



WARRICK COUNTY SHERIFF'S OFFICE SHERIFF MICHAEL WILDER

P.O. Box 487 · 100 SR 62 West · Boonville, Indiana 47601 · (812) 897-6180
FAX: (812) 897-3654 · www.warrickcountysheriff.com

Mission Statement

"It is the mission of the Warrick County Sheriff's Office to serve all people in a fair, impartial and professional manner and for our service to positively affect their quality of life. We shall enforce and administer the law according to the standards of the Constitution of the United States and of the State of Indiana so that equal protection of the law is guaranteed to all citizens. The employees of the Sheriff's Office recognize the special trust and confidence given to us and we shall strive to never lessen the public's opinion of our honorable profession."

Welcome to the 2024 initial hiring process of the Warrick County Sheriff's Office. We are actively recruiting applicants who are entering the rewarding profession of law enforcement. The Sheriff's Office enjoys a proud tradition and an excellent relationship with our citizens based on trust earned and service provided. I encourage you to visit our website at www.warricksheriff.com to learn more about our operations and your employment opportunities.

Information is being provided to you concerning our expectations of you as an applicant, as well as important dates for you to schedule to be successful in our process.

Respectfully,

Michael Wilder, Sheriff

Dear Applicant:

Thank you for applying for a position with the Warrick County Sheriff's Office. The first stage of applicant testing will be physical fitness testing. **This testing will be held at Boonville High School located at 300 N 1st St., Boonville, IN 47601 on February 17, 2024 at 8:00 AM.**

The testing will consist of four parts. The required physical fitness standards for Indiana Law Enforcement Academy can be found at <https://www.in.gov/ilea/2338.htm>.

- 1.5-mile run - the purpose of the run is to measure aerobic power [cardiovascular endurance] Applicants will have 16 minutes 28 seconds to complete the run.
- 300-meter run- the purpose of this test is to measure anaerobic power. Applicants will have 71 seconds to complete run.
- One-minute sit-ups - the purpose of the test is to measure abdominal endurance. Applicants must perform as many sit-ups as possible in one minute. 29 sit-ups are the minimum requirement.
- Push-ups- the purpose of this test is to measure muscular endurance of the upper body. Applicants must do a minimum of 25 push-ups. There is no time limit; however, applicant may only rest in the up position. Once the applicant elects to stop or cannot continue the test is over and the number of correct push-ups recorded will be the applicants score.
- Vertical jump 16 inches

The physical fitness testing is pass/fail. If an applicant fails any part of the testing, he/she will be advised of the failure and asked to leave the testing area. This failure will conclude the applicant's participation in the hiring process.

At the conclusion of the physical fitness testing, applicants who have passed this stage of the hiring process will have a short break and be back for the written portion of the test by 10:00 AM. The written test will be administered in a class room of Boonville High School and will take approximately 5 hours to complete.

This is the only notice you will receive of the testing. It will be your responsibility to arrive at the test site in a timely manner. The testing will begin at 8:00 AM sharp. Late arrivals will not be admitted. Remember to give yourself enough time to stretch and warm up. Be sure to wear appropriate clothes.

The physical testing will be performed in the track area located at the football field at Boonville High School.

Selection Process

- Each applicant shall complete a Sheriff's office employment application.
- Each applicant shall complete a physical fitness test. Failure to meet Indiana Law Enforcement Academy testing standards will disqualify the applicant from the selection process.
- Each applicant shall complete a standardized written test.
- The top twenty-five [25] applicants with the highest aggregate score and having successfully completed the written and physical testing shall undergo a personal interview with both the Sheriff's Merit Board, Sheriff's Advisory Board and the Sheriff.
- Upon the completion of the personal interviews the names of all remaining applicants shall be placed in a "pool". As job openings occur, applicants shall be chosen from the pool. A "conditional offer of employment" shall be extended to the applicant chosen to fill the job opening.
- The hiring process shall continue with the applicant signing a medical and psychological release form. The applicant shall undergo medical and psychological testing at the expense of the Sheriff's Office. 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.
- Following the completion of the medical and psychological testing, a member of the Warrick County Sheriff's Office will complete a background investigation of the applicant.
- 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 deputy sheriff 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 Police Officer basic training Course as prescribed by the Indiana Law Enforcement Academy. The Officer must successfully complete the training program as prescribed by Warrick County Standard Operating Procedures.

