

BROWN COUNTY SHERIFF'S OFFICE
BASIC ELIGIBILITY REQUIREMENTS

The applicant:

1. Must be a citizen of the United States of America.
2. Merits, Reserves, Dispatchers & Jailers must be at least 21 years of age, all others 18 or older.
3. Possess a High School diploma or G.E.D.
4. Must follow all county rules.
5. Have no felony or serious misdemeanor conviction.
6. Have minimum traffic convictions.
7. Possess a full, non-restricted, current and valid driver's license. (Merits, Reserves & Jailers only)
8. Be of sound mental and physical health.
9. Have a good employment record, if previously employed.
10. Eye requirement: correctable to 20/50. (*Deputies only*) All others on a case-by-case basis.
11. Agree to a thorough physical examination by a department-designated physician, if requested. (No recourse to negative judgment on the opinion of the physician).
12. Be willing to submit to a driver's test judged by Department personnel.
13. Compete with other applicants by written test administered by department personnel, if requested.
14. Be willing to submit to a thorough background investigation by Department personnel.
15. Be willing to appear for a Department interview conducted by Staff Officers.
16. Be willing to submit to a polygraph examination and drug screening.
17. Must appear before the Merit Board for interview and approval. (*Deputies only*)
18. Sign a loyalty oath.
19. Become a resident of Brown County within one (1) year of employment.
20. Be willing to work a revolving shift schedule including weekends and holidays.

BROWN COUNTY SHERIFF'S OFFICE POLICY STATEMENT AND BACKGROUND INVESTIGATION

It is the policy of the Brown County Sheriff's Office to recruit qualified individuals who will make the best employees from all segments of the surrounding community. In pursuing this goal, a background investigation of each applicant is conducted with respect to factors that may have a bearing upon the applicant's job performance or tend to measure job capability as a member of the Brown County Sheriff's Office.

Members of the Brown County Sheriff's Office are public servants and must present a good image of the department to the public. Police officers and all employees are in situations in which theft could easily occur; therefore, they must be of high integrity and character. Employees work long hours with their peers, and as a result, they should possess personal habits which make them compatible with other members of the force. A police officer's job often involves critical and dangerous situations and they should not be prone to external pressures that would affect their ability to perform the job.

Accordingly, the following items and the circumstances surrounding such items are reviewed:

Contents and completeness of employment application.

Drivers' responsibility record.

Former employment record.

Criminal record

References.

Personal history and character of applicant.

A negative finding on any one of these factors shall not be automatic reason for rejection of an applicant. Instead, the circumstances underlying such matters will be considered as they relate to the applicant's ability to perform the job. Although it is impossible to state all relevant and material factors to a background investigation and to the applicant's being qualified, in each case the Department will consider whether the applicant's background, as set forth above, will have a bearing on the applicant's job performance or tend to measure their capability. The date and circumstances surrounding any negative finding in the background investigation, the requirements of the position, as well as the applicant's other qualifications, will be considered.

The background investigation phase of the hiring process shall be based upon objective factual findings and any required subjective determination shall be in accordance with the aforementioned policy and conducted in such a manner so as not to discriminate on the basis of race, creed, color, national origin, sex, age or disability. The background investigation phase shall be reviewed periodically so that it does not result in unintended discriminatory selection of applicants.

BROWN COUNTY SHERIFF'S OFFICE
INSTRUCTIONS TO APPLICANTS

The application must be filled out by the applicant only. It may be typed or printed in ink neatly, accurately and thoroughly. Do not misstate or omit material. Information requested is subject to verification. Please read all instructions completely and carefully. It is absolutely essential that you include complete addresses with apartment numbers and whether it is a street, circle, court, lane, etc., with city, state and zip code. In the event of any address or phone number(s) change, after filing your application, mail notification of said change to us immediately. If not enough space is provided, attach plain white paper and complete all information requested. All information will be regarded as confidential. This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Answer all questions. If the question does not apply, state: "none", "n/a" or "does not apply". **DO NOT** enclose original birth certificates, only certified copies or duplicates.

