



Vanderburgh County Sheriff's Office

David L. Wedding, Sheriff

2020 Deputy Sheriff - Preliminary Application for Employment

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

Please use the following guidelines when completing this application. It is recommended that you print and review all of the documents available on-line prior to completing the application. An applicant who fails to follow these guidelines **WILL NOT** be considered for appointment. Read all directions and each question carefully.

1. **DO NOT** submit a resume or anything else with or in place of this preliminary application.
2. The full application will be provided to candidates who successfully complete the initial physical ability test and written test.
3. **ALL** questions must be answered completely.
4. You should complete this form within Adobe Acrobat Reader with the exception of your signature. Once completed, print on plain white paper and sign.
5. Questions where a check box is provided for your answer, check the appropriate box with an "X".
6. There are multiple places requiring your initials, failure to initial one of those locations will be assumed to be intentional and that you do not agree or do not comply with the associated requirement, question or statement.
7. If you need additional space to answer a question, you may attach additional pages. These pages should be standard white copy type paper, typed in **BLACK**. This application with any additional pages should be fastened with a paperclip prior to submission. **DO NOT** staple.
8. Upon completion of the application, **DO NOT** fold. Return, postmarked no later than Friday, September 18, 2020, in a standard 9"x12" envelope via the United States Postal Service to:

**Vanderburgh County Sheriff's Office
2020 Deputy Applicant Process
3500 North Harlan Avenue
Evansville IN 47711**

9. In lieu of mailing, applications and related documents may be returned in person no later than 5pm on Friday, September 25, 2020 at the Vanderburgh County Jail, 3500 N. Harlan Avenue.

Last Name	First Name	Middle Name	Maiden Name	Jr, Sr, II, III, etc.
Street Address		Primary Telephone		
City, State, Zip		Alternate Phone - Cell Phone		
Social Security Number*	eMail Address			

*Social Security number is for identification purposes only

PHYSICAL ABILITY ASSESSMENT REGISTRATION

The applicant physical ability assessment is a pass or fail exam. It is based on the physical fitness standards used by the Indiana Law Enforcement Academy to test the fitness level of its basic law enforcement students. In addition to the other requirements that must be met for graduation, basic students at the Academy must successfully pass each component of this exam in order to graduate. Refer to your applicant syllabus for an explanation of this test and its components.

The physical ability assessment will be offered **ONLY** on the dates listed below. The assessment will be held at Memorial High School at 1500 Lincoln Avenue in Evansville, Indiana.

Select the date/time you wish to participate by placing an "X" in the appropriate slot and return this form with your application. In the event we must reschedule, we will notify you; otherwise, **REMEMBER THE DATE AND TIME YOU SELECT AND REPORT ON THAT DATE.**

THIS REGISTRATION FORM SERVES AS YOUR NOTICE/REMINDER!

Select the date/time you wish to participate by placing an "X" in the appropriate slot. Choose only one day/time. Please allow yourself plenty of time. Depending upon the number of applicants, this test may take longer than expected. Please wear appropriate athletic attire and bring a valid government issued photo ID.

Saturday, October 03, 2020 at: 8 a.m. 12 p.m.
 Saturday, October 10, 2020 at: 8 a.m. 10 a.m.

WAIVER OF LIABILITY AND RELEASE OF ALL CLAIMS

1. I declare and represent that I have received the applicant syllabus and that I have read and understand the physical assessment components and requirements. I further declare and represent that I am now in good health, that I am familiar with and understand the nature of the Deputy Sheriff Physical Ability Test being conducted by the Vanderburgh County Sheriff's Office, that I am physically and medically fit to participate in said test, and that my personal attire is safe and fit for participation in said test, I personally assume any and all risks of injury, including death, damage, or loss which I may sustain as a result of participating in any activities associated with said test.

2. I hereby consent and agree to all of the following terms and conditions:

A. Acknowledgement of Risk

As a participant in the Deputy Sheriff Physical Ability Test, I recognize and acknowledge that there are certain risks of physical injury. I agree to assume the full risk of any injury, including death, damage or loss which I may sustain as a result of participating in any and all activities connected with or associated with said test.

B. Waiver of Liability and Release of All Claims

I do hereby and for myself, heirs, executor and administrators, or other parties claiming under or through me fully waive, relinquish, release, and or forever quit-claim and discharge the Vanderburgh County Sheriff's Office, the County of Vanderburgh and all of their elected officials, officers, agents, employees, servants, monitors, and examiners from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related in any way to any loss, damage, or injury (including death) that may be sustained by me while participating in the Deputy Sheriff Physical Ability Test, or upon the premises where said test is being conducted, whether said loss, damage, injury, or death result from negligence of the Government of Vanderburgh County and its elected officials, officers, agents, employees, servants, monitors, or examiners, or are otherwise caused.

