



# Vanderburgh County Sheriff's Office

## APPLICATION FOR CIVILIAN EMPLOYMENT

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

Please use the following guidelines when completing this application. An applicant who fails to follow these guidelines **WILL NOT** be considered for appointment. Read each direction and question carefully.

1. **DO NOT** submit a resume instead of this application. However, you may include a resume.
2. All answers must be answered completely.
3. All answers **MUST** be clearly written or typed in **BLACK** ink.
4. Questions where a checkbox is provided for your answer, check the appropriate box with an "X".
5. If you need additional space to answer the numbered questions, use a blank sheet of paper with your name and the date at the top. Reference each answer on this sheet with the question number. Clearly type or print your answers in black ink. Insert the additional sheet into the middle of this application.
6. Any additional documents or sheets that you include with this application should be securely fastened to the inside of this application with a paperclip. **DO NOT** staple.

POSITION YOU ARE APPLYING FOR (CHECK ONLY ONE)  
YOU MUST MAKE SEPERATE APPLICATION FOR EACH POSITON APPLYING FOR

Confinement Officer   
  Clerical   
  Other: \_\_\_\_\_

### REVIEW OF JOB FUNCTIONS

Have you reviewed the functions of the job(s) for which you are applying?   
  Yes     No  
 Can you perform the job functions with or without reasonable accomodation?   
  Yes     No  
 If reasonable accomodations are required, please describe the accomodations needed for you to perform the job functions. Attach a separate sheet to respond to this question.

### PERSONAL DATA

Last Name	First	Middle	Maiden	Jr, Sr, II, III, etc.
Street Address				Primary Telephone (    )
City, State, Zip				Alternate Telephone (Cell Phone) (    )
Are you available to work full-time? <input type="checkbox"/> Yes <input type="checkbox"/> No    If not: what hours can you work? _____				Social Security Number
Are you available to work various shifts? <input type="checkbox"/> Yes <input type="checkbox"/> No				Email Address
Are you on layoff and subject to recall? <input type="checkbox"/> Yes <input type="checkbox"/> No				Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No
May we contact you at work if necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes: what telephone number? _____				What date could you begin?

### SHERIFF OFFICE USE

Application provided by: (Signature and ID number):  
 \_\_\_\_\_  
 Date: \_\_\_\_\_ Application Number: \_\_\_\_\_

### SHERIFF OFFICE USE

Application received by: (Signature and ID number)  
 \_\_\_\_\_  
 Delivery method: \_\_\_\_\_ Date: \_\_\_\_\_

SHERIFF OFFICE USE ONLY - DO NOT WRITE IN THIS AREA

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

**ADDITIONAL INFORMATION**

A-1. Have you ever applied for appointment or employment with this office before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: month, year and position sought _____
A-2. Have you ever applied for a job with any other law enforcement agency? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: where and when? _____
A-3. Have you ever been convicted of a crime anywhere for any reason? (Exclude court expunged or restricted records.) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: for what, where, when and disposition? _____
A-4. Have you ever received any traffic citation(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: for what, where, when and disposition? _____
A-5. Do you currently have or can you obtain a valid Indiana drivers license? <input type="checkbox"/> Yes <input type="checkbox"/> No
A-6. Are you authorized to work in the U.S. on an unrestricted basis? (Proof of U.S. Citizenship or immigration status will be required upon employment) <input type="checkbox"/> Yes <input type="checkbox"/> No
A-7. Do you have any commitments (i.e. second job, school, etc.) which might interfere with or adversely affect your employment should you be selected for a position? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: describe. _____
A-8. Are you currently involved in any legal proceedings? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: describe type and involvement? _____
A-9. Are you a proprietor or part owner of any business or firm? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: describe nature of business and list any licenses for this/these business(es) in your name, i.e. liquor _____

**EDUCATION AND TRAINING BACKGROUND**

B-1. Did you graduate from high school or receive a G.E.D. or equivalent? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: include a certified copy of your transcripts or other documentation. _____
B-2. Do you have any undergraduate college or university education? If yes, list the degree earned. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: include a certified copy of all college transcripts. _____
B-3. Do you have any graduate college or university education? If yes, list the degree earned. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: include a certified copy of all transcripts. _____
B-4. Do you have any specialized training that may assist you in performing the position you are applying for? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: what type? _____
B-5. Do you have any current licenses or certifications that may assist you in the position you are applying for? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: what type? _____
B-6. Can you read, speak or write any foreign language? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: which language(s) and proficiency? _____
B-7. Can you operate any office equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: what type(s)? _____
B-8. Can you type? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how proficiently? _____
B-9. Can you use any standard personal computer applications? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: which applications? _____
B-10. Have you ever served in any branch of the military? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: You must attach a copy of your "DD-214." _____