**POSITION DESCRIPTION
COUNTY OF WARRICK, INDIANA**

POSITION: Deputy
DEPARTMENT: Sheriff

WORK SCHEDULE: As scheduled

JOB CATEGORY: POLE (Protective Occupations, Law Enforcement)

DATE WRITTEN: September 2020

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Warrick County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Deputy for the Warrick County Sheriff's Office, responsible for enforcing laws, patrolling county roads, and pursuing and apprehending suspects.

DUTIES:

Enforces local, state, and federal laws by implementing effective policy for the prevention and investigation of crimes to protect the lives and property of the people.

Patrols County roads and other designated areas, ensuring the security of residences and businesses, investigating and reporting all suspicious or unlawful activities, and performing necessary actions to ensure the proper enforcement of applicable laws. Provides crowd and riot control and security during labor disputes or demonstrations.

Pursues, apprehends, searches, and arrests suspects using only necessary force, including advising suspects of rights and transporting suspects. Participates in raids as needed.

Stops drivers of vehicles for traffic violations, verifies license and registration data, conducts breathalyzer tests as needed, advises driver of safe driving practices, enforces parking laws and ordinances, and issues warnings, citations, or conducts arrests as warranted.

Responds to and investigates traffic accidents, including radioing for emergency assistance, aiding the injured, regulating traffic, and collating evidence such as locating/interviewing witnesses and photographing/diagramming scene.

Investigates misdemeanors and felony violations for crimes against persons, children and/or property; missing persons; and illegal possession, distribution, and sale of controlled substances.

Responds to emergency calls, burglary/fire alarms, and citizen complaints. Sheriff\Deputy

Participates in formal investigations of misdemeanors and major crimes, including securing crime scenes, prepares/processes/tracks collected evidence, interviewing victims and witnesses, obtaining statements, reviewing lab reports, and coordinating with other law enforcement officials and agencies.

Utilizes undercover techniques, including developing/maintaining control of informants, conducting electronic/vehicle surveillance, and conducting undercover buys of controlled substances.

Maintains knowledge of criminal activity in the area, answers business and emergency calls, and operates IDACS/NCIC and maintains NIBRS statistics.

Completes written reports, memos, letters, activity reports, and case reports.

Provides civil and court service, including escorting detainees, serving subpoenas and civil process papers, updating records of warrants served, and providing courtroom security. Testifies in court and presents evidence in legal proceedings.

Monitors inmates in and out of jail facility, receives/processes/releases inmates, oversees inmates' activities, transports inmates, and manages health and safety of inmates.

Performs bonding procedures, including completing required forms, receiving bond money, writing receipts, and writing checks to County Clerk.

Inspects and maintains assigned uniform, vehicle, and equipment.

Organizes and participates in community events and prepares and presents public presentations.

Attends prescribed in-service or other training programs for certification/recertification in specialized law enforcement areas.

Performs related and special duties as assigned by superiors.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED and Indiana Law Enforcement Academy Training as a Law Enforcement Officer.

Must be at least 21 years of age.

Ability to meet all Department hiring and retention requirements, including passage of a drug test and medical, psychological, and written examinations.

Possession of and ability to maintain required certifications, including First Responder/CPR Training, IDACS/NCIC, and Handgun/Firearms.

Working knowledge of and ability to make practical application of the customary practices, procedures, rules and regulations of the department to perform standardized patrol operations and take authoritative action, as needed.

