



**FROM THE OFFICE OF
SHERIFF OF MONTGOMERY COUNTY**

**P.O. BOX 663
CRAWFORDSVILLE, INDIANA 47933**

PHONE: (765) 362-3740

FAX: (765) 362-1587

MARK A. CASTEEL

Dear Applicant,

The Montgomery County Sheriff's Office has initiated the hiring process for the position of Deputy Sheriff. Prior to completing the employment application, review the attached information and insure your eligibility. Any application that does not comply with all instructions will be rejected. Every line on the application must be completed, if the line does not apply to you then enter N/A in that line. Incomplete applications will not be considered for employment.

You are invited to attend the physical and written test, which is the first step in the hiring process. The physical and written test will be held at the Montgomery County Sheriff's Office, 600 Memorial Drive, Crawfordsville, IN. You must contact Captain Jeremy Hughes at jeremy.hughes@montgomerycounty.in.gov or call 765-362-3740 extension 204 to schedule your test date. All applicants who pass the physical and written tests will move on to the Oral Interview Panel.

All hiring process dates will be scheduled by the Montgomery County Sheriff's Office. The preliminary dates for each stage of the hiring process are attached to this letter. Each applicant must attend all stages of the process in order to be considered for employment. The Sheriff's Office will not make special arrangements for any applicant.

The following documents must be attached to the application:

- 1) Birth Certificate (copy)
- 2) High School Diploma or GED(copies permitted)
- 3) High School and College Transcripts of Grades (copies permitted)
- 4) DD 214 Military Form (if applicable)
- 5) Head and Shoulders Photograph at least 4"x6" (taken in the last 90 days)
- 6) Current Driver's License (copy)
- 7) Essay
- 8) Copies of any completed training or awards

For the purpose of planning future stages of the hiring process we have documented preliminary target dates below however they are subject to change;

December 1, 2018	Advertising Position
January 2, 2019	Application Deadline
January 15, 2019	Physical & Written Examinations begin at 6:00pm
January 17, 2019	Physical & Written Examinations begin at 6:00pm
Week of February 4, 2019	Oral Interview Panel (Times to be scheduled)
Week of February 11, 2019	Background Investigations Begin
March 2019	Merit Board Interviews
May 2019	Start date

Those applicants that receive a conditional offer of employment will be required to attend a medical and psychological evaluation following the merit board interview. These dates will be arranged following the conditional offer of employment. The target date for new hire deployment will be May 2019. All dates listed above are subject to change, due to unforeseen circumstances.

Dear Applicant,

Beginning in 1999, the Indiana Law Enforcement Academy began using new physical fitness assessment standards. As part of the application process, a Physical Fitness Assessment will be conducted. All applicants will be expected to meet the following goals in order to complete the application process. These goals will replace all others previously used in the testing procedure.

The Montgomery County Sheriff's Office strongly suggests you consult your physician if you have any concerns regarding your physical capability or conditioning. You will be required to sign a medical release form at the time of testing. This information is being provided so each applicant will know exactly what will be expected of them on the physical examination date.

REQUIREMENTS:

VERTICAL-JUMP: Minimum jump of 16 inches.

PUSH-UPS: 25 minimum, with no time limit.

SIT-UPS: 29 minimum, must be done in 1 minute.

300 METER RUN: Must be completed in 71 seconds or less

1.5 MILE-RUN: Must be completed in 16 minutes, 28 seconds or less.



Name _____
Contact Number _____

Date Received: _____

Date Returned: _____

Position Applied For: *Sheriff's Deputy*

Montgomery County Sheriff's Office

It is the policy of the Montgomery County Sheriff's Office to recruit qualified individuals that will make the best employees from all segments of the 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 Montgomery County Sheriff's Office.

Members of the Montgomery County Sheriff's Office are public servants and must present a positive image of the office to the public and 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 the other members of the sheriff's office. An employee'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.

Sincerely,

Mark A. Casteel, Sheriff
Montgomery County, Indiana

MONTGOMERY COUNTY SHERIFF'S OFFICE

POLICY STATEMENT ON EMPLOYMENT OF EX-OFFENDERS

The term ex-offenders as used herein, refers to anyone convicted of any federal, state or local criminal statute or military offense while in the service.

Felony Conviction

Any individual convicted of a felony shall be ineligible for appointment as an employee. 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, federal, or local institution.

Evaluation

With respect to all other criminal convictions which are not felonies, in each case the sheriff's office will consider whether the prior criminal conviction or military conviction of the applicant will have a bearing on the applicant's job performance or tend to measure job capability 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.