Application for Employment

Vanderburgh County Sheriff's Office

**EMPLOYMENT HISTORY**  
PLEASE LIST YOUR LAST FOUR EMPLOYERS, BEGIN WITH YOUR CURRENT OR MOST RECENT.

<b>EMPLOYER ONE</b>	Company Name	Dates of employment From                      To
	Address	Telephone (       )
	City, State, Zip	Supervisor
	Job title and type of work	Reason for leaving?
<b>EMPLOYER TWO</b>	Company Name	Dates of employment From                      To
	Address	Telephone (       )
	City, State, Zip	Supervisor
	Job title and type of work	Reason for leaving?
<b>EMPLOYER THREE</b>	Company Name	Dates of employment From                      To
	Address	Telephone (       )
	City, State, Zip	Supervisor
	Job title and type of work	Reason for leaving?
<b>EMPLOYER FOUR</b>	Company Name	Dates of employment From                      To
	Address	Telephone (       )
	City, State, Zip	Supervisor
	Job title and type of work	Reason for leaving?

**PERMISSION TO CONTACT PREVIOUS EMPLOYERS**

Please mark the number of any employer you have listed above that you **DO NOT** want us to contact and reason:

ONE     TWO     THREE     FOUR

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**REFERENCES**

GIVE THE NAMES OF THREE(3) RESPONSIBLE PERSONS, OTHER THAN RELATIVES OR PAST EMPLOYERS, WHO WILL KNOW YOU WELL ENOUGH TO GIVE INFORMATION ABOUT YOU.

<b>REFERENCE ONE</b>	Name	Address	
Occupation	How long acquainted	Telephone	
<b>REFERENCE TWO</b>	Name	Address	
Occupation	How long acquainted	Telephone	
<b>REFERENCE THREE</b>	Name	Address	
Occupation	How long acquainted	Telephone	

**REFERENCES**

GIVE THE NAMES OF THREE(3) PEOPLE WHO YOU CONSIDER YOUR CLOSEST FRIENDS AND WITH WHOM YOU FREQUENTLY SOCIALIZE. LIST YOUR CLOSEST OR "BEST FRIEND" FIRST.

<b>REFERENCE ONE</b>	Name	Address	
Occupation	How long acquainted	Telephone	
<b>REFERENCE TWO</b>	Name	Address	
Occupation	How long acquainted	Telephone	
<b>REFERENCE THREE</b>	Name	Address	
Occupation	How long acquainted	Telephone	

**APPLICATION CHECKLIST**

I have answered all questions completely and correctly to the best of my knowledge?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have included all additional pages needed to complete the application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

***I affirm that I have completed all sections on this application truthfully. Furthermore, I understand that my misrepresentation or falsification of the information provided may lead to withdrawal of an employment offer or termination following employment:***

Signature of Applicant

Date



**David Wedding**  
Sheriff

OFFICE OF  
**Sheriff of Vanderburgh County**

**Headquarters**

3500 North Harlan Avenue • Evansville, IN 47711  
(812) 421-6203

**Noah Robinson**  
Colonel • Chief Deputy

**John Strange III**  
Lt. Col. • Asst. Chief Deputy

**Jason Ashworth**  
Major • Operations

**Chad Ferguson**  
Major • Jail

**Mark Rasure**  
Major • Administration

**REQUIREMENTS AND DISQUALIFIERS FOR THE POSITION OF  
CONFINEMENT OFFICER AND CIVILIAN SUPPORT STAFF**

- Be at least 19 years of age.
- 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.
- No convictions\* for hate crimes.
- No convictions\* for domestic violence.
- No dishonorable discharges from any branch of military service.
- Applicants who have tattoos on their arms that would be visible when wearing a short sleeve shirt or uniform shirt SHALL be required to wear a long sleeve shirt or uniform shirt, if hired. Other coverings, including those coverings designed specifically for tattoos, shall not be permitted. Tattoos on the exposed areas of the neck, face/head or hands shall be a disqualifier for employment. It is also understood that certain tattoos may be related to hate speech, gang activity or subversive groups. It shall always be the policy of the Vanderburgh County Sheriff's Office (VCSO) that any conduct or affiliations that would otherwise disqualify a person from employment or continued employment shall remain in full force and effect.
- NOTE: The tattoo exception for civilian employment shall not extend to the position of deputy sheriff. This includes civilian employees of the VCSO who wish to apply for deputy sheriff but who have a visible tattoo in a short sleeve uniform. Such visible tattoos shall remain as a disqualifier for the position of deputy sheriff: NO EXCEPTIONS.
- No more than five (5) traffic violations in the past five (5) years (does not include parking tickets).