C. Indemnity and Defense

I do hereby agree for myself, heirs, executors and administrators, or other parties claiming under or through me, to indemnify and hold harmless and defend the Vanderburgh County Sheriff's Office, the County of Vanderburgh and their elected officials, officers, agents, employees, servants, monitors, and examiners from any and all claims, suits, or demands, actions, or causes of action whatsoever arising out of or related in any way to loss, damage, or injury (including death) that may be sustained by me while participating in the Deputy Sheriff Physical Ability Test, or upon the premises where said test is being conducted.

D. No Trespassing

I hereby declare, acknowledge, and understand that I am granted a conditional license to be present upon the premises where the Deputy Sheriff Physical Ability Test is being conducted only to the extent and for the duration necessary for me to participate in said test, and I unequivocally agree not to trespass upon parts of these premises where my presence is not required for my participation in said test. I further agree to leave these premises promptly following my completion of said test activities.

E. Other

I understand that the test administration staff may remove me from the test if they believe that I might endanger myself or be an endangerment to others.

I give my permission to the Vanderburgh County Sheriff's Office to use photographs, videotapes, or other visual records of me that are made during the course of the event.

INITIALS

APPLICANT CERTIFICATION SECTION

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 in the indicated box after each paragraph.

I certify that I have read, understand and comply with all requirements and disqualifiers, as detailed in the attached **2020 Deputy Applicant Information**.

INITIALS

The job description herein for the position of deputy sheriff for the Vanderburgh County Sheriff's Office describes the duties and responsibilities for employment in this position, which is the entry level law enforcement position for the sheriff's office. I acknowledge that I have received the described job description, and understand that it is not a contract of employment nor is it a guarantee of employment. I further acknowledge that I have read the job description, understand it and that if hired, will comply with all job duties, requirements, and responsibilities detailed in this job description as well as any subsequent revisions.

INITIALS

I certify that I can perform the functions of this position as described in the job description accommodation (you must write **WITH** or **WITHOUT** in the preceding blank space to adequately complete the sentence).

INITIALS

If you indicated that you can perform the functions of this position **WITH** accommodations, please describe the accommodations needed. Attach a separate sheet to respond to this question.

I understand and accept that, if I am hired, it will be conditional upon my passing any medical and / or psychological examinations that the sheriff's office, sheriff's merit board, or sheriff's pension board deems 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 as well as periodic physical ability assessments.

INITIALS

I understand that it may be necessary for me to approve and sign waivers necessary in order for the sheriff's office to obtain information from my current and former employers and other sources.

INITIALS

I understand that the sheriff's office provides services seven days a week, twenty-four hours per day, and therefore, if employed, I may be required to work during any of these times.

INITIALS

I understand that if I am hired as a deputy sheriff for the Vanderburgh County Sheriff's Office, I must successfully complete the required training and courses necessary to obtain certification by the Indiana Law Enforcement Training Board.

INITIALS

I understand and accept that if any information required in this application or during other phases of the applicant process is found to be false or intentionally misrepresented or excluded, I may be disqualified from further consideration. I further understand that, if the employer employs me, I may be subject to disciplinary actions including termination if information provided on this application or during any other phase of the process is found to have been falsified and or intentionally excluded or misrepresented.

INITIALS

I understand that if I am hired as a deputy sheriff for the Vanderburgh County Sheriff's Office, I must abide by all the rules, policies, and regulations of the sheriff's office that are in effect at the time of my employment and any subsequent rules, policies, and regulations enacted during my employment.

INITIALS

I understand that if I am hired as a deputy sheriff for the Vanderburgh County Sheriff's Office, I must agree to not use any tobacco products while in uniform or while in the performance of any law-enforcement related duty or activity.

INITIALS

I understand that I must live in Vanderburgh County Indiana or a contiguous Indiana County. If not, I agree that if I am hired, I will relocate my permanent residence to Vanderburgh County Indiana or a contiguous Indiana County within six (6) months of being hired as a deputy sheriff. If I choose **NOT TO RESIDE** in Vanderburgh County, I understand that I may not be eligible for a take home vehicle, to participate in certain programs or be eligible for certain assignments.

INITIALS

Please sign and date below. By signing, you are confirming that you have completed this entire application truthfully and that you have reviewed the basic requirements for the position of deputy sheriff and the related disqualifiers and believe yourself to be eligible to proceed with the application process.

