

**APPLICATION FOR EMPLOYMENT
MACON COUNTY SHERIFF'S OFFICE**

Please Print or Type

Date _____

Identifying Information

1. Name _____
Last First Middle
2. Position Applied For _____
Full time _____
Part time _____
3. Date you are available for employment _____
4. Address _____
Street City State Zip Code
5. Telephone Number _____
6. Date of Birth _____
7. Social Security Number _____
8. Drivers License Number _____
State
9. May we contact you at work? _____
Phone number
10. Have you ever been bonded? _____
11. Are you a U.S. Citizen? _____
12. If not, what is your legal resident permit # _____

U.S. Military Record:

13. What Branch _____

14. Are you a member of the Active Reserves? _____
15. Date entered military service _____
16. Date Discharged _____
17. Type of Discharge _____
18. Describe all military occupations: _____

19. List your highest rank achieved _____
20. List your final rank _____

Personal Background Information

21. Please list any other name you have used _____
22. Has your driver's license ever been suspended or revoked? _____
23. Please explain the suspension or revocation _____

24. List ALL traffic violations for which been fined, placed on court supervision/probation, or imprisoned:

25. If you have ever been convicted of a crime list each offense and the sentence:

26. Have you ever been arrested but not convicted for a crime other than traffic? If Yes, explain.

Credit History

27. Have you ever been refused credit? _____

28. If yes, indicate names, dated, placed and reasons:

29. Please list below your current creditors who you do NOT pay off each month:

Name of Creditor	Address	Amount indebted
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Education Information

30. High School _____

Name of School	Years Attended	Did you graduate?
----------------	----------------	-------------------

31. College _____

College	Years attended	Degree Awarded
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_____	_____
Major(s)	Field of Study for Degree Awarded

_____	_____
Graduate or professional school	Degree

32. If you are not a high school graduate, do you have a GED? _____

33. Do you have any other training such as attendance at a police academy, specialty job certifications, or employment advanced training, if so please describe:

34. Please explain any law enforcement related activity, education, research, or volunteer work you have done to prepare you for employment as a deputy: (you need not repeat anything described elsewhere in this application):

35. Please list all community service or volunteer work you have performed in the last 24 months:

Organization	Activity	Average hours per month

36. Have you received any charitable, community service, or employment awards or commendations in the last 24 months? If so please describe:

37. What is your typing speed in words per minute: _____

38. Are you proficient in the use of the following computer programs?

Word/WordPerfect: _____

Excel: _____

PowerPoint: _____

References

39. List at least **3** personal references other than relatives or significant others. Please list people you know well because we will contact them.

Name	Address	Telephone #

Employment History

40. Beginning with your most recent employer list ALL places of your employment as an adult.

Employer & Address	Duties	Dates Employed	Pay

41. If presently employed, may we contact your employer? _____

42. Have you received a disciplinary suspension or been discharged from any position(s) within the last 4 years? _____
If yes, explain _____
43. Have you been absent from work in the past 12 months? If so please explain why.

44. Have you been tardy to work in the past 12months? If so please explain why.

45. Are you currently in lay off status and subject to recall? _____
46. What means of transportation do you use to get to work? _____
47. Have you applied or worked for this organization in the past? _____
If yes, explain _____
- | Year | Position | Reason for leaving if employed |
|------|----------|--------------------------------|
| | | |
48. Are there any hours of the day you cannot work? _____
49. Do you have any relatives employed by this organization? If so, who:

I REPRESENT THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY INCORRECT, INCOMPLETE OR FALSE INFORMATION FURNISHED BY ME MAY VOID THIS APPLICATION OR SUBJECT ME TO DISCHARGE AT ANY TIME AFTER EMPLOYMENT.

Signature

Date

AUTHORITY TO RELEASE INFORMATION

To Whom It May Concern:

I hereby authorize any authorized representative of the County of Macon bearing this release, or copy thereof, within one (1) year of its date, to obtain any information in your files pertaining to my employment, credit, educational records and criminal records including, but not limited to, academic, achievement, attendance, athletic, personal history and disciplinary records; medical records (associated to the ability to perform within a specific job assignment) and credit records. I hereby direct you to release such information upon request to the bearer. This release is executed with the full knowledge and understanding that the information is for the official use of the County of Macon. I hereby release you, as custodian of such records and any school, college, university, or other bureau, lending institution, consumer reporting agency, or retail business establishment including its officers, employees, or related personnel, both individually and collectively; from any and all liability for damages of whatever kind, which may at anytime result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with this release. Should there be any question as to the validity of this release, you may contact me as indicated below.