Applications will not be considered until complete in every respect. Incomplete applications will not be considered. Any misrepresentation of facts on the applications will disqualify the applicant. Please do not make inquiry regarding the status of your application, as you will receive appropriate information concerning your application routinely and in due time. Complete applications will be kept one (1) full year from the date the selection process ends. After that time, they will be considered inactive and will be destroyed. Several questions in this application are designed to give the Department a complete background on each applicant. Those particular responses to questions marked with an (*) asterisk shall not act as an automatic bar to selection but will be considered along with accompanying facts. No questions on this application are intended to secure information to be used for unlawful discrimination.

The Brown County Sheriff's Office is an equal opportunity employer and does not discriminate in hiring or employment practices on the basis of race, color, sex religion, creed, national origin, ancestry, disability as defined by law, political affiliation, or on the basis of age against individuals whose age is between 40 and 70, except when age, sex or physical requirement constitute a bona fide occupation qualification necessary to proper and efficient administration or as provided by law. No question on this application is intended to secure information to be used for such discrimination.

EMPLOYMENT APPLICATION
BROWN COUNTY SHERIFF'S OFFICE

POLICY STATEMENT ON EMPLOYMENT OF EX-OFFENDERS

Consideration for employment of ex-offenders will be given without regard to race, creed, color, national origin, sex age or disability. The term ex-offenders as used herein refers to anyone convicted of any criminal statute or military offense while in the service.

FELONY CONVICTIONS

Any individual convicted of a felony shall be ineligible for appointment to the Brown County Sheriff's Office. A felony is defined by Indiana law as any offense for which a person may receive one (1) year or more of confinement in a state or federal institution.

EVALUATION

With respect to all other criminal convictions which are not felonies, in each case the Department will consider whether the prior criminal conviction or military offense conviction of the applicant will have a bearing on the applicant's job performance or tend to measure job capability. The date and nature of the offense, the requirements of the position for which considered, as well as the applicant's other qualifications, will be considered.

CONFIDENTIALITY

As a matter of policy, every effort will be made to keep the applicant/employee's criminal record confidential. During the selection and placement process, it will be necessary to inform the appropriate persons participating in the selection process of the applicant's record.

I. PERSONAL HISTORY

A. Social Security Number: _____ Drivers' License Number: _____

B. List all the names you have used including nicknames. If you have used any surname other than your true name, maiden name, or married names during what period and under what circumstances were these names used? If you have legally changed your name, give date, place and court. (This information is being collected to assist the Department in conducting a thorough background investigation).

C. Birth Date (month, day, year): _____ Age: _____ Sex: _____

Place of Birth (city, state): _____

Attach an "Official" Certified Birth Certificate. This will be used to verify your age for statutory requirements and pension purposes.

D. Are you a U.S. Citizen? _____ If not, explain on a separate sheet and attach documentation.

IV. JOB DATA

Position Desired: _____

Date Available: _____

I am willing to work any shift assigned me or change shifts whenever necessary by my department head for the efficient operation of the department, including weekends and holidays.

SIGNED: _____

Have you ever *applied* for a position with the Brown County Sheriff's Office? _____ If so, what position: _____

Have you ever been *employed* by the Brown County Sheriff's Office? _____

If yes, when? _____

What Capacity? _____

V. LAW ENFORCEMENT EXPERIENCE

a. Have you ever been employed by any law enforcement agency? _____ If so, when and in what capacity? _____

b. Where did you complete your basic law enforcement training? _____

c. Date law enforcement training was completed _____

d. Did you receive a certification upon completion of training? _____

e. Length of basic training: Total training hours _____ Weeks of training _____

f. List any specialty training you have received: _____

AGENCY	DATES		RANK	REASON FOR LEAVING
	FROM	TO		

Are you eligible for re-hiring? _____ If not, explain fully on a separate sheet.

Were you ever disciplined? _____ If yes, explain fully on a separate sheet.

HOBBIES AND SPORTS

Name Length of Participation Level of Participation

VIII. SUBVERSIVE ORGANIZATIONS

YES NO Are you now or have you ever been a member of any organization, association, movement, group or combination of persons which advocates or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States or which seeks to alter the form of Government of the United States by unconstitutional means?

YES NO Are you now or have you ever been affiliated or associated with any individuals, including relatives, whom you know or have reason to believe are or have been members of any of the organizations identified previously?

