NOTE TO APPLICANTS FOR DEPUTY SHERIFF POSITION

©IMPORTANT

The first test to make the eligibility list for a position on the Door County Sheriff's Department is to complete the application correctly and to enclose all required documents and pictures. **On an average, 50% of the applications are rejected because they fail to file a complete application.** Please take your time to read all instructions so you will file a complete application.

COUNTY OF DOOR
2010
DEPUTY SHERIFF
RECRUITMENT NOTICE

The Door County Civil Service Commission is accepting applications to create a new eligibility list for Deputy Sheriff.

Qualifications: U.S. Citizen; 20 years of age or older; valid Wisconsin driver's license; 2 yr. Associate Degree of Police Science or 60 semester hours credit in a related field from a fully accredited institution of higher learning at the time of application, or be a certified Police Officer, or be certifiable in Wisconsin by the Wisconsin Law Enforcement Standards Board at the time of application is required; vision correctable to 20/20; no felony convictions and no convictions of misdemeanor crime of domestic abuse according to Title 18, U.S. Code Sect. 922(g)(9); must be free from any physical, emotional, or mental conditions which might adversely affect the performance of essential functions of a Law Enforcement Officer; have the ability to use all standard police equipment; possess good verbal and written communications skills.

Applicants must successfully pass a written examination, physical ability test, psychological examination, oral interviews, background investigation, medical examination, and a drug screen.

TESTING PROCESS

An applicant is required to successfully complete all phases of the testing process established by the Civil Service Commission.

A). **WRITTEN EXAM.** Will be administered on Saturday, November 13, 2010 Wisconsin Personnel Partners will send out letters indicating a place and time where the exam will be proctored. In order to continue with the recruitment process you must receive a score of 70% or above on the Written Exam.

B) **PHYSICAL ABILITY TEST.** Date to be determined by the Door County Sheriff 's Department at the Justice Center in Sturgeon Bay. Candidates will be notified by letter as to date and time.

Candidates must complete the following events in 65 seconds or less.

1. The candidate will start the timed test being seated in a chair as to signify being seated in the present jail office chair. The candidate will exit the chair, point A and proceed a distance of Eleven Feet to point B. Turn right and proceed a distance of forty five to point C. Turn right and proceed eight feet to point D, then left a distance of eighteen feet. This is the exact distance and turns the present floor plan of the lower section of the jail is to the last receiving cell.
2. At point E the candidate will either carry or drag a 90 pound dummy through the course back to point B. This is to signify removing a person from the receiving cell to an area of safety. At point B the dummy will be dropped and the candidate will proceed to point F a distance of six feet.
3. The candidate will then hold or strap on the standard jail size air tank weighing 32 pounds and perform 10 reps, on the steps. This is to signify going up the 19 steps to the second floor. To perform the steps, the candidate steps up with one leg to the first step, then brings the second leg up to the second step. The candidate then brings both feet together on the top step, then places one leg back down on the first step and the other leg down on the ground. When the second leg touches the ground, that is one rep.

4. After completing the steps, the candidate then removes the air pack and proceeds to point G a distance of four feet. Point G to point H, one-man push off, a distance of twenty feet. (The one-man push off is where the candidate needs to push backwards a 180-pound person that is holding onto a foam bag.) This is to signify possible pushing a trapped person out of the way to get into the huber dorm.
5. At point H the candidate will turn to the left to point I, a distance of six feet. At point I the candidate will pull himself or herself up and over a 4'5" wall. The wall is 4'5" to signify the present height of the huber bunk beds as if a bed had been placed in front of the door. After going over the wall, the candidate will sprint from point I to point J a distance of thirty feet where the clock will stop on the timed test.

C) **ORAL INTERVIEW.** Each applicant will be requested to respond individually to a set of questions from which the members of the Civil Service Commission will rate you. The interview will last 15 minutes.

ELIGIBILITY LIST

The Eligible List will be approved by the Civil Service Commission. It will contain the names of those applicants who have achieved passing marks on the Written, Oral and Physical Ability test. This list will automatically expire one (1) year from the date of adoption unless extended or cancelled.

The following steps in the hiring process will only be given to selected candidates.