Signature

Date

Vanderburgh County Sheriff's Office

**2020 Deputy Sheriff
Application Information**

**DO NOT RETURN THIS
PAGE OR ANY PAGES
AFTER THIS PAGE WITH
YOUR APPLICATION**

READ CAREFULLY! KEEP THIS HANDOUT FOR FUTURE REFERENCE!

REQUIREMENTS AND DISQUALIFIERS

- Be at least 21 years of age on or before March 20, 2021.
- Possess a valid driver's license or be able to obtain an Indiana driver's license prior to employment.
- No felony convictions.
- High school diploma or GED
- At least 60 college credit hours, **OR** at least two (2) years of full time work experience (the work does not have to be in law enforcement), **OR** military experience.
- No convictions* for hate crimes.
- No convictions* for domestic violence.
- No dishonorable discharges from any branch of military service.
- No visible tattoos/body art while wearing any of the required uniforms of the Vanderburgh County Sheriff's Office, including a short sleeve shirt, which is required during the warm weather, seasonal uniform period. You may not wear long sleeves or other coverings in lieu of short sleeves. NO EXCEPTIONS!
- No more than five (5) traffic violations in the past five (5) years (does not include parking tickets).
- No illegal/unlawful* use of drugs within the past two (2) years.
- Permanently disqualified from employment if ever engaged in the sale, dealing, or manufacture of controlled substances.
- May not have a conviction* for driving under the influence of alcohol or drugs in the past two (2) years and no more than one (1) conviction* in a lifetime.
- Must provide proof of registration for selective service (applicable under Federal law to males under the age of 26).

- Pass a post-offer of employment medical examination (including vision and hearing exams), drug screen, physical ability assessments and psychological interview.
- Pass a post-offer of employment background investigation, which includes: fingerprinting; photographing; criminal records checks; interviews with family, references, neighbors and past and present employers; credit history check and a lie detector examination.
- Must live in Vanderburgh County Indiana or a contiguous Indiana County. If not, must agree to relocate to Vanderburgh County Indiana or a contiguous Indiana County within six (6) months after employment as a deputy sheriff. (Not being a Vanderburgh County resident may preclude deputies from being assigned a take-home car or certain specialty assignments).
- Attend and successfully complete a basic law enforcement training course approved by the Indiana Law Enforcement Training Board and our Deputy Training Program during your first year, if hired. Eligible applicants with prior law enforcement experience may qualify as a waiver student.
- Meet and successfully pass all academic, practical, physical training and retention requirements of the Vanderburgh County Sheriff's Office and the Indiana Law Enforcement Training Board.
- Possess the skills, knowledge and abilities required of all Vanderburgh County sheriff's deputies, which includes, but is not limited to, a positive attitude, good communication skills, respect for the law, respect for your fellow citizens and respect for your fellow law enforcement colleagues.
- NOTE: Applicants must be able to perform all of the essential job functions listed in the enclosed job description.
- NOTE 1: Where indicated with an "**", the term "conviction" shall include the amendment of a criminal charge (e.g. Driving under the influence (DUI) to a lesser offense as a result of a negotiated sentence. The term excludes court ordered expungements.
- NOTE 2: Compliance with the above listed disqualifiers and requirements will be verified through a background investigation, which includes a lie-detector exam, for those applicants that advance to the conditional offer stage of the selection process.

TESTING AND EVALUATION

General Information:

Applicants who meet the requirements, who are willing to agree to the other requirements listed in this syllabus and who have returned a properly completed application packet are invited to participate in our selection process.

The overall process of applying for the position of merit deputy sheriff is regulated by procedures established by the Sheriff of Vanderburgh County and the Sheriff's Merit Board in accordance with state law and internal standard operating procedures.

Upon completion of all testing and evaluation, a pool of eligible applicants will be established, which will be valid for a period of two years: March 20, 2021 through March 19, 2023.

The Sheriff's Office has an authorized strength of 118 deputy sheriff's. At this time, it is impossible for us to know how many vacancies will occur during the two-year eligibility period. As positions become available, applicants selected from the eligibility pool will be extended a conditional offer of employment.

The offer of employment will be conditioned upon the successful completion of all post-offer requirements previously listed. If you are not hired by the time the eligibility period expires and you wish to be considered for a future position, you must apply and complete the selection process when offered again.

Once submitted, all applications, forms and documents become property of the Vanderburgh County Sheriff's Office and they will not be returned.

For those applicants who have applied previously, all documents, forms and attachments submitted in previous application/selection processes will not be retrieved from your files. Applicants must submit all new paperwork for this selection process.

Applicants are expected to be prompt when reporting for a scheduled test or interview. Tardiness or failure to report on a scheduled date may result in rejection of the applicant from the selection process. For the integrity of the selection process, all applicants must present a valid government issued photo ID.