**THIS PAGE APPLIES TO APPLICANTS FOR FULL-TIME
SHERIFF'S DEPUTIES**

**MONTGOMERY COUNTY SHERIFF'S OFFICE
IS AN EQUAL OPPORTUNITY EMPLOYER**

***BASIC QUALIFICATIONS AND PROCEDURES
FOR SELECTION OF POLICE EMPLOYEES***

BASIC ELIGIBILITY REQUIREMENTS

To be eligible for consideration as a sheriff's deputy, an applicant must initially meet the following minimum standards and criteria:

1. Must be a citizen of the United States of America.
2. Must reside within a reasonable distance to the Montgomery County Sheriff's Office and be available for emergency services and emergency calls as required by the Sheriff or supervisor in charge at the time of any emergency.
3. Must be at least twenty-one (21) years of age at the time of appointment as a Montgomery County Sheriff's Deputy.
4. Must be a high school graduate and produce evidence of same by way of a diploma or an equivalency diploma issued by an accredited high school.
5. Must possess a current-valid motor vehicle operator's license
6. Must possess, as a minimum, visual acuity that is correctable to 20/40 in both eyes.
7. Must possess, as a minimum, auditory acuity that is within normal range in both ears.
8. Must possess, as a minimum, an Intelligence Quotient of 100.
9. Must be of such physical state so as to sustain the rigors and demands of law enforcement and police service. "Physical state" means to be in such physical condition and health to meet the minimum standards of a physical ability test.
10. Applicant's body weight must be in proportion to the applicant's height as standardized in the criteria maintained by the Indiana Law Enforcement Academy.
11. Must be of such mental state so as to sustain the rigors and demands of law enforcement and police service. "Mental state" means having the ability to exercise good judgment; having a balanced temperament; being free of debilitating psychological disorders and being of such psychological health to adequately complete psychological testing.
12. Must be a person of excellent character having favorable references from previous employers and character references. Excellent character includes an absence of pattern or practice of substance abuse or criminal misdemeanor convictions and no history of felony convictions.
13. A Montgomery County Sheriff's Deputy shall be on probationary status during the first year of employment. As a condition of continued employment as a deputy, he/she must complete the Indiana Law Enforcement Academy Police Officer Basic Training Course as prescribed and administered by the Indiana Law Enforcement Academy.
14. Have a good past work history with recommendations from the prior employer(s).
15. Meet current Indiana Law Enforcement Academy physical standards and general requirements for appointment as Sheriff's Deputy in the State of Indiana.
16. Must agree to take a polygraph or computer voice stress analyzer examination (CVSA).
17. If discharged from the military service, must possess an Honorable Discharge.
18. Agree to drug screening test if requested to do so by the Sheriff.

EMPLOYMENT APPLICATION

MONTGOMERY COUNTY SHERIFF'S OFFICE

The Montgomery County Sheriff's Office is an equal opportunity employer and does not discriminate in hiring or employment practices on the basis of race, creed, color, national origin, religion, gender, age, veteran status, disability as defined by law, political affiliation, or on the basis of age except when age, sex, or physical requirement constitute a bona fide occupational 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.

This application must be filed out by the applicant only. Print in ink or type neatly, accurately and thoroughly. Attach supplements if necessary. All attachments must contain full name, current address, telephone number, and social security number. 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.

Do not misrepresent, or omit material since information provided is subject to verification to determine your qualifications for employment. Place a response in every blank, if something does not apply, place "N/A" in the blank. This will indicate that it does not apply, and was not overlooked. Where addresses and phone numbers are concerned, these must not be left blank nor be answered with an "N/A". **If any information is incomplete, your application will not be processed.**

I. PERSONAL HISTORY

A. Name in full _____
(Last) (First) (Middle)

B. Social Security Number _____

C. List all other names you have used including nicknames. If female, furnish maiden name. If you have ever used any surname other than your true name, during what period and under what circumstances were these names used? If you have ever legally changed your name, given date, place and court, (This information is being collected to assist the sheriff's office in conducting a thorough background investigation, i.e. felony conviction check.)

D. List your present residence (Number, Street, City, State, Zip Code, and Telephone number):

E. Are you at least 21 years of age? _____ Yes _____ No
F. Are you a U.S. citizen? _____ Yes _____ No

II. EDUCATION

Please specify highest grade level attained and attach transcripts from all institutions listed below. Information contained in this section will be used only to the extent that it is relevant to the necessary qualification and position for which you have applied.

Name	Address	Major	No. Years	Degree
High School _____				
College _____				
University _____				
Vocational School _____				
Correspondence School or other _____				

III. EXTRACURRICULAR ACTIVITIES

Hobbies and Sports:

Name	Length of Participation	Level of Proficiency
_____	_____	_____
_____	_____	_____

IV. MILITARY RECORD

I. Are you registered for selective service? _____
Selective Service Number? _____
Required for all men 18 through 25 years of age

II. Have you ever served on active duty in the Armed Forces of the United States? _____
Branch of Service: _____
Dates of Active Duty (Month, Day, Year): _____
Serial Number: _____
Type of Discharge: _____
**If discharge is less than honorable, explain on a supplemental page.

III. Are you currently a U.S. Reserve or National Guard? _____
If yes, what are your reserve obligation (if any), unit, and location? _____

IV. While in military service, were you ever convicted of any offense? _____

V. Attach a copy of your DD 214

V. *EMPLOYMENT*

Please print or type neatly. Starting with your present or most recent employer, list **COMPLETE** employment history. **Attach additional pages if necessary.**

Business _____

Address _____

Telephone Number _____

Immediate Supervisor _____

Date Employed _____

Reason for Leaving _____

Business _____

Address _____

Telephone Number _____

Immediate Supervisor _____

Date Employed _____

Reason for Leaving _____

Business _____

Address _____

Telephone Number _____

Immediate Supervisor _____

Date Employed _____

Reason for Leaving _____

Business _____

Address _____

Telephone Number _____

Immediate Supervisor _____

Date Employed _____

Reason for Leaving _____

VI. PERSONAL REFERENCES

List four personal character references that are NOT related or previous employers.