BACKGROUND INVESTIGATION

Selected candidates are thoroughly investigated as to their character and reputation which will ascertain the suitability of candidates based on the State of Wisconsin Law Enforcement Standards Board. Candidates will be required to complete background packets which will become a part of the application for employment.

PHYSICAL & DRUG SCREENING

Candidates offered employment are required to submit to a physical and drug screening at the County's designated medical facility.

PSYCHOLOGICAL EXAMINATIONS

After the candidate has been selected by the Sheriff, the candidate shall be given a psychological evaluation to determine whether or not the candidate is physically able to perform the essential functions of a Security Deputy. In addition candidates are given a psychological evaluation to identify behavioral patterns and personality characteristics which have been found to be predictive of future police performance difficulties. The psychological evaluation is conducted by a psychologist appointed by the Community Programs Mental Health Coordinator.

APPOINTMENT

Selection shall not be made based solely on examination scores. The Sheriff shall consider the background investigation, personal observation of the candidate by means of an interview, as well as test scores.

All Security Deputies will be on probation for 12 months.

Any candidate not selected to current openings may be given up to 2 more times to be selected as openings occur during the length of the eligible list.

INSTRUCTIONS TO APPLICANTS FOR DEPUTY SHERIFF POSITION

(1) Enclose this supplemental form with the attached application. Answer all questions and affix your signature in all spaces where requested. If any question does not apply to you, indicate "NA" in the space provided. Questions relating to the condition of your health MUST be answered. Omission of significant medical information is grounds for disqualification. Incomplete applications will be rejected and the Commission is not obligated to contact you to obtain needed information.

(2) A recent photograph of yourself **MUST** accompany this application. (Polaroids accepted)

(3) You **MUST** supply a **certified** copy of your high school and college transcripts with your application. Institutions which will only send transcripts to employers, should mail them to the Door County Civil Service Commission, c/o Door County Human Resources Dept., 421 Nebraska St., Sturgeon Bay, WI 54235.

(4) When you have completed these forms, place them in an envelope and seal it. Address the envelope to Door County Civil Service Commission, c/o Door County Human Resources, 421 Nebraska St., Sturgeon Bay, WI 54235. **Mark the words "Application" on the address side of the envelope.** (You need not include a return address on the envelope unless you wish to do so.)

(5) Your completed application must be received by the Door County Civil Service Commission by 4:30 p.m., September 24, 2010. Postmarks will not be honored.

(6) Applications will be reviewed after the deadline date. Those applicants meeting minimum qualifications will be notified of the date, time and location of the written exam by the State of Wisconsin.

(7) We ask that you comply with these formal requirements so that each applicant can be given an equal opportunity to be evaluated for the position or positions for which we are testing. **INCOMPLETE APPLICATIONS WILL BE REJECTED!**

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VETERANS PREFERENCE POINTS
Those claiming veteran's points are entitled to do so for entry level exams only. Indicate if you wish such applied in this exam.
( ) YES, I qualify **(include a copy of DD214)**
( ) No

(8) Complete and sign the Physical Ability Disclaimer.

(9) Complete and sign the Authorization for Release of Records.

This authorizes the Door County Civil Service Commission, through its designated representatives to contact any person listed as a reference or any other source deemed necessary to obtain access to any and all personal records pertaining to my employment, medical, credit rating, records of arrest if any, driver records, and other records necessary for the purpose of conducting a comprehensive background and character investigation. I further stipulate that this form itself does not constitute a part of my confidential personnel file, and may be displayed by the Commission as evidence that I have authorized such investigations and record searches.

DATE:_____ SIGNED:_____

WITNESSED BY:_____

PHYSICAL ABILITY DISCLAIMER

I, _____, the undersigned, being an
(Please Print)

applicant for employment with the Door County Sheriff's Department, acknowledge and understand that as a prerequisite to employment with such department and that as part of the employment application process, I must take certain tests and go through certain testing procedures, including a Physical Ability Examination. For myself and on behalf of my heirs and assigns, I do hereby release and absolve the County of Door and its Civil Service Commission and its Sheriff's Department, of any liability for injury that may occur to my person and body as a result of my taking such Physical Ability Examination or any other test required of me. On behalf of myself, my heirs, and assigns, I hold the County of Door and its Civil Service Commission and Sheriff's Department harmless from any claims, demands and causes of action that may arise from injury to my person and body or from my death as a result from my participation in any such Physical Ability Examination or other employment application tests or programs. I voluntarily execute this agreement in consideration for the opportunity to apply for employment with the County of Door.