Full Name: _____
(Signature)

Full Name: _____
(Print)

Date: _____

Address: _____

Telephone: _____

Witness: _____

Representative of the County of Macon

HEALTH CERTIFICATE MACON COUNTY
SHERIFF'S OFFICE.

PHYSICAL EXAMINATION

Date: _____

NAME: _____
(Please Print) (Last) (First) (Middle)

PRESENT ADDRESS: _____
(Number) (Street) (City) (State)

BIRTH: _____ Age: _____

HEALTH HISTORY

YES NO

☐ ☐ Head or spinal injuries (severe)

☐ ☐ Convulsions (fits, epilepsy)

☐ ☐ Encephalitis (sleeping sickness)

☐ ☐ Ever confined as chronic invalid

☐ ☐ Heart Disease

☐ ☐ Tuberculosis

☐ ☐ Suffering from incurable disease

☐ ☐ Permanent defect as result of disease or accident

YES NO

☐ ☐ Syphilis

☐ ☐ Gonorrhea

☐ ☐ Diabetes

☐ ☐ Stomach ulcer

☐ ☐ Rheumatic fever

☐ ☐ Asthma

☐ ☐ Kidney disease

Other illnesses or injuries: _____

Are you at present taking any medicine? If yes, name: _____

Applicant's Signature _____

AGREEMENT

As a condition of accepting employment with the Macon County Sheriff's Department ("the Department"), and in consideration thereof, I _____, do agree that if I terminate my employment with the Department as set out below, I will, within 30 days of the time of terminating, reimburse the Department in full for the costs of training provided me as follows:

CONDITION A: If I terminate my employment within one year of completing the Basic Law Enforcement Recruit Training Course which is required for Deputies by the State of Illinois, or within one year of completing the Certified Correctional Officer Training Course which is required for Correctional Officers by the State of Illinois, I shall reimburse the Department for all costs incurred by the Department to provide me with such training, including but not limited to, tuition, board and room charges and any salary paid me while I was in such training.

CONDITION B: If I terminate employment within two years of completing the Basic Law Enforcement Recruit Training Course which is required for Deputies by the State of Illinois, or within two years of completing the Certified Correctional Officer Training Course which is required for Correctional Officers by the State of Illinois, I shall reimburse the Department for fifty percent of all costs incurred by the Department to provide me with such training including only tuition, board and room.

CONDITION C: If I terminate my employment within one year of hire, I shall reimburse the Department for all training costs in addition to those set out above, incurred by the Department to train me, including but not limited to, tuition, board and room charges and any salary paid me while I was in training.

I acknowledge that if I leave shortly after training, as stated above, the Sheriff's Department suffers a substantial economic loss in that it receives no return on it's investment in my training.

I, therefore accept employment conditioned upon my agreement to reimburse the Sheriff's Department for training costs as set out above.

Dated this _____ day, of _____, 2017.

New Employee

Sheriff of Macon County

APPOINTMENT TO THE DEPARTMENT: Applicants for appointment as deputy sheriff must meet the following standards provided by the Illinois Compiled Statutes, 1992 Chapter 55, ILCS 5/3-6033. Citizenship and Residence. It is unlawful for the sheriff of any county of fewer than 1,000,000 inhabitants, or the corporate authorities of any city, town, or village to authorize, empower, employ or permit any person to act as a deputy sheriff or special police officer for preserving the peace, who is not a citizen of the United States.

This amendatory Act of 1973 does not apply to any home rule unit. Amended by P.A. 78—1297, s 47, eff. March 4, 1975.

Applicants for membership with the department, in addition to meeting the standards provided in the Illinois Compiled Statutes, concerning deputy sheriff, must meet the following Merit Commission Rules and Regulations of Article V, Section 1;

1. Be no younger than 21 years of age at the time his/her application is received by the Commission.
2. Have vision corrected to 20/20 and weight proportional to height.
3. Be free of color blindness as demonstrated by successfully passing the test known as the H-R-R Pseudo Isochromatic Plates produced by the Instrument Division of the American Optical Company or substantially similar test.
4. Not have any physical or mental disability, which would render him/her incapable of performing the duties of the position.
5. Possess a two year Associates Degree or have completed no less than 60 credit hours of acceptable college study towards a Bachelor's degree. Alternatively, a Military Veteran with four years of active duty in the U.S. Armed Forces may apply if they have completed at least 30 credit hours of acceptable college credit. Alternatively, 30 hours of college education and two continuous years of employment as a Macon County Correctional officer.
6. Have passed such examinations as the Commission may prescribe from time to time.