Physical Ability Assessment:

This assessment has been scheduled for several different dates and times. Please refer to the registration form included in your application for dates and further instructions.

This assessment is the same assessment that the Indiana Law Enforcement Training Board has established as a graduation requirement of all basic students. The Cooper Institute of Aerobics Research developed the assessment. Their studies have determined the areas and levels of physical fitness, which are necessary for performing the essential functions of a law enforcement officer. Please refer to the insert in your application packet for an explanation of the protocols for this test and for tips to prepare for this test.

You must sign, date and return with your application the Waiver of Liability and Release of Claims form included in the application packet. If you have *any* questions or doubts about your ability to safely participate in this assessment, you are advised to consult with your physician. **No one will be permitted to participate without a signed waiver.**

The physical ability assessment consists of five (5) components that will be measured in one day as a battery of tests. Each component is scored separately and the standard must be met on each and every one in order to pass. All applicants have the same standard, regardless of age, gender, race or disability. Listed below are the five (5) test components, standards (required score) and the order in which they must be taken:

1. **Vertical Jump.** This measures leg power, and it consists of measuring how high a person jumps.
Standard-16 inches.
2. **One Minute Sit-Ups.** This measures abdominal, or trunk, muscular endurance. While lying on his/her back, the applicant will be given one (1) minute to do as many bent leg sit-ups as possible
Standard-29 sit-ups.
3. **300 Meter Run.** This measures anaerobic power, or the ability to make an intense burst of effort for a short time period or distance. This component consists of sprinting 300 meters as fast as possible.
Standard-71 seconds.
4. **Maximum Push-Ups.** This measures the muscular endurance of the upper body. This component consists of doing as many push-ups as possible until muscular failure. (No time limit, but resting is permitted only in the up position and the back must remain straight during resting. When the applicant elects to stop or cannot continue, the total number of correct push-ups is recorded as the score). **Standard-25 push-ups.**
5. **1.5 Mile Run.** This measures aerobic power or cardiovascular endurance (stamina over time). To

complete this component, the applicant must run/walk, as fast as possible, a distance of 1.5 miles.
Standard-16 minutes and 28 seconds.

Entry Level Written Examination:

The written examination will be administered immediately following the physical assessment (provided the applicant passes the assessment).

The exam will be prepared by a professional testing service and it will consist of four (4)-timed sections. You must achieve a minimum score of at least 70% in each section to pass the exam and proceed to the next phase of the selection process. This exam is designed to measure your general knowledge, skills and abilities in the areas of basic math, reading comprehension, grammar and writing, all of which are required of deputy sheriffs. Advanced preparation is not necessary.

Once the exams are scored, you will receive an email from the sheriff's office notifying you whether or not you passed or failed. Applicants who pass the exam will proceed to the next phase of the selection process, which are the interviews. Applicants will be contacted to schedule interviews.

Deputy Interview Board:

This board consists of five (5) merit deputy sheriffs of various ranks and assignments from within the sheriff's office. Each applicant will be asked a series of standard questions and any clarification questions as needed.

Merit Board Interview:

The Merit Board consists of five (5) members and it has been established in accordance with applicable Indiana statutes. Each applicant will be asked a series of standard questions and any clarification questions as needed.

Sheriff's Executive Interview:

Applicants will interview with the Sheriff of Vanderburgh County and his executive commanders as selected by the sheriff.

NOTE: The interviews are formal job interviews (dress appropriately). Each interview is structured somewhat differently. Generally, applicants will be asked a series of questions and your responses will be evaluated accordingly. You will also be evaluated on your appearance, demeanor, your ability to follow directions and the completeness and neatness of your application and related documents. No questions will be provided beforehand and applicants will only be notified as to whether or not they made it to the pool of eligible candidates upon the completion of all applicant interviews.

Pool of Eligible Candidates:

Upon completion of all interviews, applicants will be notified as to whether or not they made it into the pool of candidates for future employment as deputy sheriffs. The pool will consist of the forty (40) highest overall scoring applicants. Candidates selected from the pool will be extended a conditional offer of employment (also known as a conditional job offer), when and if positions become available. Employment will be conditioned upon the successful completion of an extensive background investigation. The background investigation is explained in more detail in the next section.

Upon completion of the background investigation, the candidate's background investigator will submit a report to the Commander of the Administration Division as to the findings of the investigation. These findings will be forwarded to the Sheriff of Vanderburgh County and to the Vanderburgh County Sheriff's Merit Board for final review and consideration. Candidates will be notified as to the decision of the Sheriff and the Merit Board. Candidates with favorable findings will also be notified as to an anticipated swearing-in date.

