



DEFIANCE COUNTY

SHERIFF'S OFFICE

113 BIEDE AVENUE • DEFIANCE, OHIO 43512



SHERIFF - Douglas J. Engel

PHONE: 419-784-1155
FAX: 419-784-1592

Please complete application in its entirety -Non-Truthful Statements can result in termination

Date of Application: _____

Name _____
Last Middle First

Present Address _____
Number Street City State Zip Code

Social Security Number _____ - _____ - _____
Your Social Security Number is voluntary upon completing this application, however, upon appointment, it is mandatory that you provide it to the county. Your SSN may be lawfully required for purposes including but not limited to general identification, tax information, identification of obligors under child support orders, and detection of welfare fraud.

Phone Number: Home (____) _____ Cell (____) _____

E-mail Address: _____

Do you have a valid Driver's License: Yes _____ No _____

Do you have any relatives currently employed by the Defiance County Sheriff's Office: Yes _____ No _____

If yes, list names: _____

Are you a United States citizen? Yes ___ No ___ If no, are you eligible for employment in the United States? Yes ___ No ___

Have you ever served in the U.S. Armed Services? Yes _____ No _____ If yes provide dates: _____ to _____

Branch: _____ Duties and Special Training: _____

(attach a copy of D.D. 214 or other training certificates)

Are you currently employed? Yes ___ No ___ If yes, where? _____

Are you able to work any shift? Yes ___ No ___ Are you able to work weekends? Yes ___ No ___

Have you ever been convicted of a violation of law? Yes ___ No ___

If yes, provide details: _____

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For the preceding 15 years, list all addresses in which you resided:

Education

High School Graduate / G.E.D. ? Yes ____ No ____ School Name: _____

College Degree Completed? Yes ____ No ____

School Name(s): _____

Law Enforcement Academy Completed: Yes ____ No ____ School: _____

List any additional information, qualifications or skills you have that you feel are relevant for the position for which you are applying: _____

Employment

Name and Address of Employer	Phone	Title
Dates Employed From To:	Starting Salary	Present Salary
Name of Supervisor		
Brief Description of Duties		
Reason for Leaving		

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Name and Address of Employer	Phone	Title
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Brief Description of Duties		
Reason for Leaving		

Were you ever reprimanded, discharged or forced to resign due to misconduct or unsatisfactory work performance? _____ If yes, provide details: _____

If offered employment, when would you be able to start? _____

General Information

Prior to this application, have you ever applied for employment with the Defiance County Sheriff's Office? _____

If YES, list date you applied: _____

Please review the provided job description. Are you capable of performing the essential functions outlined in this job description? _____

List below your reasons to apply with the Defiance County Sheriff's Office: _____

List any other pending applications for other law enforcement positions:

References

Please provide three relatives and their relation to you. Do NOT list spouse or children:

Name	Address	Telephone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

List three references who are not relatives or previous employers and/or supervisors:

Name	Address	Telephone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

I swear that the foregoing answers are true, correct and complete to the best of my knowledge and belief. I acknowledge and understand that any false or misleading information and/or omissions, either verbal or in writing anytime during the selection process for this position will be cause for disqualification from consideration for the position. Under Ohio Revised Code, Section 2921.13 any false or misleading information could result in termination.

Date: _____

Signature of Applicant

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Signature: _____



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Authorization for Release of Personal Information

I, _____, do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to a duly authorized agent of the Defiance County Sheriff's Office, whether said records are public, private or confidential in nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions, financial or credit institutions, including records of deposits, withdrawals and balances of checking and savings accounts, and loads and also the records of commercial and retail credit agencies, (including credit reports and/or ratings); medical and psychiatric treatment and/or consultation including hospitals, clinics, private practitioners, and the U.S. Veterans' administration; public utility companies, employment and pre-employment records, including background reports, all results of polygraphs examinations, efficiency ratings, complaints or grievances filed by or against me, and salary records; real and personal property tax statements filed; records of complaint, arrest, trial and/or convictions for alleged or actual violations of the law, including criminal and/or traffic records; records of complaints of a civil nature made by or against me, whosoever located, and to include the records and recollections of attorneys at law or of other counsel, whether representing or another person in any case in which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon release authorization will be considered in determining my suitability for employment with the Defiance County Sheriff's Office. A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

