



VERMILLION COUNTY SHERIFF'S OFFICE

Michael R. Holtkamp - Sheriff
1888 S State Rd 63 - P.O. Box 130 Newport, IN 47966
(765) 492-3737 / 492-3838 (Fax) 492-5011
sheriff@vcsheriff.com

Employment applications for the position of Deputy Sheriff may be obtained at the Vermillion County Sheriff's Office or from the web at <http://www.vermiliongov.us/sheriff/jobs.html>

Provided with the application is:

1. Job Description
2. Essential Job Requirements, Skills, and Abilities List
3. Other Requirements List
4. Physical Agility Test

Prior to completing the employment application, review the items above to insure your eligibility. Any employment application not complying with the above items will be rejected.

Mandatory documents to be attached to this application are:

- a. Birth Certificate
- b. High School Diploma or GED
- c. High School and College Transcripts of grades
- d. DD 214 Military Form (if applicable)
- e. Recent "Bust" Photo

Respectfully,

A handwritten signature in black ink, appearing to read "Michael R. Holtkamp".

Sheriff, Michael R. Holtkamp



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Dear Applicants:

Beginning in 2000, 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 Vermillion 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.

REQUIREMENTS: (see: <http://www.in.gov/ilea/>)

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

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



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No applicant shall be discriminated against, or favored with respect to employment because of race, sex, religion, politics, national origin, or ancestry. Each applicant will be limited only by his own abilities and qualifications.

Requirements for Vermillion County Sheriff's Deputies

Applicants shall:

1. Be a United States citizen.
2. Be a resident of Vermillion County upon date of employment.
3. Be at least twenty-one (21) years of age when appointed as an employee.
4. Have a High School diploma, or it's equivalency as accepted by the Superintendent of Public Instruction for the State of Indiana.
5. Not have been convicted of a felony, battery or domestic battery.
6. Agree to a thorough physical & mental examination by medical professionals designated by this office. No recourse to a negative judgment is permitted.
7. Have a substantially free automobile accident record in the sole judgment of this office.
8. Have a valid Indiana Driver's License.
9. Have a good work record with previous employers.
10. Have a good credit rating.
11. Take and pass a written test.
12. Be in sound mental and physical health.
13. Submit to a thorough character investigation.
14. Sign a waiver and submit to a Polygraph Test.
15. Be willing to appear for interviews by the Sheriff and the Merit Board.
16. Have height and weight in proportion to be accepted by the Indiana Law Enforcement Academy.
17. Meet training requirements prescribed by Indiana Law.
18. Meet all requirements for employment as a Deputy Sheriff as prescribed by Indiana Law.
19. Be willing to work a revolving schedule.
20. Submit to being fingerprinted.
21. Have primary source of income from the Sheriff's Office if appointed.
22. Refrain from any political activity prohibited by law, or that would create a conflict of interest as a Member of this office.

Incumbent performs duties related to law enforcement such as preventing crime, investigating suspicious activity, apprehending violators, assisting persons in trouble, directing vehicular and pedestrian traffic, and enforcing traffic.



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Duties Include:

Patrols assigned area on foot or in vehicle searching for suspicious activity or situations, and assists citizens with problems such as lost children, injured persons, animal bites, civil disputes, locked doors, vehicle inspections, verifications, and abandon vehicles. Along with referring persons to appropriate social service agencies when situation warrants.

Monitors radio and other communication devices to receive assigned runs, and to maintain awareness of activities in assigned areas or by other officers.

Responds to assigned run by driving (sometimes at high speeds), walking, or running to a specified location, assesses situation, and determines need for other assistance, and takes appropriate action.

Investigates accidents, extracts victims, provides emergency medical aid, gathers evidence, records observations and statements of witnesses and victims, requests assistance from other officers or agencies as needed, directs the removal of the vehicles involved, and ensures the area is clear.

Searches crime scenes, and takes prescribed actions to preserve and protect evidence, and records findings and observations.

Pursues, apprehends, searches, and arrests suspects using only necessary force, advises suspects of rights, transports suspect to detention area, and interviews victims, suspects, and witnesses, and records responses and observations.

