INITIAL ACTIVE DUTY TRAINING WITH THE NATIONAL GUARD AND RESERVES)? \_\_\_\_\_

| MILITARY BRANCH | HIGHEST RANK | RANK AT SEPARATION | TYPE OF DISCHARGE / REENLISTMENT CODE |
|-----------------|--------------|--------------------|---------------------------------------|
|                 |              |                    |                                       |
|                 |              |                    |                                       |
|                 |              |                    |                                       |

ARE YOU ELIGIBLE TO RE-ENLIST? \_\_\_\_\_

IF NO, EXPLAIN FULLY ON A SEPARATE SHEET.

MILITARY CITATIONS OR OTHER AWARDS RECEIVED: \_\_\_\_\_

WERE YOU EVER DISCIPLINED (COURT MARTIAL, ARTICLE 15, CAPTAIN'S MAST, ETC.) WHILE ON DUTY?

IF YES, EXPLAIN FULLY ON A SEPARATE SHEET.

## LAW ENFORCEMENT EXPERIENCE

HAVE YOU EVER BEEN EMPLOYED BY A POLICE DEPARTMENT? \_\_\_\_\_

WHERE DID YOU COMPLETE YOUR BASIC LAW ENFORCEMENT CERTIFICATION PROGRAM?  
\_\_\_\_\_

DATE LAW ENFORCEMENT TRAINING WAS COMPLETED: \_\_\_\_\_

DID YOU RECEIVE CERTIFICATION UPON COMPLETION OF TRAINING? \_\_\_\_\_

LENGTH OF BASIC TRAINING: TOTAL TRAINING HOURS: \_\_\_\_\_ WEEKS OF TRAINING: \_\_\_\_\_

LIST BELOW WHERE YOU HAVE BEEN EMPLOYED AS A POLICE OFFICER

| AGENCY / ADDRESS | DATE FROM / TO | RANK | REASON FOR LEAVING |
|------------------|----------------|------|--------------------|
|                  |                |      |                    |
|                  |                |      |                    |
|                  |                |      |                    |

ARE YOU ELIGIBLE FOR RE-HIRING? \_\_\_\_\_  
IF NO, EXPLAIN FULLY ON A SEPARATE SHEET

LIST ANY SPECIALTY TRAINING YOU HAVE RECEIVED: \_\_\_\_\_  
\_\_\_\_\_

WERE YOU EVER DISCIPLINED? \_\_\_\_\_  
IF YES, EXPLAIN FULLY ON A SEPARATE SHEET  
\_\_\_\_\_

## VEHICLE CRASH AND ARREST RECORD

DO YOU CURRENTLY POSSESS A VALID AUTOMOBILE DRIVING LICENSE? \_\_\_\_\_

LICENSE NUMBER: \_\_\_\_\_ STATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

HAS YOUR DRIVERS LICENSE EVER BEEN SUSPENDED? \_\_\_\_\_

IF YES, EXPLAIN: \_\_\_\_\_  
\_\_\_\_\_

LIST VEHICLE CRASHES IN WHICH YOU HAVE BEEN INVOLVED AS A DRIVER

| AGENCY / ADDRESS | DATE FROM / TO | LOCATION/DESCRIPTION |
|------------------|----------------|----------------------|
|                  |                |                      |
|                  |                |                      |
|                  |                |                      |
|                  |                |                      |
|                  |                |                      |

HAVE YOU EVER RECEIVED A TICKET OR BEEN ARRESTED FOR A TRAFFIC OFFENSE? \_\_\_\_\_  
IF YES, DESCRIBE BELOW:

| DATE | LOCATION | CHARGE | FINE OR SENTENCE |
|------|----------|--------|------------------|
|      |          |        |                  |
|      |          |        |                  |
|      |          |        |                  |
|      |          |        |                  |
|      |          |        |                  |

HAVE YOU EVER BEEN ARRESTED FOR A CRIMINAL OFFENSE? \_\_\_\_\_

IF YES, DESCRIBE BELOW:

| DATE | LOCATION | CHARGE | FINE OR SENTENCE |
|------|----------|--------|------------------|
|      |          |        |                  |
|      |          |        |                  |
|      |          |        |                  |
|      |          |        |                  |
|      |          |        |                  |

HAVE YOU EVER BEEN CONVICTED OF A FELONY? \_\_\_\_\_

IF YES, EXPLAIN FULLY ON A SEPARATE SHEET.

HAVE YOU EVER BEEN OR ARE YOU CURRENTLY INVOLVED AS A PLAINTIFF, DEFENDANT, PETITIONER,

OR RESPONDENT IN ANY CIVIL COURT ACTION: \_\_\_\_\_

IF YES, EXPLAIN FULLY ON A SEPARATE SHEET.

### CERTIFICATION

I CERTIFY THAT:

- ALL REQUIRED ITEMS ARE INCLUDED WITH THIS APPLICATION
  - MILITARY
    - DD214 (IF VETERAN)
    - DD217 (IF ACTIVE DUTY)
  - PREVIOUS LAW ENFORCEMENT DOCUMENTATION
    - COPY OF LAW ENFORCEMENT ACADEMY CERTIFICATE
    - COPY OF SPECIALIZED TRAINING AND AWARDS
    - COPY OF COMMENDATIONS AND AWARDS
  
- I HAVE PERSONALLY COMPLETED THIS APPLICATION.

I SWEAR OR AFFIRM UNDER PENALTY OF PERJURY THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



**STEUBEN COUNTY  
SHERIFF'S OFFICE**

Rodney L. Robinson, Sheriff  
206 EAST GALE STREET • ANGOLA, INDIANA 46703  
(260) 668-1000 ext 5000 • Fax (260) 665-9476  
www.steubensheriff.com

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**RELEASE FORMS**

I, \_\_\_\_\_ do hereby give my consent and authorize the Steuben County Sheriff's Office to check criminal records, driver's license, and credit history.

I, \_\_\_\_\_ release the Steuben County Sheriff's Office from any liability while doing the physical ability test which is part of the application process.

I, \_\_\_\_\_ give the Steuben County Sheriff's Office permission to obtain bodily fluids and for a drug test to be done.

I, \_\_\_\_\_ do hereby give my consent and permission for the Steuben County Sheriff's Office to obtain previous employment information.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date