Signature: _____ Date: _____

Address: _____

Social Security Number: ____/____/____

Date of Birth: ____/____/____

Witness Signature: _____ Date: _____

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Signature: _____

Subject: Position Description	Policy Number: 005
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

Classification Title - Deputy Sheriff

Employment Status	Full-time
Reports To	Sergeant [Patrol]
Division	Road Patrol

Distinguishing Job Characteristics

Serves citizens by maintaining law and order within Defiance County jurisdiction. Maintains public peace, protects lives and property, prevents crime, and arrests and prosecutes violators of the law. Enforces State and Federal Statutes.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons covered by the Americans With Disabilities Act, in accordance with the requirements of that Act.

Patrols Defiance County in a Sheriff’s cruiser to serve citizens, enforce governing laws and to prevent crimes. Responds to complaints and disturbances, handles calls, protects lives, and property. Issues citations. Responds to emergencies with lights and sirens, and provides backup to fellow officers.

Deters and detects unlawful activity by maintaining high visibility in crime and other areas. Patrols residential and business districts, checks windows, doors, parking lots and alarms, and notes abnormal conditions. Inspects premises, checks suspicious persons and vehicles, and provides viable law enforcement presence. Maintains lookout for wanted persons or property and maintains surveillance in problem areas. Examines premises of unoccupied buildings or residences to detect suspicious persons or conditions.

Apprehends, arrests and processes suspects in violation of Federal and State Statutes. Serves arrest warrants. Restrains and transports prisoners to jail, court, doctor appointments and other locations.

Assist Investigators in conducting initial and continuing criminal investigations. Investigates and preserves crime scenes, identifies evidence, questions witnesses, victims, and suspects. Interviews witnesses to accidents and disturbances.

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Acts as a peace officer in situations requiring intervention such as fights, domestic violence calls, and other issues. Handles citizens' complaints concerning: disturbances, juveniles, loud parties, and other matters.

Summon medical help in emergencies and other situations, and renders emergency first aid to injured persons as necessary.

Detects, apprehends, provides documentation, and testimony in the prosecution of traffic law offenders. Maintains awareness of, and monitors high traffic problem areas. Monitors traffic conditions, directs traffic flow and enforces traffic laws. Operates radar and other tools to enforce laws and reduce accidents, injuries, and fatalities. Gives warnings and issues traffic citations. Reports hazardous traffic conditions and abandoned or damaged vehicles. Assists stranded motorists.

Responds to and investigates traffic accidents. Gathers evidence from drivers and witnesses, and inspects vehicles. Prepares diagrams of accident scenes, prepares reports for insurance investigations, court cases, coroner's inquests, and for other purposes.

Maintains order in crowds. Attends parades, funerals, other public gatherings, and provides security escorts.

Maintains required records and reports. Maintains shift reports reflecting patrol activities, incidences, complaints, contacts, accidents, and other occurrences during assigned shift. Prepares criminal reports. Completes various forms including consent to search, vehicle inventory, prosecutor notification, arrest card, and other records as required.

Testifies in court to assist in prosecuting criminal cases. Confers with the Prosecutor to provide factual input into planning prosecution strategy. Works with the Prosecutor to prepare and effectively present testimony.

Provides courtroom security.

Serves warrants, civil writs, subpoenas, and files affidavits. Serves warrants as required and maintains related records.

Transports inmates to and from C.C.N.O. Intake, court, medical appointments, etc. Ensures the prisoner is transported in a secure/safe manner according to standard procedures.

Maintains good relations with the general public. Answers questions, provides directions and offers prompt assistance as necessary. Speaks to churches, schools, civic groups, and other organizations to promote goodwill and to increase public awareness of crime prevention methods.