Working knowledge of applicable local, state, and federal laws, codes, ordinances; accepted police

procedures; area law enforcement principles, procedures, and techniques; and ability to effectively respond to various circumstances while patrolling.

Working knowledge of Department bloodborne pathogen exposure reporting procedures, and ability to utilize universal health precautions to prevent infection from bloodborne pathogens.

Working knowledge of basic filing systems and ability to create and maintain accurate and complete department files and records.

Working knowledge of standard English grammar, spelling, and punctuation and effectively prepare and complete department reports within established department deadlines. Working knowledge of community geography and police jurisdiction/boundaries.

Working knowledge of radio frequencies, codes, procedures, and limitations with ability to speak clearly and distinctly, hear and be understood when communicating in person, by radio, or by telephone.

Working knowledge of and ability to effectively apply evidence collection/preservation techniques.

Ability to properly operate standard office equipment, including computers, calculators, radios, cameras, and other equipment as needed.

Ability to properly operate law enforcement equipment, including vehicles, mobile radars, fingerprint equipment, drug/narcotic identification kit, batons/nightsticks, binoculars, breathalyzers, handguns, shotguns, tear gas/mace, and other equipment as needed.

Ability to properly operate and maintain all assigned vehicles, equipment, and uniforms.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, and to effect forceful arrest as situations demand.

Ability to protect oneself from contracting infectious diseases by avoiding high risk environments and by having knowledge of and utilizing universal health precautions.

Ability to perform essential functions of the position without posing a direct threat to the health and safety of self and other individuals in the workplace.

Ability to effectively communicate orally and in writing with co-workers, other County departments, courts, other law enforcement departments, other emergency personnel, suspects, victims, witnesses, and the public including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to serve the public with diplomacy and respect, including occasional encounters with hostile/violent persons.

Ability to understand, memorize, retain, and carry out oral or written instructions and present findings in oral or written form.

Ability to obey all written and oral orders and directives from Sheriff's Office superiors.

Ability to provide public access to or maintain confidentiality of department information and records according to State requirements.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work rapidly for long periods on several tasks at a time, often under time pressure.

Ability to apply knowledge of people and locations and prepare detailed reports, such as activity reports.

Ability to read/interpret detailed prints, sketches, layouts, specifications, and maps.

Ability to testify in legal proceedings/court.

Ability to perform arithmetic calculations quickly and accurately, such as counting, adding, and subtracting.

Ability to compare or observe similarities/differences between data, people, or things.

Ability to analyze, compile, collate, and evaluate data and make data-driven decisions.

Ability to regularly work irregular hours, weekends, and evenings and occasionally work extended hours, travel out of town for training and transports, sometimes overnight, and respond to emergencies on a 24-hour rotation basis and from an off-duty status.

Possession of a valid driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs a wide variety of patrol duties according to established departmental policies and police procedures, making independent decisions and taking authoritative actions in response to situational demands. Assignments are guided by standard operating procedures or policy and procedural manuals. Errors in decision or work may be detected or prevented through supervisory review and legally defined procedures. Undetected errors could result in damage to equipment/property and/or endangerment to self and others.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, courts, other law enforcement departments, other emergency personnel, suspects, victims, witnesses, and the public for the purposes of exchanging information and rendering service.

Incumbent reports directly to Sergeant.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a police station, in a vehicle, and in the field involving sitting/ walking at will, sitting/standing/walking for long periods, walking/running/carrying equipment up/down flights of stairs, jumping up to/down from elevated areas, running fast for short/long periods, crawling in confined spaces, climbing over obstacles, forcing entry into buildings, driving, lifting/carrying/pushing/pulling objects weighing over 50 pounds, handling/grasping/ fingering objects, crouching/kneeling/bending/reaching, close/far vision, color/depth perception, hearing

sounds/communication, and speaking clearly. Incumbent may be exposed to extreme temperatures,

wet/icy surroundings, walking on uneven terrain, driving at high speeds, noisy environments, physical resistance, violent/irate individuals, and situations involving potential physical harm to self and others.