Dated this _____ day of _____, _____.
(Month) (Year)

_____

Signature of Applicant

Witnessed By:_____ Date:_____

AUTHORIZATION FOR RELEASE OF RECORDS

TO WHOM IT MAY CONCERN:

I, _____, the undersigned, hereby
(Please Print)

authorize you to release to the County of Door, as a prospective employer, any and all personal records pertaining to my employment, medical, credit rating, records of arrest if any, driver's records, and any other records and information necessary for the purpose of the County of Door conducting a comprehensive background and character investigation to aid the County of Door in determining whether I am a suitable candidate for employment with the County of Door. I further stipulate that this form itself does not constitute a part of my confidential personnel file and may be displayed by the County of Door as evidence that I have authorized such investigation and record search.

Driver's License #:_____ State:_____

Date of Birth:_____

Dated this _____ day of _____, _____.
(Month) (Year)

_____

Signature of Applicant

Witnessed By:_____ Date:_____

Wisconsin Department of Justice
Law Enforcement Standards Board
DJ-LE-330, Rev. 5/06
www.wilenet.org

DOOR COUNTY SHERIFF'S DEPARTMENT

Employing Agency

APPLICATION FOR EMPLOYMENT AS LAW ENFORCEMENT, JAIL OR SECURE DETENTION OFFICER

NOTICE: Application must be typewritten or clearly printed in ink. All questions must be answered, if applicable. If not, indicate NA (not applicable). Applications which are incomplete or illegible will not be considered. If space provided is insufficient for complete answers or you wish to furnish additional information, attach sheets of the same size as this application and number answers to correspond with questions.

1. PERSONAL INFORMATION

Name in Full (Last, First, Middle)			Social Security Number
Address (Apartment, Street, P.O. Box)			Home Telephone Number ( )
City	State	Zip Code	Work Telephone Number ( )

Are you over the age of 18? ☐ Yes ☐ No

Are you a United States citizen? ☐ Yes ☐ No

Do you have a valid Wisconsin driver's license? ☐ Yes ☐ No

Do you have a valid driver's license from another state? ☐ Yes ☐ No

Have you ever been convicted of a felony? ☐ Yes ☐ No
If yes, please attach a separate sheet giving full information

Have you completed at least 60 college credits? ☐ Yes ☐ No

IMPORTANT: Administrative Rule LES 2.01(1)(e) requires that a law enforcement officer possess either a two-year Associate Degree or 60 college level credits, or meet the standard within the first five years of employment. The Law Enforcement Standards Board may waive up to 30 credits upon documentation of writing, problem solving, and other communication skills. The College Credit Waiver Application (DJ-LE-331) is available at www.wilenet.org.

2. EDUCATION

Name of School	Location	Dates From	Dates To	Course Pursued	Degree, Diploma, or Credits Earned
High Schools					
College					
Graduate School					

List any scholarships, apprenticeships, licenses, certifications, membership in professional organizations or other information you believe should be considered in evaluating your qualifications.

3. EMPLOYMENT

Begin with current or most recent employer. List chronologically all employment, including summer and part-time employment while attending school. All time must be accounted for. If unemployed for a period, provide dates. To furnish additional employment information, attach sheets of the same size and format as this application.