Maintains and improves individual law enforcement knowledge and skills. Participates in training programs and conferences to learn new or revised regulations, policies and procedures. Maintains

current knowledge of Federal and State Laws applicable to law enforcement. Learns effective use of equipment and investigative aids, and maintains skill in safe and effective use of firearms.

Other Duties and Responsibilities

Equipment Operated

Sheriff's Cruiser, two-way radio, radar unit, computer, camera, firearms, and other weapons, handcuffs, flashlight, lock-jock, traffic wheel, restraints, and other law enforcement equipment.

Contracts With Others

The general public, attorneys, Judges, other local, state and federal law enforcement officers, criminals, witnesses, suspects, victims, victim families, complainants, prisoners, County Coroner, Mental Health hospital personnel, juvenile court officials, and reporters.

Confidential Data

LEADS/NCIC information, local criminal records, law enforcement emergency procedures (e.g., hostage negotiation plan), criminal case investigation evidence, and other information.

Working Conditions

Changing working conditions including occasional exposure to adverse weather and other conditions and possible exposure to hazardous and possibly life threatening situations. The employee may be involved in first aid situations and can be exposed to human blood or other body fluids or other potentially infectious materials, and hazardous chemicals. The employee uses or works in the proximity to the use of firearms, and works with or around potentially violent or emotionally distraught persons. The employee may be assigned to work varying shifts.

Usual Physical Demands

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee frequently sits in and/or operates a Sheriff's cruiser while gaining access to various work sites, and may occasionally climb or balance, stoop, kneel, crouch, crawl, stand, or walk over varying [possibly rough] terrain. The employee must have the ability to manipulate fingers, and extend arms when firing a weapon and performing other duties. The employee may occasionally have to physically control persons of varying weights and strengths,

and may occasionally have to exert extreme physical effort during relatively short periods of time. The employee uses usual vision demands, with occasional attention to detail [e.g., during crime scene investigations] and with occasional long distance requirements. The employee normally must be able to converse verbally with the general public and others and to hear. Vision demands include close, relatively detailed vision, with the ability to adjust focus when using computer screens.

Required Knowledge Skills and Abilities

Knowledge of: law enforcement procedures and methods; Federal, State and Local Laws, criminology, Ohio traffic laws, arrest procedures, law enforcement safety procedures, use of weapons, public relations, basic investigative procedures, standard court procedures, crime prevention methods, limitation, errors and principles of radar, Defiance County roads, landmarks, locations, self-defense techniques, Sheriff's Office Policies, Procedures, Work Rules, and Code of Ethics.

Ability to: work together and back up other officers, demonstrate good observation skills, react with sound judgment and courage, deal with persons with tact and courtesy, as well as with necessary degree of firmness, communicate effectively with members of the general public, law enforcement officers other persons, promote good relations with the general public, prepare accurate, legible and complete records and reports, maintain accurate records and documentation, identify law enforcement problems and situations, develop and maintain effective working relationships with associates, victims, witnesses, Court, Judges, attorneys, Prosecutor, mental health and hospital personnel, juvenile court officials, other law enforcement personnel, and general public. Maintain integrity of confidential and sensitive subject matter, deal effectively with possibly irate citizens, occasionally endure vigorous physical activity for variable lengths of time, analyze situations, quickly, identify threatening or unusual conditions and take appropriate actions within confines of the law, effectively monitor and control prisoner behavior, speak effectively before large groups, and be proficient with a firearm under stress.

Skill in: safe and effective use of firearms and other weapons, self-defense, the operation of the motor vehicle at safe speeds for the quick response, use of radar units and other law enforcement equipment, CPR, and First Aid.

Qualifications

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is Completion of Ohio Peace Officer Training Course and ability to pass criminal and Agency background check. Possession of required certification and licenses.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Certification Requirements

Certification from Basic Police Officer Training School; State Motor Vehicle Operator's License. Firearm Certification. [Must re-qualify in a safe and effective use of firearms, on an annual basis, throughout the course of employment as a deputy sheriff]. Radar Certification. CPR Certification

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