YES NO Have you ever been engaged in any of the following activities for any organization of the type described above: contributions to, attendance at, or participation in, any organization, social, or other activities of said organizations, or of any written, printed or other matter, prepared, reproduced, or published by them or any of their agents or instrumentalities?

If you answered, YES to any of the questions above, describe the circumstances. Attach additional sheets for a full detailed statement. If associated with any of these organizations, specify nature and extent of association with each, including office or position held; also include dates, places, and credentials now or formerly held. If associations have been with individuals who are members of these organizations then list the individuals and organizations with which they were or are affiliated.

IX. MILITARY RECORD

A. Are you registered for selective service? _____ Selective Service Number: _____

B. Have you ever served on active duty in the armed services of the U.S.? _____

Branch of Service: _____

Dates of Active Duty (month, day, year): _____ Serial Number: _____

Type of Discharge and reenlistment code *: _____

Highest rank attained & rank at separation _____

Are you eligible to re-enlist? _____

List any citations & award received _____

C. Are you currently or have you ever been in the U.S. Reserve or National Guard? _____

If yes, what is your obligation (if any), unit and location? _____

D. While in service, were you ever convicted, disciplined (court martial, article 15, captains mast, etc.) for any offense? _____ If yes, give details: _____

Attach copies of all DD214 long forms or their equivalence.

*No applicant will be automatically rejected because of a less than honorable discharge (except a Dishonorable), but the discharge may be considered in connection with other information. If discharge is less than Honorable, explain on a supplemental page.

X. EMPLOYMENT

Starting with present or most recent employer, list employment history. Include any part-time, temporary or seasonal and all periods of employment. [Use additional sheets if necessary]

Name, Address, Telephone of Company & Type of Business	Dates Mo. & Yr.	Title & Duties	Reason for Leaving & Salary
	From:		
	To:		
	From:		
	To:		
	From:		
	To:		
	From:		
	To:		
	From:		
	To:		
	From:		
	To:		
	From:		
	To:		

May we contact your present employer? _____
YES NO

XI. PERSONAL REFERENCES

List four (4) personal character references (not related & not previous employers):

Name	Address	City	State	Zip	Phone	How Long?

XII. SPECIAL SKILLS AND QUALIFICATIONS

List any experience, skills, abilities, or special qualifications that you feel would be relevant to the job for which you are applying.

INDICATE ANY FOREIGN LANGUAGES YOU CAN SPEAK, READ AND/OR WRITE.

	READ	SPEAK	WRITE
FLUENT			
GOOD			
FAIR			

XIII. MISCELLANEOUS

How did you become aware of this position? _____

Employment of persons with criminal records will be in accordance with the attached Policy Statement of Employment of Ex-Offenders on page five (5).

Have you ever been fingerprinted for any reason? (Job application, gun permit, etc.)

_____ YES _____ NO If yes, give date, place and full details of occurrence.

Vehicle Operator's License: (Drivers, Chauffeur's, etc). Give the following information concerning any vehicle operator's license you have held or now hold.

Type of License State of Issue Exp. Date License Number

XIV. VEHICLE CRASH AND ARREST RECORDS

a. Do you currently possess a valid driver's license? _____ Exp. Date _____

License Number _____ State _____

Has your driver's license ever been suspended? _____ If yes, explain _____

b. List vehicle crashes where you have been involved as a driver. Give date(s) & location(s)

DATE	LOCATION	WHAT HAPPENED

c. Have you ever received a ticket for a traffic offense? _____ If yes, describe below:

DATE	LOCATION	CHARGE	FINE OR SENTENCE

d. Have you ever been arrested for a criminal offense? _____ If yes, describe below:

DATE	LOCATION	CHARGE	FINE OR SENTENCE

e. Have you ever been convicted of a felony? _____ (If yes, explain on a separate sheet)

f. Have you ever been arrested for an act that would have been a crime had it been committed by an adult? _____ If yes, describe below:

DATE	LOCATION	CHARGE	FINE OR SENTENCE

Have you ever been or are you currently involved as a plaintiff, defendant, petitioner or respondent in any civil court action? _____ If yes, explain fully on a separate sheet.