It is important for candidates who make it into the candidate pool to notify the Administration Division (Major Mark Rasure) of any changes to your address, email and telephone numbers during the two-year period. If we are unable to contact you, you may be removed from the eligibility pool, and, therefore, you will forfeit your opportunity to become a deputy sheriff.

Background Investigation:

The post-offer background investigation process is a vital part of the overall selection process for determining and selecting the best, qualified persons applying for positions within a law enforcement organization. Since the object of a background investigation is to obtain information relating to the candidate's suitability (or non-suitability) for law enforcement employment relative to his or her behavioral history and character, the background investigation includes but is not limited to: criminal history (which includes fingerprinting and photographing); driving record; interviews with the candidate, former and current employers, relatives, neighbors, co-workers and other acquaintances; verification of employment, education and military service records; financial liabilities; psychological evaluation; medical examination and drug screening and a Computer Voice Stress Analysis (CVSA), which is a type of lie-detector.

Once submitted, all applications, forms and documents become property of the Vanderburgh County Sheriff's Office and they will not be returned.

For those applicants who have applied previously, all documents, forms and attachments submitted in previous application/selection processes will not be retrieved from your files. Applicants must submit all new paperwork for this selection process.

Benefit Package:

The benefits provided to a Vanderburgh County sheriff's deputy include, but are not limited to:

- Opportunity to serve in a professional, career-oriented organization
- Current base salary for a probationary deputy is available on the VCSO website
- Longevity pay increases based on years of service
- Clothing allowance (\$1,500 after probationary year)
- Annual educational bonuses for degrees: associate (\$1000); bachelor (\$2000); master (\$4000)
- Health insurance
- Paid life insurance
- Member-owned retirement plan
- Option to participate in a deferred compensation savings program
- Access to a fully equipped fitness center
- Approved first-year, training program for those veterans with GI Bill education benefits

Physical Assessment Dates/Times:

Saturday, October 03, 2020 at 8 or 12pm; written test to immediately follow.

Saturday, October 10, 2020 at 8 or 10pm; written test to immediately follow.

Report to: Memorial High School, 1500 Lincoln Ave., Evansville, IN 47714. Park in lot on South Benninghof Ave

Questions:

If you have any questions or require further information about the selection process, please contact Major Mark Rasure at mrasure@vanderburghsheriff.com or Lt. Col. John Strange at jstrange@vanderburghsheriff.com. You may also call (812) 421-6203 with any questions.

Report all changes in contact information by telephone, email or letter. If we are unable to contact you, this may result in your removal from the testing and selection process.

POSITION DESCRIPTION
COUNTY OF VANDERBURGH, INDIANA

POSITION: Deputy Sheriff
DEPARTMENT: Vanderburgh County Sheriff's Office
JOB CATEGORY: (POLE)

FLSA STATUS: Non-Exempt
DATE WRITTEN: January 1980 DATE REVISED: August 2020

Incumbent serves as deputy sheriff for the Vanderburgh County Sheriff's Office, and is responsible for the enforcement of the laws of the state and protection of county residents and their property.

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.

Actively conducts patrols in Vanderburgh County neighborhoods, businesses, schools, universities, parks, and other designated areas, ensuring the security of residences and businesses through high visibility, investigates and reports all suspicious or unlawful activities, and performs necessary actions to ensure the proper enforcement of applicable laws for the safety and well-being of all people within the County.

Responds to citizens' calls and complaints of alleged unlawful activity, takes statements from victims and witnesses, and ensures the lawful arrest of criminal offenders, as required by law.

Participates in the formal investigation of crimes and accidents, as required or assigned.

Maintains the appearance and serviceability of police vehicle and all issued and/or required equipment and supplies.

Transports individuals detained by the County to appropriate courts, detention, or medical facilities.

Prepares and submits reports.

Testifies in court as required.

Assists county courts by serving all legal process (paperwork) as directed. Prepares and submits verification of all process so served.

Provides security for county courts and other governmental buildings, as assigned.

Attends prescribed in-service and/or training programs for certification in specialized law enforcement areas, as assigned or required.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK

Thorough knowledge of and ability to make practical application of the customary practices, procedures, rules and regulations of the Office to perform standardized patrol operations, investigations and other duties, and to take authoritative action as needed.

Practical knowledge of area law enforcement demands, and ability to effectively respond to various circumstances while patrolling.

Knowledge of and ability to use all assigned department equipment and weapons. Ability to legally operate department vehicles.