Restrains persons from physically striking or injuring others using appropriate force.

Stops drivers of vehicles when traffic violations are observed, verifies license and registration data, advises driver of safe driving practices, and issues citation or makes arrest as warranted.

Reports as directed to scenes of general emergencies, and takes appropriate action to protect life and property, such as directing traffic, quarantine area, assisting individuals in leaving area, prevents looting, and requests appropriate assistance. Removes persons from danger including carrying unconscious persons and provides emergency aid to injured persons.

Maintains visibility in the community and acting as an ambassador for the County of Vermillion.

Completes written and verbal reports and completes forms as required by operating procedure. Testifies in court, and prepares for such testimony by reviewing reports and notes, meeting with attorneys, and obtaining appropriate evidence.

Properly maintains uniforms, equipment, and weapons pursuant to agency policy.

Works assigned shifts (subject to call-ins on days off) at the discretion of the Sheriff. Performs other related duties as assigned.

Essential Job Requirements, Skills, and Abilities:

Extensive knowledge of law enforcement procedures and methods including patrol, traffic, officer safety, investigation, report writing and data systems.

Extensive knowledge of criminal law procedures such as search and seizure, arrest, interrogation, confession, evidence, crime scene protection, due process, and court procedure.

Extensive knowledge of criminal traffic law.

Working knowledge of emergency medical treatment procedures, and ability to apply those procedures safely to others.

Ability to stand or sit for long periods of time, sometimes in extreme weather conditions.

Ability to operate a vehicle safely at high speeds under less than ideal conditions or weather.

Ability to physically protect one's self, and restrain others.

Ability to pursue suspects by running, climbing stairs, forcing entry, scaling walls and jumping fences.

Ability to sustain physical effort in situations of personal danger or danger to others.

Ability to use weapons accurately and safely.

Ability to observe and report observations accurately and in detail.

***You are NOT required to be a current or past law enforcement officer to apply.**



VERMILLION COUNTY SHERIFF'S OFFICE

Application for Employment For Merit/Reserve Deputy Sheriff

An Equal Opportunity Affirmative Action Employer
Application will be held for a period of one (1) year

The County of Vermillion, Indiana does not discriminate on the basis of race, color, gender, national origin, age, or disability, in employment or the provision of services.

Date of Application: _____

(Please Print)

Name: _____

Any former name (s) _____

Address: _____
Street City, State, Zip

Position sought: _____

Home Telephone: _____ Cell Phone: _____

E-mail Address: _____

Social Security / ID No: _____ Birth Date: _____

Are you at least 21 years of age? _____

Are you related to an employee currently employed by Vermillion County? _____

If yes, please state employees name and relationship: _____

(Your operators License number is requested on this form to facilitate record keeping and to minimize effort and errors in reference to other records which require the use of the Social Security Number on this form without penalty, or to request that it be moved at any time.)

Have you filed an application with this county before? _____

If yes, give date (s): _____

Are you now employed? _____

Present Employer _____

Are you a citizen of the United States? _____

(The immigration Reformed Control Act of 1986 requires verification of Citizenship or immigration status upon employment.)

On what date would you be available for work? _____

Are you on lay-off and subject to recall? _____

Do you understand that you could possibly be working weekends for many years? _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities.

1. Employer: _____

May we contact? _____

Address: _____

Dates of Employment: _____

Job Title: _____

Reason for Leaving: _____

2. Employer: _____

May we contact? _____

Address: _____

Dates of Employment: _____

Job Title: _____

Reason for Leaving: _____

3. Employer: _____

May we contact? _____

Address: _____

Dates of Employment: _____

Job Title: _____

Reason for Leaving: _____

4. Employer: _____

May we contact? _____

Address: _____

Dates of Employment: _____

Job Title: _____

Reason for Leaving: _____

5. Employer: _____

May we contact? _____

Address: _____

Dates of Employment: _____

Job Title: _____

Reason for Leaving: _____

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experience:

Typing Speed, words per minute: _____

Computer Experience: _____

EDUCATION

Name of School	No. Years Attended	Did You Graduate	Subjects Studied
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Elementary: _____

High School: _____

College: _____

Trade/Business: _____

Have you ever been convicted of a felony or misdemeanor? _____

If yes, explain:

("Under Indiana law, a person may not be appointed, reappointed, or reinstated if they have a felony conviction on their record. Other arrests or convictions will not necessarily be a bar to employment.")