XV. MISCELLANEOUS

A. Do you own your own home? _____ If yes, how much is your mortgage indebtedness? _____

B. What is the amount of your total indebtedness, other than mortgage? _____

C. Annual Income: Applicant _____ Spouse _____

D. Are you a proprietor or part owner of any business or firm? _____ If yes, describe nature of the business. _____

E. How often do you gamble? i.e. Gambling boats, etc. _____

F. Are there any licenses for this/these business (es) in your name, i.e., liquor license? _____

G. Any problems in the following areas: Tax problems; Federal, State, etc. _____

H. Any problems with alcohol and/or drug(s), past or present? _____

XVI. CREDIT REFERENCES AND OBLIGATIONS

Give names and addresses and the individuals companies, or others to whom you are indebted and the extent of your debt (including any loans on which you are the co-maker, Mortgages, open credit accounts, etc).

Name	Address	Type of Debt	Amount of Debt

Do you have income from any source other than you principal occupation? _____ YES _____ NO

If you answered YES to the above question, give complete details on a separate sheet of paper.

.....
APPLICANT: PLEASE READ CAREFULLY BEFORE SIGNING. IF YOU HAVE ANY QUESTIONS REGARDING THE FOLLOWING STATEMENT OR ANY QUESTIONS CONTAINED IN THIS APPLICATION, PLEASE CONTACT THE BROWN COUNTY SHERIFF'S OFFICE BEFORE COMPLETING.
.....

I HEREBY UNDERSTAND AND ACKNOWLEDGE THAT, UNLESS OTHERWISE DEFINED BY APPLICABLE LAW, ANY EMPLOYMENT RELATIONSHIP WITH THIS ORGANIZATION IS OF AN "AT WILL" NATURE, WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND THE EMPLOYER MAY DISCHARGE EMPLOYEE AT ANY TIME WITH OR WITHOUT CAUSE, EXCEPT THOSE POSITIONS COVERED BY THE MERIT BOARD. IT IS FURTHER UNDERSTOOD THAT THIS "AT WILL" EMPLOYMENT RELATIONSHIP MAY NOT BE CHANGED BY ANY WRITTEN DOCUMENT OR BY CONDUCT UNLESS SUCH CHANGE IS SPECIFICALLY ACKNOWLEDGED IN WRITING BY AN AUTHORIZED EXECUTIVE OF THIS ORGANIZATION.
.....

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AGREE TO INFORM THE DEPARTMENT OF ANY ADDITIONAL INFORMATION RELATING TO QUESTIONS RAISED ON THE APPLICATION THAT OCCUR SUBSEQUENT TO MY COMPLETION OF THE APPLICATION. I REALIZE THAT MISREPRESENTATION OF FACTS OR THE FAILURE TO UPDATE ANY INFORMATION RELATING TO QUESTIONS ON THE APPLICATION MAY BE CAUSE FOR REJECTION OF THIS APPLICATION OR DISMISSAL AFTER EMPLOYMENT. FINAL EMPLOYMENT IS CONTINGENT UPON SATISFACTORY COMPLETION OF ALL PREEMPLOYMENT PROCEDURES INCLUDING INTERVIEW, EXAMINATIONS, VERIFICATION OF ALL RELEVANT INFORMATION AND ALL POST-EMPLOYMENT EXAMINATIONS WHICH MAY INCLUDE BUT ARE NOT LIMITED TO PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS AND ANY APPLICABLE STATUTORY PROVISIONS. I ACKNOWLEDGE THAT I HAVE READ THE ABOVE STATEMENT AND FULLY UNDERSTAND THE SAME.

Signature _____ Date _____

State of Indiana)
) SS:
County of Brown)

Subscribed and sworn before me, a Notary Public, in and for said County and State this
_____ day of _____, 20_____.

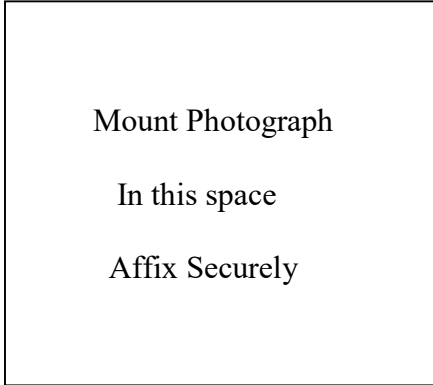
My Commission Expires:

Notary Public

Printed Name

County of Residence

BROWN COUNTY SHERIFF OFFICE



Photograph to be front view, head and shoulders,
2 1/2 square, and taken within the past six months.
Other photographs are not acceptable.

