



SAINT JOSEPH COUNTY POLICE

401 W. Sample St. South Bend, IN 46601

William J. Redman
Sheriff

Todd H. Shepherd Garrett W. Fields
Chief Asst. Chief

Telephone: (574) 245-6540 • Fax: (574) 245-6574 • info@sjcpd.org

St. Joseph County Police Department Pre-Employment Inquiry

This inquiry will be used to screen qualified applicants for current and future job openings as positions become available. Copies of the following items are **REQUIRED** when returning the pre-employment inquiry.

- ✓ Copy of High School Diploma or Final Transcript (GED Scores may be substituted for either or these)
- ✓ Copy of College Degree (if applicable)
- ✓ Copy of Driver's License (you **MUST** have a valid license)
- ✓ Copy of Birth Certificate
- ✓ Copy of Social Security Card
- ✓ Current photo of applicant, no larger than 4" x 4"
- ✓ Copy of DD-214 (if applicable)

To be considered for employment, you must be a United States Citizen eighteen (18) years of age or older.

Please return inquiries to:

St. Joseph County Police Department
Sgt. Kylie Williams
401 W. Sample St.
South Bend, IN 46601
(574) 245-6568

Additional copies of this packet can be downloaded / printed from our department website:

<https://sjcpd.org/employment/>

ST. JOSEPH COUNTY EMPLOYMENT INQUIRY

I UNDERSTAND THAT IS NOT AN EMPLOYMENT APPLICATION. THIS INQUIRY WILL, HOWEVER BE REVIEWED AND MY QUALIFICATIONS CONSIDERED FOR POSSIBLE JOB OPENINGS IN THE NEAR FUTURE. IF THE COUNTY FINDS MY QUALIFICATIONS AND EMPLOYMENT BACKGROUND TO MATCH A CURRENT OPENING I WILL BE CONTACTED TO COMPLETE AN APPLICATION FOR EMPLOYMENT. EMPLOYMENT INQUIRIES ARE KEPT ON FILE FOR 90 DAYS.															
THE INFORMATION BELOW IS REQUIRED IS NEEDED TO COMPLETE THIS REVIEW. PLEASE PRINT CLEARLY.															
LAST NAME				FIRST NAME				MIDDLE NAME				TODAY'S DATE			
STREET ADDRESS								SOCIAL SECURITY NUMBER							
CITY				STATE				ZIP CODE				PHONE NUMBER			
EMPLOYMENT INFORMATION															
POSITION DESIRED												DESIRED WAGE			
SEASONAL				TEMPORARY				FULL TIME				PART TIME			
EMPLOYMENT EXPERIENCE															
COMPANY NAME						DATES EMPLOYED						WAGE			
POSITION								REASON FOR LEAVING							
PRIMARY DUTIES															
COMPANY NAME						DATES EMPLOYED						WAGE			
POSITION								REASON FOR LEAVING							
PRIMARY DUTIES															
EDUCATIONAL BACKGROUND															
CHECK THE NUMBER OF YEARS COMPLETED FOR EACH OF THE FOLLOWING												BRIEFLY DESCRIBE COURSES OF MAJOR CONCENTRATION			
HIGH SCHOOL				UNDERGRAD COLLEGE				GRADUATE COLLEGE							
1	2	3	4	1	2	3	4	1	2	3	4				
LIST ANY PROFESSIONAL, TECHNICAL, TRAINING, OR LICENSES POSSESSED															
ALL INDIVIDUALS CONSIDERED FOR EMPLOYMENT ARE EVALUATED WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATION OF ORIGIN, AGE, MARTIAL STATUS, VETERAN STATUS, THE PRESENCE OF A NON-JOB RELATED DISABILITY OR ANYOTHER LEGALLY PROTECTED STATUS.															
SIGNATURE												DATE			

**St. Joseph County
EEO Data Sheet**

The Federal Government requires that the following information be collected in order to show compliance with Equal Employment Opportunity and affirmative action. Please complete this data sheet and return it to the Human Resources Department along with your completed Employment Application. It will then be separated from the application and used for record keeping.

Position Applied For: _____

A. Personal Data (Please Print)

Nam: _____ Email Address: _____

Date of Application _____

Date of Birth _____ Sex Male ____ Female ____

B. Referral Source (check one)

Walk IN	-	Indiana State Employment Service
Departmental Referral	-	Community Agency
		(Specify) _____
Employee	-	Job Posting Notice
South Bend Tribune	-	Other, Specify _____

C. Ethnic Group (check one)

White

Black

Hispanic

Asian or Pacific Islander

American Indiana or Alaskan Native

D. Veteran Status

Are you a veteran of any branch of the U.S. Armed Forces? ____ Yes ____ No

Authorization to Release Medical Records

Dear Sir/Madam:

I am a candidate for the position of Special Deputy with the St. Joseph County Police Department, and it is essential for the department to evaluate my medical background.

For the purpose of this evaluation, the St. Joseph County Police Department requires that I furnish them with a list of all injuries and illnesses for which I have been treated.

