



Benton County Sheriff's Office

John Cox, Sheriff

105 S Lincoln Avenue

Fowler, Indiana 47944

Phone (765) 884-0080

Fax (765) 252-1782

APPLICATION PACKET INSTRUCTIONS FOR MERIT DEPUTY

What documents should I gather for my application packet?

You will need the following documents in your application packet when you return it to the Benton County Indiana Sheriff's Department:

1. Completed application
2. Authorization and Release to Obtain Information form (signed & notarized)
(This can be notarized in the state where you currently reside.)
3. Copy of valid Driver's License
4. Birth Certificate (certified /notarized copy)
5. High School Diploma (certified/notarized copy, or transcript)
(Correspondence High School Diplomas are not accepted.)
6. G.E.D. Certificate/ High School Equivalency and test scores (certified/notarized copy, or transcript)
7. College Documentation (certified/notarized copy, or transcript)
8. Military DD214 Member Copy ⁴2 and or ⁴4 (if you are a military veteran)

*** To access your DD214 please visit <http://ivimarchives.gov/veterans/> ***
9. Basic Law Enforcement Training Certificate for lateral applicants (including out-of-state applicants)
10. Head & shoulders photo (taken within the last three months)

What else should I include?

When completing your application, please remember to:

Include all of the residences you have lived for the past 5 years.

Include every employer for whom you have worked for the last 5 years, even if the business is now closed. Include temporary, seasonal, part-time and volunteer jobs.

Have the Authorization to Release Obtain Information form notarized.

Review all the information you have provided for accuracy.

The information requested of you is very important in the consideration of your application. It is imperative that you provide all of the information requested. Information must be accurate and legible.

Mail or Return your completed packet to:	For questions call:
Benton County Indiana Sheriff's Office 105 S. Lincoln Ave. Fowler, Indiana 47944	Sheriff John Cox (765) 884-0080

About the Position

A Merit Deputy Sheriff performs a variety of duties in the enforcement of laws, ordinances, prevention of crimes, controls traffic flow, performs investigation activities, and performs a variety of technical and administrative tasks in support of the Sheriff's Office. A Merit Deputy Sheriff must conduct themselves in a professional manner whether on-duty or off-duty. A Merit Deputy Sheriff must be willing to be held to a higher standard than the public we serve and serve with honesty and integrity.

Merit Deputy Sheriff Essential Job Functions:

- Effect an arrest, forcibly if necessary, using handcuffs and other restraints, subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.
- Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
- Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
- Operate a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
- Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.
- Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using bodily force to gain entrance through barriers.
- Load, unload, aim and fire a variety of issued firearms from a variety of positions under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed by ILEA and the Office.
- Perform searches of people, vehicles, buildings and large outdoor areas. Detecting objects, walking/standing for long periods of time, detaining people and stopping suspicious vehicles.
- Engage in law enforcement patrol functions that include such things as working rotating shifts, 12 hour shifts.
- Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
- Demonstrate communications skills in court and other formal settings.
- Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
- Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
- Comply with all Office Standard Operating Procedures.
- Successfully complete all other duties assigned.

REQUIREMENTS:

- 21 years of age.
- U.S. Citizen (if naturalized, must provide documentation).
- High School Graduate.
- The ability to obtain and maintain an Indiana Driver's License upon acceptance of job offer with the Benton County Indiana Sheriff's Department.
- No felony or crimes against persons convictions.
- Willing to submit and successfully pass pre-employment drug screen and physical (no recourse to a negative judgment is permitted).
- Sign a 3-year training agreement (waived for Indiana Law Enforcement Academy certified officers)
- Be a resident of Benton County Indiana or live within a defined boundary as identified by the Sheriff.
- Meet all requirements for employment as a Deputy Sheriff as prescribed by Indiana Law.
- Have corrected vision of at least 20/30 in each eye.
- Must possess, as a minimum, auditory acuity that is within normal range in both ears.
- Must be of such physical state to sustain the rigors and demands of law enforcement. "Physical state" means to be in such physical condition and health to pass the exit standards of ILEA.
- Must be of such mental state to sustain the rigors and demands of law enforcement and police service. "Mental state" means having the ability to exercise good judgment; having a balanced temperament; being free of debilitating psychological disorders and being of such psychological health to adequately complete and pass a fit for duty test.
- Must successfully complete as pass the exit standards of the Indiana Law Enforcement Academy and maintain the certification each year after that.
- Maintain a telephone and be able to respond 24 hours a day.
- Take and pass a written test.
- Sign a waiver and submit to a polygraph test, if requested.
- Sign a waiver and submit to a drug test, if requested.
- Be willing to appear for interviews with the Deputy panel, Sheriff and Merit Board.
- Be willing to work a schedule as prescribed by the Sheriff or his/her designee.
- Submit to being fingerprinted.
- Refrain from any political activity prohibited by law, or that would create a conflict of interest as a member of this department.
- Must be a person of excellent character having favorable references from previous employers and personal references. Excellent character includes an absence of pattern or practice of substance abuse or criminal misdemeanor convictions and no history of felony convictions or domestic violence. It also includes not having adverse indebtedness.

HIRING PROCESS:

The application process from start to finish may take 3 to 5 months. Successful completion of this process does not guarantee employment. The Benton County Indiana Sheriff's Office reserves the right to hire or reject any candidate from the list depending on the needs of the office.

1. Complete and submit all application forms and documentation.
2. Submit to a criminal history and driving history review.
3. Successfully complete the ILEA exit physical agility test.
4. Pass a written exam.
5. Complete an oral interview(s).
6. Submit to a background investigation.
7. Complete a polygraph examination.
8. Pass a physical examination administered by a practicing physician in the State of Indiana, to include vision, color blindness and drug testing.
9. Complete a psychological evaluation.

