

SANGAMON COUNTY DEPUTY SHERIFF – ENTRY LEVEL

APPLICATION PROCEDURES

The Sangamon County Deputy Sheriff Merit Commission sets the actual dates of acceptance for applications. Deputy applications are expected to be accepted in early Spring of 2012. The Merit Commission does not maintain a mailing list. Dates of application acceptance will be posted on this website and advertised in major newspapers throughout Illinois. During those dates of acceptance only, applications will be available for downloading from this website, or may be picked up at the Sangamon County Sheriff's Administrative Office at One Sheriff's Plaza, (9TH and Adams Streets) Springfield, IL 62701. Only fully completed, original applications will be accepted for consideration.

DEPUTY SHERIFF MINIMUM REQUIREMENTS

- Sangamon County residency is required within six months of employment.
 - An applicant need only be 19 years of age in order to take the written examination but must be at least 21 years of age at the time of appointment. There is no maximum age limit.
 - Must be a U.S. citizen
 - Possess a valid driver's license
 - A minimum of a bachelor's degree or 60 semester hours of post secondary education and served at least two years in one of the branches of the military
- OR**
- 60 semester hours of post secondary education and worked as a full time sworn law enforcement officer for at least two continuous years.
 - Must pass entry level written testing.
- AND**
- Must pass physical fitness testing (Illinois Law Enforcement Training and Standards Board POWER test).
 - Must pass a complete physical examination by certified physician on Medical Examination Forms provided by Sangamon County Sheriff's Office.
 - All costs for the application process, including medical testing, travel, parking, etc., are to be paid by the applicant.
 - Must pass a thorough background investigation.
 - Must pass drug testing.

- Applicants must be willing to accept any assignment or shift, and work any scheduled holiday.
- Applicants must possess the moral, ethical, and work characteristics befitting the highest standards of law enforcement professionals.

SALARY AND BENEFIT INFORMATION

Sangamon County's fiscal year runs from December 1 through November 30 of each year. The following information is based upon the current agreement between the County of Sangamon/Sangamon County Sheriff and the Fraternal Order of Police:

- Annual entry level Deputy Sheriff salary effective December 1, 2011 - \$48,200.00
- Annual salary increases at the beginning of each fiscal year (December 1st).
- Anniversary date salary increases years 1-6 and years 11, 16, and 21.
- 26 bi-weekly pays (every other Friday) per year

- Paid vacation day accrual per union contract
- Paid sick day accrual per union contract
- Option of paid or compensatory overtime election per union contract
- 13 holidays per year (14 during general election year)

- Health Insurance Coverage (includes vision) – employee cost for self and dependents
- Dental Insurance Coverage – no cost to employee; employee cost for dependents
- Life Insurance Coverage – no cost to employee
- In the Line of Duty Life Insurance Coverage through State of Illinois
- Retirement (SLEP) Participation in Illinois Municipal Retirement Fund
- Optional flexible spending plans available
- Optional AFLAC plans available
- Optional deferred comp and IRA plans available
- Optional additional life insurance available

GENERAL SUMMARY

Newly hired Sheriff's deputies must pass a twelve-week basic training course mandated by the State of Illinois, unless waived by the State Training Board due to prior training and experience. A pre-employment agreement is required which states the Sangamon County Sheriff's Office will be reimbursed by the employee should they leave employment within two years.

They are also required to complete the Sangamon County Sheriff's Office Field Training Program. This sixteen (16) week program provides training in policy and procedures, and basic skills needed to be a Deputy Sheriff.

The Sangamon County Sheriff's Office operates as a para-military organization. Deputies report to and receive assignments, instructions, and directions from Sergeants, Lieutenants, Captains, the Chief Deputy, and the Sheriff.

Deputies have the general duties and responsibilities prescribed of all members of the Sheriff's Office and such specific duties as are herein prescribed. They are directly responsible for the accomplishment of the police mission in their assigned patrol area, constantly directing their best efforts toward the intelligent and efficient accomplishment of that end. They must be constantly vigilant and alert for violations of the law and ordinances and make every effort to prevent breaches of the peace and offenses against persons and property. Deputies are responsible for discovering criminal activity, accidents, and disorders in his patrol area.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- A. Deputies are required to report for duty promptly, appearance and uniform conforming to the specifications of the Sangamon County Sheriff's Office. Deputies are responsible for checking their individual mailboxes for correspondence, phone messages, and notices which may need action taken. After shift briefing, they are to immediately begin patrol in their assigned geographical area.
- B. Deputies must be thoroughly familiar with the entire Sangamon County area, including but not limited to locations of highways/markers, road coordinates/E-911 addresses, plus all forms of business establishments including factories, hotels, office buildings, medical facilities, and retail stores. In addition, they should be familiar with principal cities and their distance for a 50 mile radius so as to enable them to render intelligent and helpful assistance when requested. During their tour of duty, they are continuously monitoring every part of their assigned patrol area, paying particular attention to locations where crime hazard is great.
- C. Deputies shall familiarize themselves with both citizens and business owners in the patrol area so they may be able to recognize unusual or suspicious activity. Diligently observe properties for possible criminal activity, including checking buildings for unauthorized entry, searching structures and property for intruders, and investigating suspicious persons, vehicles, and events. They must routinely respond to miscellaneous citizen inquires and requests, such as giving directions, assisting with disabled vehicles, and providing clarification of routine legal requirements in a professional and courteous manner.
- D. Upon either personally witnessing or receiving a report of any crime occurring in Sangamon County Sheriff's Office jurisdiction, either in progress or evidence of such, the deputy shall respond promptly, administering first aid and calling for emergency medical assistance if necessary. The deputy is responsible for securing the crime scene, controlling and directing citizens at the scene, conducting interviews with complainants, victims, witnesses, and suspects to obtain relevant facts and information, and gathering

evidence from the scene. If necessary, arrest and transport suspect(s) to the Sangamon County Jail for booking and processing.

- E. Deputies are responsible for the enforcement of traffic ordinances and regulations, monitoring and observing traffic, detecting signs of excess speed or other driving in dangerous or unlawful manners, stopping vehicles and investigating circumstances, and issuing citations as warranted. Prompt response to traffic accidents is necessary to investigate and complete accident reports, which may include control and direction of traffic, administration of first aid to injured persons and call for emergency medical assistance, interview of drivers and witnesses, and gathering of material evidence.
- F. Deputies must accurately prepare detailed official police reports, memorandums, logs, etc., both handwritten and computer generated, in a legible and grammatically acceptable manner.
- G. Enforcement of court orders including serving summons, subpoenas, orders of protection and execution of search and arrest warrants as assigned to or comes to the attention of the Deputy during routine duty assignment.
- H. Deputies are required to provide sworn testimony in court proceedings due to arrest, summons or subpoena. The deputy must adequately prepare their cases to prevent any possibility of mistrial due to error or neglect on their part.

CAREER OPPORTUNITIES

Aside from the promotional opportunities up the ranks available to a deputy, you will have the opportunity to receive training in specialized areas and apply for assignment on various special units and teams.

Specialty Training/Assignments:

- I.D. Technician
- K-9 Deputy
- Field Training Officer
- Firearms Instructor
- Juvenile Officer
- Crisis Intervention Deputy
- Auxiliary Deputy Liaison

Specialty Units:

- Tactical Response Unit
- Tactical Negotiations Team
- Crisis Intervention Team
- Honor Guard Unit
- K-9 Unit

➤ Firearms Training Unit