Name and Address of Employer	Dates	Position and Kind of Work
Name _____ Street _____ City, State _____ Supervisor's Name/Telephone: _____ May we contact the employer/supervisor? ☐ Yes ☐ No	From To Full-Time ☐ Part-Time ☐ Annual Salary/Wages:	Reason for Leaving
Name _____ Street _____ City, State _____ Supervisor's Name/Telephone: _____ May we contact the employer/supervisor? ☐ Yes ☐ No	From To Full-Time ☐ Part-Time ☐ Annual Salary/Wages:	Reason for Leaving
Name _____ Street _____ City, State _____ Supervisor's Name/Telephone: _____ May we contact the employer/supervisor? ☐ Yes ☐ No	From To Full-Time ☐ Part-Time ☐ Annual Salary/Wages:	Reason for Leaving
Name _____ Street _____ City, State _____ Supervisor's Name/Telephone: _____ May we contact the employer/supervisor? ☐ Yes ☐ No	From To Full-Time ☐ Part-Time ☐ Annual Salary/Wages:	Reason for Leaving

4. MILITARY SERVICE

Branch of Service	Month/Year Served From	To	Active Duty or Reserve	Highest Grade	Skill Specialty or Primary Duty

List special schools attended/skills acquired during military service.

5. REFERENCES

Give three references (not relatives, or present employer; avoid listing members of the clergy).

Name _____ Number of Years Acquainted

Address _____

City/State/Zip _____ Position/Title/Profession

Telephone Number ( ) _____

Name _____ Number of Years Acquainted

Address _____

City/State/Zip _____ Position/Title/Profession

Telephone Number ( ) _____

Name _____ Number of Years Acquainted

Address _____

City/State/Zip _____ Position/Title/Profession

Telephone Number ( ) _____

6. GENERAL

COMPLETE IF INSTRUCTED TO DO SO BY EMPLOYING AGENCY. Door County requires completion of this section.

For questions A-C, attach no more than one additional page for each answer.

A. Why have you chosen to apply for this position?

B. Discuss things you have done which have contributed to your life experience. Remember to include information regarding volunteer work with civic, school, or professional organizations. Be specific about names and dates.

C. Why do you believe you could relate to and/or work with people of different races, sexes, cultures, ages, socio-economic groups, and educational levels?

APPLICANT PLEASE READ CAREFULLY AND SIGN BELOW

Information provided and statements made as part of this application may be grounds for not employing you or for dismissing you after you begin work. All information provided and statements made are subject to verification.

CERTIFICATION

ALL INFORMATION PROVIDED AND STATEMENTS MADE BY ME AS PART OF THIS APPLICATION, OR AS PART OF ANY ADDITIONAL INFORMATION PROVIDED IN SUPPORT OF THIS APPLICATION, ARE COMPLETE, CORRECT, AND TRUE TO THE BEST OF MY KNOWLEDGE.

I UNDERSTAND THAT IF I AM EMPLOYED, FALSE INFORMATION PROVIDED OR FALSE STATEMENTS MADE AS PART OF THIS APPLICATION MAY BE CONSIDERED AS CAUSE FOR DISMISSAL.

Applicant's signature: _____ Date signed: _____

Under the provisions of section 19.36, Wisconsin Statutes, I request that my identity as an applicant for the position of _____ not be revealed without my consent or until required under law.

Applicant's signature: _____ Date signed: _____

Applicant Data Record

Applicants are considered for all positions without regard to race, creed, color, religion, sex, national origin, ancestry, age, marital or veteran status, sexual orientation, arrest or conviction record, or the presence of a non-job-related medical condition, or disability.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Solely to help us comply with government record keeping, reporting and other legal requirements, please fill out the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential file separate from the Application for Employment.

Position Applied For: Deputy Sheriff - September 24, 2010 Recruitment

Referral Source:

☐ Walk In ☐ Employment Agency

☐ Friend ☐ Relative ☐ Other

☐ **Advertisement - Newspaper, Internet (please "✓" applicable source)**

☐ WILENET ☐ Door County Website ☐ Job Net/Internet
☐ Door County Advocate
☐ Other - School

Your Personal Data:

Last:	First:	Middle:
Address:	City:	State/Zip:

AFFIRMATIVE ACTION SURVEY

Government agencies require periodic reports on sex, ethnicity, disabled and veteran status of applicants. This data is for analysis and Affirmative Action only. Information submitted will be removed prior to application review.

Check One: ☐ Male ☐ Female

Check one of the following race/ethnic groups:

White	Black	Hispanic
American Indian	Alaskan Native	Asian
Pacific Islander	Other (specify)	

Check if any of the following are applicable:
☐ Vietnam Veteran
☐ Disabled Veteran
☐ Disabled Individual