Knowledge of the Bill of Rights and its fair and equitable application to all people. Knowledge of all relevant local, state and federal laws and their fair and equitable application.

Knowledge of standard practices and procedures in administering first aid and CPR.

Ability and willingness to engage in continuing education on laws and other topics.

Ability to appropriately receive, maintain, and account for articles received in evidence.

Ability to effectively prepare Office reports as required.

Ability to speak at public events.

Ability to qualify annually by obtaining a passing score in the Handgun Course of Fire and the Shotgun Course of Fire, as required by standards of the Indiana Law Enforcement Training Board.

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

Ability to adapt to changing weather conditions, work environments, and irregular and/or extended hours. Ability to appropriately respond to emergencies from an off duty status as assigned or directed.

Ability to physically perform the essential duties of the position, including but not limited to, pursuing suspects by driving vehicle at high speeds, running, climbing stairs, forcing entry, scaling walls, jumping fences, and physically restrain individuals.

Ability to effectively listen, comprehend, and communicate with public, other officials, and agencies by radio, telephone or in person.

Ability to recognize the signs and symptoms of some communicable diseases, and be able to protect oneself from contamination.

Certification or ability to be certified by the Indiana Law Enforcement Academy, and ability to meet all departmental hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Ability to successfully complete the prescribed new deputy training program (Police Training Officer Program- PTO).

Ability to follow all personnel policies and rules of the organization.

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. Errors in decision or work may not be readily detected by periodic supervisory review and may lead to loss of life to self, co-workers, or public, and have adverse effects upon Office operations, and inconvenience to members of the public.

III. PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with supervisors, offenders, and individuals detained in the County jail facility, representatives of other law enforcement departments and agencies victims of unlawful activities and/or accidents, and members of general public for a variety of purposes, including coordination and direction of police patrol operations, effective and safe transport of detainees, and enforcement of applicable laws.

The Sheriff's Office is a team-oriented and community-involved agency. The incumbent must commit to developing and maintaining positive, working relationships with co-workers, members of partner agencies and within the community, at-large.

Non-routine relationships with law offenders to gain concurrence with full enforcement of laws in situations that jeopardize public's and incumbent's safety.

Reports directly to a chain of command such as, Sergeant, Lieutenant, Major, Lt. Colonel, Colonel, Sheriff, respectively.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties both in an office environment and in the field, and is frequently exposed to the normal hazards associated with enforcement of the law. Regularly patrols in automobile; and occasionally must exert strenuous physical effort during emergency situations.

POSITION: Deputy Sheriff

ORGANIZATION: Vanderburgh County OFFICE: Sheriff

FLSA STATUS: Non-Exempt/Exempt as per job

WORK SCHEDULE: As Assigned

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation.

ESSENTIAL FUNCTIONS:

Enforces laws by implementing effective policy for the prevention and investigation of crimes to protect the public; Patrols designated areas, ensuring the security of residences and businesses, investigates and reports suspicious activity, takes actions to ensure the enforcement of applicable laws;

Responds to calls and complaints of unlawful activity, takes statements from persons involved, ensures lawful arrest of criminal offenders, as required by law;

Participates in the investigation of crimes and accidents;

Maintains the appearance and serviceability of police vehicle and all issued and/or required equipment and supplies;

Transports individuals detained by the County to appropriate courts, detention, or medical facilities;

Prepares and submits reports and summaries of activities;

Testifies in court as required;

Assists County courts by providing security and serving warrants, and related process papers, and prepares and submits all process papers so served;

Attends in-service or training programs for certification in specialized law enforcement areas, as assigned or required;

Performs related duties as assigned.

REQUIREMENTS:

Knowledge of and ability to apply the customary practices, procedures, and regulations of the Office to perform standardized patrol operations and take authoritative action;

Knowledge of area law enforcement demands, and ability to effectively respond to various circumstances while patrolling;

Knowledge of and ability to use all assigned Office equipment and weapons.

Knowledge of standard practices and procedures in administering first aid and CPR;

Ability to receive, maintain and account for evidence;

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

Ability to adapt to changing weather conditions, work environments and irregular and/or extended hours;

Ability to respond to emergencies from an off duty status;

Ability to physically perform the essential duties of the position;
Ability to recognize the symptoms of some communicable diseases, and be able to protect oneself from contamination;
Ability to effectively prepare department reports as required;
Ability to effectively communicate with the public, other officials, and agencies;
Ability to follow all personnel policies rules of the organization and ordinances, state and federal laws.

LICENSE/CERTIFICATION NEEDED:

Ability to legally operate Office vehicles;
Ability to qualify annually in the handgun, long gun and all other relevant qualifications;
Certification or ability to be certified by the Indiana Law Enforcement Training Board, and ability to meet all departmental hiring and retention requirements.