Do you have the ability to perform the job-related functions, with or without reasonable accommodation, for the position you are applying for? _____

Have you applied for a Police Officer position at any other Police Agency?

Please list which agency(s):

List professional, trade, business or civic activities and Offices held:

Previous addresses used within the last six years.

1. _____

2. _____

3. _____
4. _____
5. _____
6. _____

List Spouse's Father, Mother, Brothers, Sisters and their Present Address.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

List Persons Depending on You for Support.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Do You Have Any Relatives That Have Been Convicted of a Felony or Morals Charge?

If Yes, Explain Fully

Personal References, Not Related or Previous Employers:

1 _____
Name Address Telephone No.

Number of years known: _____

2 _____
Name Address Telephone No.

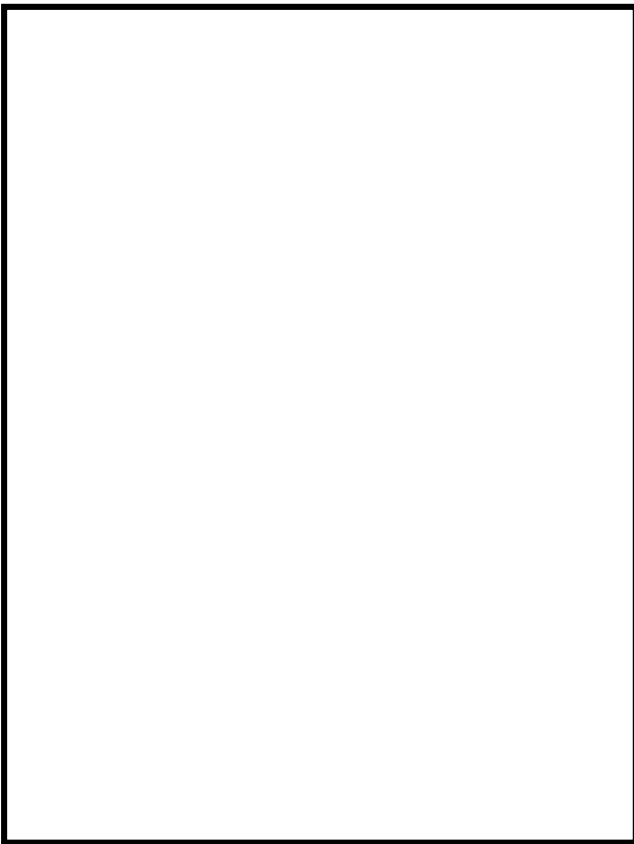
Number of years known: _____

3 _____
Name Address Telephone No.

Number of years known: _____

4 _____
Name Address Telephone No.

Number of years known: _____



In the space to the left, include a photograph of yourself taken within the last 30 days.

APPLICANT CERTIFICATION AND AGREEMENT

Read each of the following paragraphs carefully. Indicate your understanding of, and consent to, the contents and conditions of each paragraph by signing your initials at the end of each paragraph. If you have any questions regarding these paragraphs, contact the employer before initialing.

Initials: _____

I understand and accept that, if I am hired, I may be hired conditional on passing any medical and/or psychological examinations that the employer 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.

Initials: _____

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

Initials: _____

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

Initials: _____

By submitting 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 excessive alcohol abuse.

Initials: _____

I understand that the employer provides Sheriff's service on a seven day per week and twenty-four hour per day service, and therefore, if employed by the Sheriff's Office, I may be required to work evening shifts or night shifts, including weekends.

Initials: _____

I understand that if I am hired as a sworn officer with the Sheriff's Office, that I must successfully complete required training and courses specified and be certified by the State of Indiana Law Enforcement Academy.

Initials: _____

I understand that if I am hired I will be under a minimum of one (1) year probationary period.

Initials: _____

Signature of Applicant

Date