



Douglas County Sheriff's Department Application for Employment

- Deputy Sheriff I
- Deputy Sheriff II
- Reserve Deputy

Applicant:

The application for employment with the Douglas County Sheriff's Department must be completed in its entirety. Any misrepresentation, deception, omission - intentional or accidental - or failure to fully complete any of the information requested in this application shall be viewed as sufficient cause to remove the applicant from further consideration for employment or may result in the termination from employment should such misrepresentation be discovered after an offer of employment has been made.

The Douglas County Sheriff's Department considers all applicants for employment without regard to race, sex, religion, national origin, physical handicap or any other legally protected status.

The Douglas County Sheriff's Department conducts continuous testing, generally on a monthly basis, for the position of Deputy Sheriff II and/or Deputy Sheriff I. Testing for reserve officers occur on an as needed basis.

All completed applications must be returned to the Douglas County Human Resources Office. Applicants will be notified within thirty days of the receipt of their application of the next scheduled testing date. Please return applications to:

Douglas County Human Resources
1594 Esmeralda Avenue, 1st Floor
P.O. Box 218
Minden, Nevada 89423
Phone 775-782-9860 Fax 775-782-9083

Congratulations on your first step towards joining the men and women of the Douglas County Sheriff's Department. We pride ourselves on seeking the very best of applicants to protect and serve the residents and guests of Douglas County. We look forward to meeting you as you progress through the application process.

Sincerely,

Ron Pierini, Sheriff



Douglas County

Deputy Sheriff I / Deputy Sheriff II

Full Time

CONTINUOUS RECRUITMENT & TESTING

Testing Information: The entrance examination for Deputy Sheriff I/Deputy Sheriff II will be administered continuously throughout the year. The exam consists of a written general aptitude test, an oral board interview process and physical ability assessment (**note: a study guide for the written general aptitude test is available to purchase from the Human Resources Department**). Applicants must successfully complete each of the three phases to be eligible for employment. The written test will be waived for any applicant with a current Nevada Category I POST Certificate. The written test may also be waived for an applicant with a Category I POST Certificate from any state with recognized reciprocity.

Applicants will be subject to an extensive, in depth background investigation to determine the applicant's suitability for Peace Officer status. This background phase of the testing process usually takes four to six weeks to complete. Once an applicant has successfully completed each phase of the testing and a conditional offer of employment has been extended, the applicant will be required to complete and pass a polygraph examination, a psychological examination, a medical examination by a licensed physician of the County's choice. Employment is contingent upon successful completion of these tests.

About the Position: Under the supervision of a Sergeant on an assigned shift, a Deputy Sheriff I guards, directs and monitors the activities and movement of inmates to ensure the safety and security of inmates, staff and the public. Person(s) appointed by the Douglas County Sheriff's Office will be assigned to the Jail Division in Lake Tahoe or Minden. A Deputy Sheriff I who successfully completes the Category I Academy may be promoted to Deputy Sheriff II and then be eligible for Patrol FTO.

In order to perform the essential job functions, a Deputy Sheriff I with the Douglas County Sheriff's Department must be able to perform the following:

1. See and hear
2. Occasionally lift and/or move up to 50 pounds
3. Read, write, comprehend and speak the English language in a clear, understandable manner
4. Walk, stand, reach, climb, lift, pull and push without assistance
5. Add, subtract and divide

Deputy Sheriff I / Deputy Sheriff II

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Requirements: The applicant must be at least twenty-one years of age at the time of hire and have a high school diploma or GED equivalency; be in possession of a valid driver's license; be a United States citizen; and be eligible for Peace Officer Status as required by the Nevada Revised Statutes. Individuals who do not use tobacco products are preferred.

The probation period for new employees is twelve months, during which time employees will be placed in a (JTO) Jail Training Officer Program. Employees will receive a written evaluation at six and 12 months of their employment date. P.O.S.T applications may be made after hire, by department request.