Upon successful completion of the process, candidates may be considered for available positions.

Automatic Disqualifiers:

Criminal History

- Any felony convictions or convictions for crimes against persons.
- Prohibition from lawfully carrying a handgun in the State of Indiana.

Other

- Dishonorable or general discharge from any military service (only honorable discharges will be considered)
- Untruthfulness or the intentional withholding of information on any application, interview, or paperwork associated with the position
- Deliberate inaccuracies or incomplete statements
- Cheating on any examination or testing associated with the position

The Benton County Indiana Sheriff's Office is an Equal Opportunity Affirmative Action Employer. Only U.S. citizens are eligible for hire.

Complete all of the information below.

1. PERSONAL DATA										
Last Name			First Name				Middle Name			
Current Address		Street Name & Number (No PO Boxes)			City		State		Zip Code	
Email			List any other names you have ever used (including maiden name)							
Home Phone ()		Alternate Phone ()		Number			Notification Type Preference: Email Paper			
Age	Date of Birth	Place of Birth (City & State)			Sex	Race	Height	Weight	Hair Color	Eye Color

Tattoos (Description & Location)					Are you a US Citizen? Yes No	
Check One: Married Separated Single			Spouse's Full Name		Spouse's Date of Birth	
A Starting with your present address, list all physical addresses you have had for the past 10 years, including your addresses in the military service. Include each duty station separately. PO Boxes are not acceptable.						
From	To	Street Address	City	County	State	Zip Code

A Starting with your present job, list all jobs you have had for the past 10 years. Attach any documents or training certifications that you have.						
From	To	Employer and Street Address	Position Held	County		

A List personal and professional references that can speak to your character and professional accomplishments. Be sure to list the dates you have known them.						
From	To	Name and Address	Contact number	Relationship		

READ AND SIGN THE FOLLOWING IF YOU AGREE

- By signing below, I certify that I have given true, accurate and complete information on this form to the best of my knowledge. In the event that confirmation is needed in connection with my work, I authorize educational institutions, previous employers, military units, associations, registration and licensing boards, and others to furnish the Benton County Indiana Sheriff's Office with whatever detail is available concerning my qualifications. I authorize the Benton County Indiana Sheriff's Office to investigate all statements made in this application and understand that false information or documentation, or failure to disclose relevant information may be grounds for rejection of my application or disciplinary action up to and including dismissal shall I become an employee of the Benton County Indiana Sheriff's Office. I further understand that I will not receive and am not entitled to a copy of any report of background investigation or to know its contents.
- I understand that if I am currently employed as law enforcement, correctional officer, by a law enforcement or criminal justice related agency of any type, the results of any background checks may be made available to my current employer, whether or not I am offered employment by the Benton County Indiana Sheriff's Office.
- I also understand that employment is conditional until results of health evaluations are known as related to essential job functions and until information given by me on my application has been verified. I will accept travel assignments when job duties so require. I will work overtime and other than standard shift hours when job duties so require. As part of the Drug Free Workplace Act, I agree to submit to drug and alcohol screening tests when required upon a conditional offer of employment and during employment. I will participate in the Direct Payroll Deposit program as a condition of employment.
- I further authorize the Benton County Indiana Sheriff's Office and its representatives to perform any criminal records checks that may be required as part of this application process. I understand and acknowledge that, unless otherwise defined by applicable law, my employment relationship with the Benton County Indiana Sheriff's Office is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of the Benton County Indiana Sheriff's Office specifically acknowledges such change in writing. I hereby release the Benton County Indiana Sheriff's Office and its directors, elected officials, employees and assigns from all liability or damage that may result from furnishing the requested information.

Signature of Candidate

Date signed

Printed name of candidate

The Benton County Sheriffs Office strongly suggests you consult your physician if you have any concerns regarding your physical capability or conditioning. You will be required to sign a medical liability release form at the time of testing.

Sheriff John Cox

ILEA PHYSICAL STANDARDS	
Vertical Jump	16 inches
Sit-Ups	29 completed in one minute or less
300 Meter Run	Completed in 71 seconds or less
Push-Ups	25 completed
1.5 Mile Run	Completed in 16 minutes and 28 seconds or less

If you have any questions about the physical test process, contact Sheriff John Cox at the Benton County Sheriff's Office by email at jcox@bentoncounty.in.gov.



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105 S Lincoln Avenue

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Background Investigation Release

I, _____,

authorize the Benton County Indiana Sheriffs Office to conduct a background investigation in connection with my application for employment.

I understand that I will not receive, and am not entitled to, a copy of the report of the investigation or to know its contents. I further understand that the contents of this report are privileged. I agree to give any further information that may be required in reference to my past record. I fully understand that all information gained for such investigation is confidential and will be released only to authorized persons in the employment process.

This investigation may include information from educational institutions, previous employers, military units and organizations, all US Government agencies to include the Office of Personnel Management (OPM), Department of Motor Vehicle records in any state, any physician or medical records, insurance companies, police or court records, tax and property records, personal references, developed references, and any other appropriate sources. I authorize the release of any information that the Benton County Indiana Sheriff's Office may request from the above sources. I also authorize my former or current employers to give any information regarding my employment; together with any information they may have regarding me, whether or not it is in their records.

I also understand that if I am currently employed as a law enforcement or correctional officer, or by a law enforcement or criminal justice related agency of any type, the results of this background investigation may be made available to my current employer, whether I am offered employment by the Benton County Indiana Sheriffs Office.

I hereby release the Benton County Indiana Sheriff's Office, The County of Benton Indiana, The State of Indiana, or any of its agents or representatives, and any person or entity so furnishing such information from all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, and other information for the investigation made by the Benton County Indiana Sheriff's Office.

Candidate Signature

Candidate Printed Name

Date