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- No marijuana use within the past one (1) year.
- No illegal/unlawful use of drugs (excluding marijuana) 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.
- Confinement Officer Applicants: Must provide proof of registration for selective service (applicable under Federal law to males under the age of 26 years of age).
- Confinement Officer Applicants: Pass a post-offer of employment medical examination (including vision and hearing exams), drug screen, and psychological interview.
- Confinement Officer Applicants (and other positions as required): 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.
- Confinement Officer Applicants: 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. Other positions may also require specific training standards.
- Possess the skills, knowledge and abilities required of the position for which you applied, 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 colleagues.
- NOTE: Where indicated with an "\*", the term "conviction" shall include the amendment of a criminal charge (driving under the influence-DUI, etc.) to some other offense as a result of the completion of any type of deferral program.
- NOTE: 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.

Revised 05/01/2020

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Vanderburgh County Sheriff's Office

**Civilian 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.**

1. I understand and accept that if I am selected for a position, my employment is conditional upon the passing/successful completion of a background investigation, which may include but that it not limited to, criminal history, records and reference checks, medical and/or psychological examinations and the use of other tests and assessments to determine whether I meet the requirements of the position and that I am able to perform the essential functions of the position. I understand and accept that this may include drug, alcohol or substance abuse testing.

INITIALS: \_\_\_\_\_

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

INITIALS: \_\_\_\_\_

3. 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.

INITIALS: \_\_\_\_\_

4. I understand that if hired as an employee of the Vanderburgh County Sheriff's Office, I must successfully complete the required training and courses specified by the State of Indiana Law Enforcement Training Board, the Vanderburgh County Sheriff's Office, and any other regulatory board as required.

INITIALS: \_\_\_\_\_

5. 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 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: \_\_\_\_\_

6. I understand and accept that if hired by the Vanderburgh County Sheriff's Office that I must abide by all Office policies, rules and regulations.

INITIALS: \_\_\_\_\_

7. I understand and agree that if hired by the Vanderburgh County sheriff's Office that I must relocate and establish a physical residence in the State of Indiana within six months of my employment date, pursuant to all other residency requirements as established by Office policy.

INITIALS: \_\_\_\_\_

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 the investigation of all statements contained in this application. I understand that my misrepresentation or falsification of the information provided may lead to withdrawal of an employment offer or termination following employment.

By 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**POSITION DESCRIPTION**  
**COUNTY OF VANDERBURGH, INDIANA**

**POSITION:** Confinement Officer  
**DEPARTMENT:** Sheriff's Office  
**JOB CATEGORY:** POLE  
**STATUS:** Full Time/Civilian  
**FLSA STATUS:** Union  
**DATE WRITTEN:** March 2000  
**DATE REVISED:** October 2012

Incumbent serves as a Confinement Officer for the Vanderburgh County Sheriff's Office, Corrections Division. Incumbent is responsible for monitoring and maintaining the security of the inmates of the correction division and the correction complex.

**DUTIES:**

Enforces local, state and federal standards by implementing effective policy for the secure and humane operation of the Vanderburgh County Jail.

Reviews arrest sheets of new inmates determining authority to confine, and initiates booking procedures accordingly.

Initiates and completes booking procedures by interviewing new inmates to obtain pertinent background and medical information, photographing, fingerprinting and searching new inmates to be detained for weapons and other contraband, and receiving and receipting all money and personal property, as required by Department policies.

Processes inmates out of the jail upon proper notification or verification of release, including fingerprinting and photographing individuals, re-checking warrants, completing proper paperwork, and returning all property belonging to the inmate.

Supervises the inmate population under direction of the Shift Supervisor, ensuring proper nutrition, medical and psychological attention, exercise and personal hygiene in accordance with Department policies and federal law.

Reports medical and psychological needs of inmates including the identification of suicide risks and other mental health problems to Shift Supervisor.

Coordinates the handling of inmate well being and security with the Shift Supervisor and Detention Officer on succeeding shifts.

Conducts security checks of the jail, assuring all doors are locked. Monitors, be security cameras or in person, inmates' activities and behaviors, ensures compliance with rules and regulations and reports all unusual and/or unruly activity to appropriate Shift



Supervisor. Properly secures and/or physically restrains violent and uncontrollable inmates as situations demand according to Department policy and procedure.