Salary: Deputy Sheriff I - \$40,382 annual with merit increases possible to \$55,161.

Deputy Sheriff II - \$44,570 annual with merit increases possible to \$60,881.

Applicants with a Category I Nevada P.O.S.T. Certificate begin at Deputy Sheriff II rate plus 5%. Benefits are negotiated through Douglas County Sheriff's Protective Association. Employee and dependent medical, dental, vision, life and supplemental insurances are offered through a County Cafeteria Plan.

Deputy Sheriff I / Deputy Sheriff II Benefits:

- Twelve days sick leave per year
- Ten days annual leave per year
- Time and one half pay or compensatory time off for overtime
- Liberal initial and annual uniform allowance
- Employer paid, Nevada Public Employee's Retirement System (PERS)
- Employees covered by Worker's Compensation Insurance
- Employees covered by the Douglas County Sheriff's Protective Association negotiated contract

Filing Information: Complete the attached Application for Employment and return it to Human Resources. Upon receipt of application by Human Resources, the applicant will be contacted for test dates.

J:/Recruitment/Forms/Employment Application Forms/DCSO Application
Revised: January 2010



Reserve Officer

Douglas County Sheriff's Department

The Reserve Unit of the Douglas County Sheriff's Department performs a wide variety of tasks in support of the Department's full-time personnel. A Reserve Deputy Sheriff may work in either the Jail or Patrol Divisions. Additionally, reserve officers assist in staffing the Department's Lake Tahoe patrol boat and perform extradition and prisoner transportation functions.

Reserve officers provide supplemental staffing during major events such as the New Year's Eve celebration at Stateline, the Carson Valley Days festival, and the Nevada Day Parade in Carson City. Reserves are also mobilized in time of natural emergencies, such as fires or floods.

You do not need to have prior law enforcement experience to become a Reserve Deputy Sheriff. You may become a Reserve and still pursue career goals in a profession other than law enforcement; your Reserve hours are flexible and can be tailored to fit around your work or school schedule.

In order to perform the essential duties, a Reserve Officer with the Douglas County Sheriff's Department must be able to perform the following:

1. See and hear
2. Occasionally lift and/or move up to 50 pounds
3. Read, write, comprehend and speak the English language in a clear, understandable manner
4. Walk, stand, reach, climb, lift, pull and push without assistance
6. Add, subtract and divide

A Career Path? Not everyone who becomes a Reserve Deputy Sheriff goes on to become a regular deputy. The Reserve position provides you with hands-on training and experience so that you can decide yourself whether or not a law enforcement career is right for you. Additionally, it allows the Department to view your performance to determine if you possess the necessary qualities for a law enforcement career.

Selection: Applicants for the position of Reserve Deputy Sheriff must pass a written test, an oral interview, a physical ability test, a background examination, a psychological test and a polygraph (lie detector) test. All applicants should be of high moral character and motivated to volunteer their services to our community.

Testing Information: The written test measures general knowledge. Following the successful completion of that test you will be scheduled for a physical fitness test and an oral interview.

Requirements: You must be at least 21 years of age and have a high school diploma or a GED equivalency; be in possession of a valid driver's license; be a United States citizen; and have no felony convictions. You are not required to reside in Douglas County.

Academy: Reserve Deputies must successfully complete a 136-hour academy and demonstrate proficiency in basic law enforcement skills. An applicant holding a current Nevada Category I P.O.S.T certificate is not required to attend the academy. The academy is designed to accommodate working people and is conducted on Wednesday evenings for three to four hours, and on Saturdays for eight hours.



Douglas County Sheriff's Department Application for Employment

Deputy Sheriff I

Deputy Sheriff II

(Cat. I P.O.S.T. Certificate required from NV or any state with reciprocity)

Reserve Deputy

Date: _____

Name: _____
Last First M.I.