Universal health/safety precautions must be followed at all times to avoid injury to self and others, including wearing protective clothing equipment.

Incumbent regularly works irregular hours, weekends, and evenings and occasionally works extended hours, travels out of town for training and transports, sometimes overnight, and responds to emergencies on a 24-hour rotation basis and from an off-duty status.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Deputy for the Warrick County Sheriff's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee signature Date

Print/Type name

APPLICATION FOR EMPLOYMENT WARRICK COUNTY SHERIFF'S OFFICE
BOONVILLE, INDIANA

AN EQUAL OPPORTUNITY EMPLOYER

The Warrick County Sheriff's Office does not discriminate on the basis of race, color, national origin, religion, age or disability in employment or the provision of services.

Please type or print responses to all of the questions contained on the entire application form. Any application not completed in its entirety will be disqualified.

BASIC ELIGIBILITY REQUIREMENTS

- Must be citizen of the United State of America
- Applicant must be at least 21 years of age by March 1, 2024
- Must be a high school graduate and produce evidence of same by way of diploma or equivalency diploma issued by an accredited school.
- Must possess, as a minimum, visual acuity that is correctable to 20/30 in both eyes.
- Must possess a valid motor vehicle driver's license.
- 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 Sheriff's Office 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 a balanced 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 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.
- 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 test if under investigation or suspected of committing a crime.
- If discharged from military service, must possess an Honorable Discharge.
- Pass a drug test.

Last Name: _____ First Name: _____

Middle Name: _____ Maiden Name: _____

Home Address: _____

City/State/Zip: _____

Home Phone: _____

Social Security Number: _____

Date of Birth: _____ Age: _____ Place of Birth: _____

Marital Status: Single _____ Married _____ Divorced _____ Widowed _____

Spouse/Significant Other Name: _____

Spouse/Significant Other Maiden Name: _____

Email Address: _____

Emergency Contact Name: _____

Phone: _____ Relationship: _____

Have you ever applied for employment with the Warrick County Sheriff's Office prior to this application?

Yes: _____ No: _____ if yes, give dates of application: _____

Have you ever applied for employment with any other law enforcement agencies?

Yes: _____ No: _____ if yes, give agency name and date of application: _____

Have you ever been charged with a felony? Yes: _____ No: _____ If yes, please explain: _____

Have you ever been convicted of a felony? Yes: _____ No: _____ If yes, please explain: _____

Are there currently any criminal charges pending against you? (Including traffic tickets)

Yes: _____ No: _____ If yes, please explain: _____

Have you ever been charged with and/or convicted of a domestic violence related offense either

misdemeanor or felony? Yes: _____ No: _____ If yes, please explain: _____

Have you ever been charged with and/or convicted of a misdemeanor offense?

Yes: _____ No: _____ If yes, please explain: _____

Have you ever been the subject of a restraining/protective/no contact order? Yes: _____ No: _____

If yes, please explain: _____

Have you ever received a citation/ticket (i.e., parking, speeding, seatbelt, minor consumption)?

Yes: _____ No: _____ If yes, please explain: _____

Have you ever been or are currently involved in any civil actions? Yes: _____ No: _____

If yes, please explain: _____

Have you ever been placed on court probation as an adult? Yes: _____ No: _____

If yes, please explain: _____

Have the Police ever been called to your home for any reason? Yes: _____ No: _____

If yes, please explain: _____

Have you or your spouse/significant other ever been referred to Child Protective Services?

Yes: _____ No: _____

If yes, please explain: _____

Have you ever filed or declared bankruptcy (chapter 7,11, or 13)? Yes: _____ No: _____

If yes, please explain: _____

Have any of your bills ever been turned over to a collection agency?