Protocol for Vertical Jump

Purpose

This is a measure of jumping or explosive power.

Equipment

Vertical measuring apparatus fixed to a smooth wall. Some way to mark extension when jumping (e.g., chalk dust, velcro).

Procedure

1. Participant stands with one side toward the wall, feet together, and reaches up as high as possible to mark his/her standard reach.
2. Participant jumps as high as possible and marks the highest point of the jump. Participant must jump from both feet in a stationary stance. Arms may be pumped and thrust upward.
3. Score is the total inches, to the nearest 1/2 inch, above the standard reach mark.
4. The best of three trials is the recorded score.

How To Prepare For Vertical Jump

You Must Train To Meet The Standards

Training must be specific to the target activity, and therefore each component has a different training routine.

Vertical Jump:

A good way to prepare for this component is to do plyometric training. The basic plyometric exercise routine consists of three exercises: double leg vertical jump, single leg vertical jump and the double leg hop. Perform each exercise with 1 set of 10 repetitions, 3 days a week. Do the repetitions ballistically without stopping. Rest 3 minutes between each set of each exercise.

Double Leg Vertical Jump:

Intensity Level: High

Starting Position: Stand with the feet shoulder-width apart.

Direction of Jump: Vertical

Arm Action: Double arm action

Starting Action: Perform a rapid counter movement and jump as high as possible

Ascent: Thrust arms upward vigorously and reach as high as possible
Descent: When the feet hit the ground, jump again immediately without a stutter step.

Double Leg Hop:

Intensity Level: Medium

Starting Position: Stand with the feet shoulder-width apart.

Direction of Jump: Horizontal, with a vertical component as well

Arm Action: Double arm action

Starting Action: Jump off of both legs and strive for maximum distance

Ascent: Think about “hanging” in the air

Descent: Land in the starting position and immediately repeat the movement

Single Leg Vertical Jump:

Intensity Level: High

Starting Position: Stand with one foot on the ground

Direction of Jump: Vertical

Arm Action: Double arm action

Starting Action: Perform a rapid counter movement and jump as high as possible

Ascent: The arms should be thrust upward vigorously and reach as high as possible

Descent: When the foot hits the ground, immediately jump without a stutter step

(Emphasis should be placed on maximum height and quick, explosive takeoffs. Repeat this exercise with the opposite leg after a brief rest of 15-30 seconds)

Protocol for One Minute Sit-ups

Purpose

This measures abdominal muscular endurance.

Procedure

1. The participant starts by lying on his/her back, knees bent, heels flat on the floor, with the fingers laced and held behind the head. Avoid pulling on the head with the hands. The buttocks must remain on the floor with no thrusting of the hips.
2. A partner holds the feet down firmly.
3. The participant then performs as many correct sit ups as possible in 1 minute.
4. In the up position, the subject should touch elbows to knees and then return until the shoulder blades touch the floor.
5. Score is total number of correct sit ups. Any resting must be done in the up position.
6. Breathing should be as normal as possible, making sure the participant does not hold his/her breath as in the Valsalva maneuver.

How To Prepare For Sit-ups

1. Determine the number of correct sit ups you can do in one minute.
2. Multiply that number by .75 (75%). Round off the result to the lowest number. This will be the number of repetitions (sit ups) you will do per set.
3. Warm up with some light activity of your choice, such as a stationary bike, walking or jogging on the treadmill, light calisthenics, etc.
4. Perform the number of sit ups (correct form) determined in the calculation done in #2 above.
5. Rest no longer than 60 seconds, and do another set of repetitions.
6. Repeat #4 and #5 until you have done 3 to 5 sets of repetitions. Even though the last sets may be difficult, maintain proper form. If you have to hesitate longer on the floor on the last sets to get in the full number, then do so but rest no longer than necessary. It is important that you get in all the repetitions.
7. Do this routine every other day. Increase the number of reps per set by 1 or 2 each week.

NOTE: If you are unable to do at least 5 reps per set, you will need to modify your routines in order to get in sufficient repetitions to address muscular endurance. You should follow a crunch or curl routine for your abdominals, and also get assistance in designing leg exercises (multi-hip machine or leg lifts) to address the hip flexors. Also, you could use an abdominal machine in a fitness facility using a light enough resistance to get in 15 reps per set for 3 set.

Protocol for 300 Meter Run

Purpose

This is a measure of anaerobic power.

Equipment

400 meter running track, or any measured 300 meter flat surface with sufficient distance to slow to a stop.