Name of Reference	Address	Phone No.	How long known

VII. SPECIAL SKILLS AND QUALIFICATIONS

List any specialized training, apprenticeships, or skills which you possess and are relevant to the job for which you are applying. Attach additional pages if necessary.

VIII. MISCELLANEOUS

- How did you become aware of this position? _____
- Have you ever been employed with Montgomery County? _____
If yes, When? _____ What Capacity? _____

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

Yes _____ No _____

Explain: _____

4. Have you ever been convicted of a felony or misdemeanor? Yes _____ No _____

If yes, give date and nature of violation:

5. Vehicle Operator’s License: Give the following information concerning any vehicle operator’s license you have held or now hold (Attach a copy of current operator’s license):

Type of Licenses	State or Issuing Authority	License Number & Date of expiration

IX. CONDITION OF EMPLOYMENT

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. If you have any questions regarding these paragraphs contact the sheriff's office before initialing.

I understand and accept that, if I am selected for employment, my employment will be conditional upon passing any medical and psychological examination that the sheriff's office deems necessary to determine whether I can perform the essential functions of the position, with reasonable accommodation when necessary. I understand and accept that this may include but is not limited to drug, alcohol or substance abuse testing.

Initials _____

If employed, I understand and accept that, I will be required to work any shift, weekends, and holidays. I also understand I will be on call (24 Hr.) and required to work mandatory overtime.

Initials _____

If employed, I understand I must successfully complete all required training and courses specified by the sheriff's office and be certified by the State of Indiana.

Initials _____

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

Initials _____

I understand and accept that the Montgomery County Sheriff's Office requires a high degree of integrity and confidentiality of its employees. I also understand and accept that the various law enforcement and informational agencies that exchange information and data with the sheriff's office require that employees do not have a past record of unlawful activities. Therefore, I understand and accept that it will be necessary for the sheriff's office to investigate my background for any criminal or unlawful activity.

Initials _____

I hereby authorize the employers, school and personal references named in this application to provide information regarding me to the Montgomery County Sheriff's Office. I further authorize the release of personnel, academic and other records to the Sheriff's Office.

Initials _____

MONTGOMERY COUNTY SHERIFF'S OFFICE

Applicants Request/Waiver to Release Information

I hereby authorize and request all persons, to whom this request (original or reproduction) is presented, having information relating to or concerning me, to furnish such information to a duly appointed representative of the Montgomery County Sheriff's Office.

I am aware that this information may be of a personal nature and may otherwise be protected from disclosure by my constitutional, statutory or common law privileges. I hereby expressly waive all privileges which may attach to such communication or disclosure and release all persons, firms and corporations from all claims, of any nature, as a result of said communications or disclosure.

The following information shall be disclosed to give the Montgomery County Sheriff's Office a complete background on each applicant. The information provided shall not act as an automatic bar to selection, but will be considered along with the attendant facts.

- Criminal history;
- Driving history;
- Tax records;
- Credit history;
- Educational history;
- Present and past employment;
- Reference checks;
- Military history;
- Neighborhood interviews;
- Truth verification examination;
- Any background material/information relevant to reputation and/or character.

Signature: _____ Date: _____

X. ACKNOWLEDGEMENT

Applicant: Please read carefully before signing. If you have any questions regarding the following statement or any questions contained in this application, please ask the Sheriff or his designee before signing.

I certify that the information contained in this application is correct and complete to best of my knowledge. I agree to inform the sheriff's office of any additional information relating to questions raised on the application which occur subsequent to completion of this application. I realize that misrepresentation of facts or the failure to update any information relating to questions on this application may be cause for rejection of this application or dismissal after employment. Final employment is contingent upon satisfactory completion of all pre-employment procedures including interview, examinations, verification of all relevant information, physical examination and any applicable statutory provisions. I recognize that my future employment with the Montgomery County Sheriff's Office will be jeopardized if I engage in substance abuse, illegal drug use or alcohol abuse. I acknowledge that I have read the above statement and fully understand the same.

Signature: _____ Date: _____

XI. Essay

Applicant, please attach an essay, consisting of 700 words or less, explaining why you would like to start a career as a Montgomery County Deputy Sheriff.

Be sure to include the following items when you submit your application:

- High School Diploma or GED with transcripts
- College transcripts
- Copy of birth certificate
- Copy of driver's license
- Color photograph (at least 4" x 6" in size)
- Copies of any certificates for training or awards
- Essay

The Montgomery County Sheriff's Office utilizes the Standard and Associates, Inc. "The National Police Officer Selection Test". You may purchase a practice test or study guide at <https://www.ApplyToServe.com/Study/>