I certify that:

1. All required items are included with this application.
 - A. Birth Certificate (certified copy or duplicate only)
 - B. High School and College Transcripts (Grade reports are not accepted)
 - C. Military – DD214 (if veteran), DD217 (if active duty)
 - If active military, letter of endorsement from military commander
 - Any supporting letters of commendations from military personnel file
 - Copies of specialized training certificates and awards
 - D. Previous Law Enforcement Documentation
 - Copy of law enforcement academy certificate
 - Copies of performance appraisals from last three (3) years
 - Letter of endorsement from supervisor & law enforcement agency commander
 - Copies of commendations and awards
 - E. Photograph – 2 ½ X 2 ½” head and shoulders
2. I have personally completed this application.

I swear or affirm under penalty of perjury that all information contained in this application is true and accurate to the best of my knowledge.

Signature _____

Dated _____

CHECK APPLICATION CAREFULLY. BE CERTAIN ALL ITEMS ARE COMPLETE BEFORE MAILING.

THIS APPLICATION WILL NOT BE RETURNED TO YOU IF ALL INFORMATION AND ALL REQUIRED DOCUMENTS ARE NOT ATTACHED

Deliver to:
Brown County Sheriff's Office
55 State Road 46 East
P.O. Box 95
Nashville, IN 47448-0095

-AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER-
Complying with all provisions of the Americans with Disabilities Act

APPLICANTS STATEMENT AND AGREEMENT

Read carefully before signing this application for employment.

1. I understand that receipt of this application does not imply that I will be employed nor does it indicate that there are positions available.
2. I understand that any future employment may be contingent upon my passing a medical examination. (Medical examinations shall be job related and consistent with business necessity).
3. I hereby grant permission to investigate any of the information included in this application, agree to cooperate in such investigations and release from all liability or responsibility. All persons, organizations, companies, and corporations collecting and supplying such information together with any other information they may have regarding me, whether or not it is in their records.
4. In making this application for employment, I understand that an investigation may be made whereby information is obtained through personal interviews with my neighbors, friends, or other's) with whom I am acquainted. This inquiry includes information as to my character, general reputation personal characteristics, and mode of living. I understand I have the right to make a written request within a reasonable time to receive additional detailed information about the nature and scope of the investigation.
5. I certify the information included in this application is correct and I understand that misrepresentation is just cause for rejection of this application or dismissal from employment.

SIGNATURE

DATE

PRINTED NAME

EMPLOYEE NON-DISCLOSURE AND CONFIDENTIALITY

All employees of the Brown County Sheriff's Office are required to treat all communications, computer inquires (NCIC, IDACS, etc.) written reports, documents records (such as jail records) etc., to be confidential and subject to disclosure **only** with the specific authorization of the Sheriff.

Each employee (merit or civilian) has and will have extensive contact with other employees and confidential information via NCIC, IDACS and other computer systems. No employee of the Brown County Sheriff's Office shall disclose any information acquired during the course of his/her employment with the Brown County Sheriff's Office to any member of the public without the prior written consent of the Sheriff.

All data or information communicated to and/or received via the Sheriff Offices' computer systems, case management software, jail management software or dispatch/IDACS/NCIC computers is confidential as a matter of law and *shall not* be disclosed or communicated to any member of the public without the prior written consent of the Sheriff.

Any employee of the Brown County Sheriff's Office who discloses, copies or transmits any data outside the course of their employment without the prior consent of the Sheriff shall be subject to dismissal, and possible criminal prosecution.

Each employee of the Brown County Sheriff's Office is required as follows:

1. The employee will carefully guard and keep confidential all information, knowledge or data of the Sheriff's Office obtained during the course of his/her employment.
2. No employee will submit, disclose, publish or use the Department's proprietary or confidential information on behalf of themselves, another employer or personal use.

DATE: _____

EMPLOYEE: _____

DATE: _____

SHERIFF: _____