Procedure

1. Warm up and stretching should precede testing.
2. Participant runs 300 meters at maximal level of effort. Time used to complete distance is recorded.
3. Participant should walk for 3 - 5 minutes immediately following test to cool down. This is an important safety practice.

How To Prepare For The 300 Meter Run

To prepare for this component, it is a good idea to do interval training. The first step is to time yourself for an all-out effort at 110 yards. This is called your initial time, or IT. The second step is to divide your IT by .80 to get your training time. Then follow the schedule below.

Weeks	Distance	Reps	Training Time	Rest Time	Frequency
1 & 2	110 yards	10	$IT \div .80$	2 min.	1/week
3 & 4	110 yards	10	$IT \div .80$ minus 2-3 seconds	2 min.	1/week
5 & 6	110 yards	10	$IT \div .80$ minus 5-6 seconds	2 min.	1/week
7 & 8	220 yards	8	$IT \div .80 \times 2$	2 min.	1/week
9 & 10	220 yards	8	$IT \div .80 \times 2$ minus 4 seconds	2 min.	2/week

Protocol For Maximum Push-ups

Purpose

This measures muscular endurance of the upper body (anterior deltoid, pectoralis major, triceps).

Procedure

1. The hands are placed shoulder width apart, with fingers pointing forward. Some part of the hands must lie within a vertical line drawn from the outside edge of the shoulders to the floor. The administrator places one fist on the floor below the participant's chest (sternum).
2. Starting from the up position (arms fully extended with elbows locked, both hands and both feet only touching the floor), the participant must keep the back straight at all times and lower the body to the floor until the chest (sternum) touches the administrator's fist. The participant then returns to the up position with the elbows fully locked. This is one repetition.
3. Resting is permitted only in the up position. The back must remain straight during resting.
4. When the participant elects to stop or cannot continue, the total number of correct pushups is recorded as the score. No time limit.

How To Prepare For Push-ups

1. Determine the maximum number of correct push ups you can do in one minute.
2. Multiply that number by .75 (75%). Round off the result to the lowest number. This will be the number of repetitions (sit ups) you will do per set.
3. Warm up with some light activity of your choice, such as a stationary bike, walking or jogging on the treadmill, light calisthenics, etc.
4. Perform the number of push ups (correct form) determined in the calculation done in #2 above.
5. Rest no longer than 60 seconds, and do another set of repetitions.

6. Repeat #4 and #5 until you have done 3 to 5 sets of repetitions. Even though the last sets may be difficult, maintain proper form. If you have to hesitate longer on the floor on the last sets to get in the full number, then do so but rest no longer than necessary. It is important that you get in all the repetitions.
8. Do this routine every other day. Increase the number of reps per set by 1 or 2 each week.

NOTE: If you are unable to do at least 5 reps per set, then you will have to adjust the above calculations on modified push ups (from the knees) in order to keep the number of reps high enough to address muscular endurance. You should also get assistance in designing a strength routine using selectorized machines including chest, arms and trunk exercises.

Protocol for 1.5 Mile Run

Purpose

The 1.5 mile run is a measure of aerobic power (cardiovascular endurance). The objective in the 1.5 mile run is to cover the distance as fast as possible.

Equipment

1. Stopwatch
2. Indoor or outdoor track or another suitable flat running area measured to 1.5 miles
3. Testing forms to record data

Procedure

1. Participants should not eat a heavy meal or smoke for at least 2 - 3 hours prior to the test. Participants should warm up and stretch thoroughly prior to running.
2. The participant runs 1.5 miles as fast as possible.
3. Participants should not physically touch one another during the run, unless it is to render first aid.
4. Finish times should be called out and recorded.
5. Upon completion of the run, participants should cool down by walking for about 5 minutes to prevent venous pooling (i.e., pooling of the blood in the lower extremities which reduces the return of blood to the heart and may cause cardiac arrhythmia).

How To Prepare For 1.5 Mile Run

To prepare for this test, you need to gradually increase your running endurance. The schedule below is a proven progressive routine. Begin at the level you can accommodate, and if you can advance the schedule on a weekly basis, then proceed to the next level. If you can do the distance in less time, then do so.

Week	Activity	Distance in Miles	Duration in Minutes	Times per Week
1	Walk	1	17 - 20	5
2	Walk	1.5	25 - 29	5
3	Walk	2	32 - 35	5
4	Walk/Jog	2	28 - 30	5
5	Walk/Jog	2	27	5
6	Walk/Jog	2	26	5
7	Walk/Jog	2	25	5
8	Walk/Jog	2	24	5
9	Jog	2	23	4
10	Jog	2	22	4
11	Jog	2	21	4
12	Jog	2	20	4