Yes: _____ No: _____

If yes, please explain: _____

Have you ever applied for a permit to carry a handgun? Yes: _____ No: _____

Reason:

Do you have any commitments (i.e., second job, school, etc.) which might interfere with, or adversely affect, your employment should we select you for a position?

Yes: _____ No: _____

If yes, please explain: _____

Employment History and Work Experience

In this section, list all employment history and work experience beginning with your current employer. Use additional paper if necessary. Failure to include all past employment may be grounds for disqualification.

Current Employer: _____

May we contact your current employer prior to employment? Yes: _____ No: _____

Current employer's address: _____

Phone Number: _____ Hire Date: _____

Job Title: _____ Salary: _____ Per: _____

Supervisors Name: _____

Describe your work duties, responsibilities, equipment operated, promotions, etc:

Previous Employer: _____

Address: _____

Phone Number: _____ Hire Date: _____

Dates employed: _____

Job Title: _____ Salary: _____ Per: _____

Supervisors Name: _____

Describe your work duties, responsibilities, equipment operated, promotions, etc:

Why did you leave: _____

Previous Employer: _____

Address: _____

Phone Number: _____ Hire Date: _____

Dates employed: _____

Job Title: _____ Salary: _____ Per: _____

Supervisors Name: _____

Describe your work duties, responsibilities, equipment operated, promotions, etc:

Why did you leave: _____

Previous Employer: _____

Address: _____

Phone Number: _____ Hire Date: _____

Dates employed: _____

Job Title: _____ Salary: _____ Per: _____

Supervisors Name: _____

Describe your work duties, responsibilities, equipment operated, promotions, etc:

Why did you leave: _____

Previous Employer: _____

Address: _____

Phone Number: _____ Hire Date: _____

Dates employed: _____

Job Title: _____ Salary: _____ Per: _____

Supervisors Name: _____

Describe your work duties, responsibilities, equipment operated, promotions, etc:

Why did you leave: _____

Previous Employer: _____

Address: _____

Phone Number: _____ Hire Date: _____

Dates employed: _____

Job Title: _____ Salary: _____ Per: _____

Supervisors Name: _____

Describe your work duties, responsibilities, equipment operated, promotions, etc:

Why did you leave:

Have you ever been disciplined at any place of employment? (i.e., written warnings, formal letters of reprimand, suspensions, pay reductions, reassignments, or demotions) Yes: _____ No: _____

If yes, please explain: _____

Have you ever resigned in lieu of termination? Yes: _____ No: _____

If yes, please explain: _____

Have you ever been accused of discrimination (i.e. sexual harassment, racial bias, sexual orientation, harassment, etc.) by a co-worker, superior, subordinate, and/or customer? Yes: _____ No: _____

If yes, please explain: _____

Education and Training

This section is intended to give the employer information about the education and training that you have completed, and to demonstrate your skills, knowledge and abilities to perform the job duties of the position.

High School attended: _____

Address: _____

Did you graduate? _____ Year: _____ Age at graduation: _____

High School Equivalent? _____

Activities, awards, sports, etc. (you may exclude any which indicate race, color, religion, sex, age, national origin, or disability): _____

College or Trade School attended: _____

Address: _____

Did you graduate? _____ Year: _____ Age at graduation: _____

Degree: _____

Major or minor course of study: _____

Activities, awards, sports, etc. (you may exclude any which indicate race, color, religion, sex, age, national origin, or disability): _____

College or Trade School attended: _____

Address: _____

Did you graduate? _____ Year: _____ Age at graduation: _____

Degree: _____

Major or minor course of study: _____

Activities, awards, sports, etc. (you may exclude any which indicate race, color, religion, sex, age, national origin, or disability): _____

Graduate school(s) attended: _____

Address: _____

Date of attendance: _____ to _____

Did you graduate? _____ Year: _____ Age at graduation: _____

Degree: _____

Please list below any seminars or special training which you believe would be relevant to law enforcement:

Military History and Status

Are you currently serving in a Military Branch, National Guard, or Reserves? _____

Are you registered with the draft? Yes: _____ No: _____

If no, please explain: _____

Branch: _____

Dates of service: _____

Highest Rank attained: _____

Types of discharge: _____

Rank at separation: _____

Re-Enlistment Code : _____ Separation Code : _____

Are you eligible to re-enlist? Yes: _____ No: _____ if no, please explain fully on a separate sheet.