Supervises inmates during allowable activities, including counsel visitation, library use, making commissary purchases and telephone calls.

Appoints and assigns duties to trustees consistent with jail policies and replaces released trustees as needed.

Performs regular inspections of cell blocks and related areas, ensuring cleanliness and security of cell areas; conducts routine "Shakedowns" of all cells and dormitories for contraband as directed by the Shift Supervisor and prepares required reports.

Escorts inmates to and from processing, for appearances in court, sick calls, release, and doctor or dentist appointments inside and outside of the jail.

Distributes meals, observes the distribution of meal trays, assuring all trays, cups and spoons are properly removed from cell block.

Oversees inmates in the performance of required responsibilities, including the cleanliness of cell areas. Assures all cleaning equipment and supplies issued to inmates are returned and accounted for.

Issues prescribed medications according to standing physicians orders under supervision of the Jail Nurse or Jail Physician. Follows appropriate procedures to assure proper and prompt medical and psychological attention to inmates.

Regularly attends prescribed in-service and/or training programs for certification in specialized corrections areas as assigned or required.

Transmits inmate grievances by following established chain of command procedures.

Records daily an account of all money received and disbursed to each inmate.

Types out-of-county log and intake log daily.

Answers telephone and greets jail office visitors, determines nature of call, responds to inquiries regarding inmates and/or routes caller to appropriate person or department.

Occasionally testifies in court.

Annually prepares an up-to-date jail card file for the current year.

Remains alcohol and drug-free at all times while on the job or in uniform except as lawfully prescribed for medical reasons and with approval in advance and in writing by the Jail Commander.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK

Meets all department hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Has successfully completed Indiana Law Enforcement Training Board and Vanderburgh County Jail training.

Thorough knowledge of and ability to make practical application of the customary practices, procedures, rules and regulations of the department to maintain effective jail operations.

Practical knowledge of area law enforcement demands, and ability to take authoritative actions as situations require.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations.

Ability to physically and effectively perform the essential duties of the position, including, but not limited to, booking and processing inmates, monitoring jail operations, and being able to walk and stand for extended periods of time, and to physically restrain inmates during emergency situations.

Knowledge of methods of identification of inmate medical and psychological problems including suicide risk identification and the appropriate response.

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

Knowledge of and ability to effectively use all assigned department uniforms, equipment and weapons including; computer terminal and printer, two-way radio, typewriter, fingerprint equipment, telephone, security and restraining devices, and electric locking devices.

Knowledge of standard English grammar, spelling and punctuation, and ability to effectively prepare and complete all required forms and reports within established department deadlines. Ability to maintain confidentiality of department information and reports.

Ability to effectively listed, comprehend, and communicate with the public, other officials, and inmates, by intercom system, radio, telephone and in person.

Ability to take authoritative action a situations demand, on an as-needed basis.

Ability to legally operate department vehicle.

Remains alcohol and drug-free at all times while on the job or in uniform except as lawfully prescribed for medical reasons and with approval in advance and in writing by the Sheriff.

On 24-hour call.

Must be 21 years of age.

## II. RESPONSIBILITY

Incumbent performs a wide variety of recurring duties according to standardized Departmental policies and police procedures, selects applicable methods to take authoritative action in response to situational demands. Errors in decision or work are generally prevented through legally devised procedure, supervisory review, and standard bookkeeping checks. Undetected errors may result in injury or endangerment to self or others, have adverse effects upon department operations, and/or cause inconvenience to members of the public.

Incumbent works with a formal schedule of duties, determining work priorities with Shift Supervisor for effectively addressing situational demands. Incumbent's work is periodically reviewed at critical phases, through random checks, and upon completion of specific duties for adherence to instructions and guidelines, compliance with legal requirements and Departmental policies and procedures, technical accuracy, and soundness of judgement.

## III. PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with Department superiors, inmates, representatives of other law enforcement department and agencies and members of the general public for a variety of purposes, including assisting with coordination of jail operations, effective and safe transport of inmates, and enforcement of applicable laws.

Non-routine relationships with inmates to gain concurrence with laws in situations that jeopardize public's and incumbent's safety.

Incumbent reports directly to Shift supervisor, and the Assistant Jail commander in the Shift Supervisor's absence.

## IV. PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties both in an office environment and the jail and is frequently exposed to hazards associated with jail operations, such as violent

individuals and communicable disease. No prolonged extreme physical demands are associated with normal duties or assignments, but may be required during emergency situations.