Mailing Address: _____

Physical Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ - _____ - _____ Work Phone: _____ - _____ - _____

Cell Phone: _____ - _____ - _____

Applicants for the position of Deputy Sheriff I, Deputy Sheriff II or Reserve Deputy must meet certain criteria to be eligible for employment. Law enforcement officers are entrusted with an enormous amount of authority and are charged with protecting the lives and property of others while enforcing local, state and federal laws within the confines of departmental policy, state and federal guidelines.

It is, therefore, imperative that eligible applicants be of the highest moral character. Each answer to the following questions shall be considered and weighed in regard to the time of occurrence, frequency of the act and other relevant facts. Applicants must answer each question truthfully as these questions may be asked again during the pre-employment polygraph examination.

- | | | |
|--|------------------------------|-----------------------------|
| 1. Are you at least 21 years of age? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Are you an US Citizen? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Did you graduate from high school or earn a GED? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Are you able to speak, read and write English fluently? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Do you possess a valid driver's license? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Are you willing to work rotational shifts, weekends and holidays? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Have you used or ingested marijuana in the past 3 years? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. Have you used or ingested any illegal drug in the past 5 years? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9. Have you ever sold or profited in the sale of an illegal substance? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. Have you ever been convicted of a felony crime? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 11. Have you ever been convicted of domestic battery? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answered 'yes' to question 7, 8, 9, 10 or 11 please attach a separate piece of paper describing in detail the circumstances. Include location, dates, involved enforcement agencies and or court jurisdictions. Print your name on all additional pages and be sure to reference your response to the correct question.

Education

	G.E.D.	High School	College	Professional Training
School name of last school attended				
Years Completed				
Course of Study				
Diploma / Degree				

P.O.S.T. Certificate

Applicants possessing a valid Nevada P.O.S.T. Category I Certificate are exempt from the required written examination. The written test may also be waived for applicants with a Category I POST Certificate from any state with recognized reciprocity.

Category	Date Issued	State of Issuance	Active
I			<input type="checkbox"/> Yes <input type="checkbox"/> No
II			<input type="checkbox"/> Yes <input type="checkbox"/> No
III			<input type="checkbox"/> Yes <input type="checkbox"/> No

Foreign Language Skills

	Fluent	Good	Fair
Speak			
Read			
Write			

MILITARY SERVICE

Have you ever been a member of the Armed Forces? Yes No

Branch _____ Rank _____ Discharge Type _____

Duties: _____

Applicant Statement

I certify that the answers given herein are true and complete to the best of my knowledge.

I understand that false or misleading information given in my application shall be viewed as sufficient cause to remove my application from further consideration for employment or may result in termination from employment should such misrepresentation be discovered after an offer of employment has been made.

I understand and agree that by submitting this application for employment, that it is not a contract of employment nor does it guarantee future employment with the Douglas County Sheriff's Department.

Signature of Applicant

Date

APPLICANT DATA RECORD

Position Applied For _____

Date _____

The information requested on this form will be used by Douglas County Human Resources for research and statistical purposes only. Federal and State laws make it unlawful to discriminate in employment on the basis of race, color, religion, national origin, disability or age. Your participation is voluntary and would be greatly appreciated. This information will be kept separate and confidential and will not be used to make any employment decision.

Date of Birth ____/____/____ Male ____ Female ____

Are you a disabled veteran? ____ Yes ____ No

Are you a veteran of the Vietnam era? ____ Yes ____ No

Choose one ethnic group with which you most closely identify:

- ____ White
- ____ Black
- ____ Asian
- ____ American Indian/Alaskan Native
- ____ Hispanic or Latino
- ____ Native Hawaiian/Pacific Islander
- ____ Two/More Races (Not Hispanic/Latino)

How were you referred?

- ____ Walk-In
- ____ Newspaper (please specify)
- ____ Job Flyer
- ____ State Employment Office
- ____ Professional Journal or Trade Publication (please specify)
- ____ College Placement Service
- ____ Friend or Relative
- ____ County Employee
- ____ Other (please specify)