Please forward to me, in care of the St. Joseph County Police Department, Recruitment Office 401 W. Sample St. South Bend, Indiana, 46601 any information you may have regarding my medical background.

This is a matter of great importance to me, and your prompt reply will be greatly appreciated.

This release will expire 60 days after the date signed below.

Signed: _____

Date: _____

Authorization for Release of Information Agreement

Applicant's Name	
Current Address	
Telephone Number	
Date of Birth	
Social Security Number	
Date	
Authorized Signature	

TO WHOM IT MAY CORNCERN: I am an applicant for a position with the St. Joseph County Police department. The department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public interest that all relevant information concerning my personal and employment history be disclosed to the above department.

I hereby authorize any representative of the St. Joseph County Police Department bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorized a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the St. Joseph County Police Department, Whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the St. Joseph County Police Department. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including my arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you as the custodian of such records _____ organization, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to mem my heirs , family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it, I direct you to release such information upon request of the duly accredited representative of the St. Joseph County Police

Department regardless of any agreement I may have made with you previously to the contrary. The law enforcement organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested. For and in consideration of the St. Joseph County Police Department's acceptance and processing of my application for employment I agree to hold its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the St. Joseph County Police Department I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to proper authorities.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the St. Joseph County Police Department in conjunction with employment procedures.

A photocopy of FAX copy of this release form will be valid as an original thereof, even though the said photocopy of FAX copy does not contain an original writing of my signature.

This waiver is valid for a period of _____ days from the date of my signature.

Should there be any questions as to the validity of this release, you may contact me at the address listed on this form.

I agree to pay any and all charges or fees concerning this request and can be billed for such charges at the address listed on this form.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

St. Joseph County Jail Job Description

Job Title: Correction Officer
Department: St. Joseph County Police
Division: Jail
Reports to: Assigned Supervisor
FLSA Status: Non-Exempt
Prepared date: June 12, 2015

Summary:

Supervise inmates in the St. Joseph County Jail in accordance with established policies, regulations, orders and procedures by performing assigned duties.

Essential Duties and Responsibilities of a Corrections Officer include, but are not limited to, the following:

- Observe inmate conduct and behavior
- Treat inmates, visitors, and staff in a courteous and professional manner
- Take necessary actions according to training to prevent disturbances and escapes
- Inspect all security measures for functionality & operability
- Conduct inmates searches for contraband
- Observe and supervise inmates during work assignments
- Patrol assigned areas on foot while looking for forbidden activities or unsatisfactory performance
- Report observations in written, computerized, and verbal form
- Employ weapons or force to maintain order within the jail when necessary
- Escort inmates within the jail, to/from court, to medical treatments both in and outside the facility all while ensuring the safety of the inmate, corrections officers, and any other persons who could be in contact with the inmate
- Respond to calls for assistance by running up to ½ mile
- Possess and Maintain the ability to move people away from danger, including by carrying unconscious people and providing emergency aid
- Possess and Maintain the ability to effect a forcible arrest
- Use appropriate equipment and training to restrain people from physically striking or injuring others

Supervisory Responsibilities:

This policy has inmate supervision responsibilities only.

Qualifications:

To perform this job successfully, an individual must be able to perform listed duties in a satisfactory manner. Abilities such as multitasking and prioritization are essential. The requirements listed below are representative of the knowledge, skill and/or abilities necessary. Individual must be able to work a schedule of 6 days on-duty and 3 days off-duty. In addition, reasonable accommodations may be required of the individual to work a 12-hour shift and/or mandated overtime as needed.

Education and/or Experience:

High school diploma or general education degree (GED)

Language Skills:

Individual must be able to read and interpret documents; such as safety rules, operating and maintenance instruction materials, and policy & procedure manuals. Individual must possess the ability to communicate effectively with fellow staff and inmates through written, computerized and verbal methods.

Mathematical Skills:

Individual must possess basic mathematical skills such as addition, subtraction, multiplication, division, units of measure, whole numbers, fractions, and decimals.

Reasoning Ability:

Applicant must possess ability to solve problems in time sensitive, fluid, hectic and even chaotic situations where the level of control is often limited. Applicant must be able to quickly and correctly interpret and execute orders given by command staff.

Certificates, Licenses, Registration:

Applicant must possess a current and valid driver's license.

Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk up to two miles per day. Employee may also be required to stand or sit for extended periods of time. The employee is occasionally required to run for distances of up to one half mile and must be able to climb and descend stairways unassisted. The employee must possess the ability to speak and hear. Sight

abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The St. Joseph County Jail will provide specialized self-defense training. Each applicant must meet the minimum physical requirements to participate and successfully complete this training. Each applicant must maintain the physical ability to accomplish these tasks at any time required. Applicants may also be required to run for short periods of time during emergency situations.

An applicant must be able to affect a control maneuver of an unruly and potentially dangerous inmate alone until assistance from other staff members arrive.

Work environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually very loud. While performing the duties of this job an employee may be subjected to profanity, physical and verbal abuse.

Employees are required to maintain a calm, professional manner even when subjected to extremely confusing and disorganized situations during the performance of their duties.

Signature _____