List any citations and awards received _____

Were you ever disciplined (court martial, article 15, captain's mast, etc.) while on active duty

Yes: _____ No: _____ if yes, please explain on a separate sheet.

Professional or specialized training

Type of specialized training:

Do you possess any type of professional license, or certificate? Yes: _____ No: _____

	Issuing	Date	Expiration	Issued
Type	State	Authority	License #	Date

If above stated license was not issued in Indiana, have you applied for an Indiana license?

Yes: _____ No: _____

Has your above stated license ever been suspended, revoked or terminated?

Yes: _____ No: _____

If yes, please explain:

Please use the following space to provide any further information on training, education, skills, abilities, hobbies, volunteer work, etc., that you possess or have experienced that may be helpful in the evaluation of your application. (You may exclude any which indicate race, color, religion, sex, age, national origin or disability.)

Miscellaneous

Do you own your own home? _____ if yes, current mortgage _____

Indebtedness: _____

What is the amount of your indebtedness other than your home: _____

Annual income- applicant _____ Spouse/Significant Other _____

Are you a proprietor or part owner of any business or firm? _____

If yes, describe nature of business: _____

Please list your place of residences since you were 18 years old (beginning with the most current)

Address: _____

City/State/Zip: _____

How long resided at location: _____ Rent/Owned: _____

Landlord: _____

Who do you reside with (Name, DOB, Relationship):

Address: _____

City/State/Zip: _____

How long resided at location: _____ Rent/Owned: _____

Landlord: _____

Who do you reside with (Name, DOB, Relationship):

Address: _____

City/State/Zip: _____

How long resided at location: _____ Rent/Owned: _____

Landlord: _____

Who do you reside with (Name, DOB, Relationship):

Address: _____

City/State/Zip: _____

How long resided at location: _____ Rent/Owned: _____

Landlord: _____

Who do you reside with (Name, DOB, Relationship):

Address: _____

City/State/Zip: _____

How long resided at location: _____ Rent/Owned: _____

Landlord: _____

Who do you reside with (Name, DOB, Relationship):

(If you need to list any additional previous addresses, please use a blank piece of paper to do so)

Have you ever been evicted or asked to leave a residence? Yes: _____ No: _____

If yes, please explain: _____

Have you left a residence owing rent? Yes: _____ No: _____

If yes, please explain: _____

Please list four references who are not related to you

Name: _____

Phone: _____ Address: _____

Relationship: _____ Years known: _____

Name: _____

Phone: _____ Address: _____

Relationship: _____ Years known: _____

Name: _____

Phone: _____ Address: _____

Relationship: _____ Years known: _____

Name: _____

Phone: _____ Address: _____

Relationship: _____ Years known: _____

Please list all vehicles you own

Make: _____ Model: _____ Year: _____

Plate: _____ State: _____ Color: _____

Make: _____ Model: _____ Year: _____

Plate: _____ State: _____ Color: _____

Make: _____ Model: _____ Year: _____

Plate: _____ State: _____ Color: _____

Make: _____ Model: _____ Year: _____

Plate: _____ State: _____ Color: _____

How many traffic accidents have you been in:

Mother: _____ DOB: _____ Phone: _____

Address: _____

Father: _____ DOB: _____ Phone: _____

Address: _____

Stepmother: _____ DOB: _____ Phone: _____

Address: _____

Stepfather: _____ DOB: _____ Phone: _____

Address: _____

Siblings: _____ DOB: _____ Phone: _____

Address: _____

Child: _____ DOB: _____ Phone: _____

Address: _____

Former Spouse: _____ DOB: _____ Phone: _____

Address: _____

Former Spouse: _____ DOB: _____ Phone: _____

Address: _____

Former Spouse: _____ DOB: _____ Phone: _____

Address: _____

Date available to start work: _____

APPLICANT CERTIFICATION

Please read each of the following paragraphs carefully. Indicate your understanding of, and consent to, the contents and conditions of each paragraph by placing your initials at the end of each paragraph. If you have any questions regarding these paragraphs, contact the employer before initialing the paragraph.

I understand and accept that, if I am hired, I may be hired conditional upon passing any medical and/or psychological examinations that the employer or the merit board deems to be necessary to determine my ability to perform the essential functions of the position. I understand and accept that this may include drug, alcohol or substance abuse testing.

Initials: _____

I understand that it may be necessary for me to approve and sign any waivers necessary in order for the employer to obtain information from my current and former employers.

Initials: _____

I understand that the employer provides a seven day per week and twenty-four hour per day service, and therefore, if employed, I may be required to work evening shifts or night shifts, including weekends and holidays.

Initials: _____

I understand that if hired as a sworn officer with the Warrick County Sheriff's Office that I must successfully complete required training and courses specified and be certified by the Indiana Law Enforcement Academy.

Initials: _____

I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that, if I am employed by the employer, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.

Initials: _____

I acknowledge that I have received a copy of the duties and responsibilities, and understand that it is not a contract of employment. I am responsible for reading the duties and responsibilities and complying with all requirements and responsibilities contained herein, and any subsequent revisions.

Initials: _____

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

I solemnly swear that all of the information furnished in this employment application is true, accurate and complete to the best of my knowledge. I authorize investigation of all statements contained in this application. I understand that my misrepresentations or falsification of the information provided may lead to withdrawal of an employment offer or termination following employment.

By the submission of this document, I hereby agree that I shall execute the employer's conditional and post-employment medical examination and drug testing consent requirements. I recognize that my future employment with the employer will be jeopardized if I engage in substance abuse, illegal drug use, or alcohol abuse.

Applicant's Signature

Date

As required, we comply with government regulations including Affirmative Action obligations where they apply.

In an effort to comply with requirements regarding government record keeping, reporting and other legal obligations, we ask that you complete this applicant data survey. Your cooperation is voluntary. **INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.**

Please be advised that your survey is not part of your official application for employment. It is considered confidential information.

Check one: Male Female

Check one of the following race/ethnic groups:

Hispanic Black Native American Indian Pacific Islander

White Alaskan native Asian other

Check if any of the following are applicable:

Veteran Vietnam Era Veteran Disabled Veteran Handicapped

This information is for periodic government reporting and will be kept confidential in an EEO/AA applicant data flow file, separate from this application for employment.

The Warrick County Sheriff's Office does not discriminate on the basis of race, color, national origin, religion, age, or disability in employment or the provision of service.

APPLICANT MUST SUBMIT WITH HIS APPLICATION THE FOLLOWING DOCUMENTS

1. Copy of Birth Certificate.
2. Copy of Valid Driver's License.
3. Copy of High School Diploma or GED Certificate.
4. Transcript of High School Grades-Transcripts will be submitted with application to:

Warrick County Sheriff's Office
P.O. Box 487
Boonville, IN 47601

5. Copy of College Degree, if applicable.
6. Transcript of College grades, if applicable.
7. Copy of Military Discharge and Service Record from DD-214, if applicable

All applications must be received by the Sheriff's Office no later than 4:00pm on February 9, 2024.

Please note: Documents submitted to the Warrick County Sheriff's Office become the property of the Warrick County Sheriff's Office and will not be returned.

