



Antonio D. Brown
Sheriff, Macon County
333 S. Franklin St.
Decatur, Illinois 62523
INSTRUCTIONS



Dear applicant,

Contained in this packet will be certain material for you to complete and other material for you to read and keep.

READ CAREFULLY AND FOLLOW INSTRUCTIONS, FAILURE TO PROPERLY FOLLOW INSTRUCTIONS COULD INVALIDATE YOUR APPLICATION.

Step 1: you will need to complete the written exam with a passing score to advance in the process. For further information or to schedule an exam, log on to www.nationaltestingnetwork.com.

Step 2: complete the application packet which includes the following:

Application – Please read carefully and fill in each blank or question that will be applicable to you. All questions that can be answered must be answered, and your signature affixed to the application.

Authority to release information – This form is the seventh page of your application. This form must be read, understood and filled out by you in order for your application to be considered. We will witness this form upon its return to this office..

Form MSO/201 – This form must be filled out and returned with the application. This is not a doctor's exam. It is a questionnaire filled out by you.

Form MSO/204 – This is an information booklet to assist you in gaining knowledge about the Macon County Sheriff's Office. Please retain this reference booklet for your personal use. This booklet does not need to be returned with your application packet.

Agreement Form – This form obligates you for reimbursement to the County of Macon for all costs associated with your training if, after employment, you leave this agency within a certain period of time. This form must be completed and returned with you packet.

P.O.W.E.R. Test Booklet – This booklet explains what physical agility testing will be required of you at the Police Academy. This booklet should not be returned with the application.

Step 3: Submit a copy of your military records and/or your original college transcript. It is required to continue in the application process. It is preferred that it be returned with your completed application packet. If these required documents are not contained in your application packet when it is returned, it needs to be received by our office as soon as possible

The application packet and required documents should be returned to our office as soon as possible for you to continue in the application process. If you are going to return it in person, we are located on the first floor of the Law Enforcement Center (Records Division) located at 333 S. Franklin St. Decatur, Illinois. The office hours for the records division are Monday through Friday 8:30 AM until 4:30 PM.

Respectfully,

Adam C. Walter
Chief Deputy
Macon County Sheriff's Office