Dear Applicant:

Thank you for applying for a position with the Warrick County Sheriff's Office.

This letter contains important information about the written aptitude test. You should read this letter carefully to be sure that you understand the procedures that will be used during the administration of the written test.

The department has received more applicants than there are available positions. As a result, the department has established a competitive application process. This application process is designed to ensure that the selection of new recruits will be accomplished in a fair and objective fashion.

The written aptitude test will be administered on Saturday, February 17th, 2024, at 10:00 am (CST) at Boonville High School (Address: 300 N 1st Street, Boonville, IN).

YOU MUST ARRIVE BY 10:00 AM (CST). You can expect to be at the test site for approximately 5 hours.

The schedule for the written aptitude test is as follows:

5 Minutes	Instructions for Writing Exercise
25 Minutes	Writing Exercise
10 Minutes	Instructions for Study Session
2 Hours	Study Period
30 Minutes	Break
15 Minutes	Instructions for Exam
1 ½ Hours	Examination

A description of the written aptitude test procedures is presented below. Please examine these procedures to ensure that you fully understand them, because each applicant has the responsibility of informing the department of any difficulties or problems created by these procedures. Applicants who wish to report any concerns about these procedures should contact the department no later than one week prior to the examination date.

The study session will begin immediately after the completion of the writing exercise. The instructions for the study session will be read aloud by a test monitor. During the study session, each applicant will be given two (2) hours to study a variety of printed materials. These materials will include printed text, line drawings, written instructions, and pictures. These study materials are the basis for the aptitude test, which will be administered later in the morning. Applicants are allowed to make written notes about the study materials. However, these notes must be written on paper that will be provided by the test monitor. Also, each applicant must turn in his/her notes to the test monitor at the conclusion of the study session. You will not be allowed to use these notes during the written examination.

During the study session, you may take as many breaks as you would like. Please note, however, that these breaks will shorten the amount of time that you will have for studying.

You may leave early from the study session. However, once you decide to leave from the study session you must turn in your materials, and you will not be allowed back until the registration period for the test.

Applicants will be given a half hour break. Snacks/Lunch will not be provided. Instead, you will be required to leave the testing room and provide your own snacks, if desired.

The test session will begin with the re-registration of each applicant. Instructions for the test will be read aloud by the test monitor. The test will require that applicants read printed materials and record their answers on an optically scanned computer sheet. Applicants will be required to use a pencil to record their answers. You will have one and one-half (1 ½) hours to complete the written examination.

All questions on the examination will be drawn directly from materials provided during the morning study session. You must learn the study materials presented during the morning to do well on the examination. Note this important instruction: You will not be allowed to take the exam if you did not attend and register for the morning study session.

Do not bring notebooks or other study materials with you to the testing site.
All necessary materials, including note paper, will be provided to you.

Listed below are some tips that might help to make your test date more comfortable and successful:

- 1) Answer every question on the test, even if you have to guess.
- 2) Take your time - there should be plenty of time in both the study session and the test period.
- 3) Bring a snack or money to buy lunch - lunch will not be provided.
- 4) Arrange for transportation - you may need a ride to get to restaurants and you must leave the test site during the break.
- 5) Listen carefully to the monitor's instructions.

- 6) Make certain that your answers are entered into the correct spaces on the answer sheet.
- 7) If you have trouble with a particular question, skip it and return to it later.
- 8) Be certain that you really understand the material in the Study Guide.
- 9) Get a good night's rest before the test.
- 10) Try to relax as much as possible during the test.

Testing will take all day so be sure to wear comfortable clothing. Also, you should bring along picture identification such as a driver's license.

Smoking will not be allowed in the study/examination room(s). However, applicants may take as many breaks as they wish during the study session.

If you need additional information or wish to report a difficulty associated with the pre-employment testing procedures, call the Sheriff's Office at (812) 897-6180.

Sincerely,

Warrick County Sheriff's Office