7. Be acceptable to the Commission on oral interview.
8. Be acceptable to the Commission on investigation as to reputation and character.
9. Have a valid Illinois driver's license at the time of examination not subject to suspension or revocation.
10. Successfully complete physical agility tests as the Commission may prescribe.
11. Successfully complete such medical and psychological tests as the Commission may prescribe.
12. Be a citizen or legal resident of the United States.
13. Be fingerprinted under supervision of the Macon County Sheriff's Department.
14. No applicant shall have been previously convicted of a felony offense or crime of moral turpitude under the laws of Illinois or any other state.
15. Reside within a 40 miles radius of the Sheriff's Department Headquarters , within one (1) year after appointment as a certified employee, and remain a resident within 40 miles during the time of his/her appointment.

CLASSIFICATION OF RANKS: The ranks, allowed by the Commission for the purpose of administration and operation of the department, shall be as follows:

1. Lieutenant
2. Sergeant
3. Deputy Sheriff

PROMOTION: To be eligible for promotion to Sergeant, or Lieutenant, a candidate must:

1. Have served successfully as a full-time member at the rank immediately below the one for which he/she is a candidate, according to the following:
 - A. Three (3) years for Deputy Sheriff to Sergeant.
 - B. One (1) year for Sergeant to Lieutenant.

2. At the time of notification of holding of examination for promotion, the candidate must not be in any of the following categories.

- A. Under suspension.
- B. On leave of absence, except for the military service, for fifteen (15) or more days.

3. Possess above average performance evaluation report for the previous year.

After meeting these minimal standards, the candidate:

- 1. Must file formal application with Commission.
- 2. Take and successfully pass any written or oral promotional examination for the appropriate rank offered.
- 3. Be adjudged to be qualified and placed upon a list of eligible applicants, by the Commission, for selection or rejection by the Sheriff.
- 4. Be selected from the eligibility list and appointed to the appropriate rank by the Sheriff when a vacancy or vacancies occur.
- 5. Serve successfully a probationary period of one (1) year during which time he/she shall be subject to be returned to his/her tenured rank by the Sheriff. A written notification of removal, by the Sheriff, much be filed with the Commission.

SALARY: Salaries are set by the Macon County Board, which is established after negotiations with Deputies Union. (Command Officers excluded.) See last sheet of pamphlet for salary structure.

BENEFITS:

1. Hospital Insurance Plan.

- A. (a) 75% paid for employee.
(b) 75% paid for dependents.

B. \$50,000.00 Accidental Death Life Insurance Policy Provided.

2. Retirement: Sheriff's Law Enforcement Pension (SLEP).

- A. Final rate of earnings x 50% for the first 20 years of service.
- B. Final maximum rate of 75% after 30 years of service.

3. A. Shift bid rights by seniority after probationary period completed.

B. Paid Overtime

C. Paid court time

D. Paid holidays (6% of their annual salary rate)

E. Paid vacation after one year of service

4. Equipment

A. Uniforms furnished

B. Allowance for plain-clothes officers

C. Duty equipment furnished

D. Weapons furnished

E. Body armor furnished

5. Education

A. Police Training Institute, University of Illinois, or other State Certified Training Institutes (480 hours must be completed during first six months employment)

Deputy Sheriff Salaries: as of 12/1/2019

Years of Service	Effective as of 12/1/2019
1	\$50,416.94
2	\$59,812.99
3	\$63,261.78
4	\$65,554.90
6	\$66,871.61
8	\$68,180.25
10	\$69,860.74
12	\$72,507.42
14	\$73,816.03
16	\$75,124.69
18	\$76,433.35
20	\$77,741.97
23	\$78,963.57
25	\$80,495.53
28	\$81,939.54

**Illinois Law Enforcement
Training and Standards Board**



Preface

The Illinois Law Enforcement Training and Standards Board, in recognizing the importance of physical fitness status for academy performance (and eventual job performance), has established the **Peace Officer Wellness Evaluation Report (POWER)** test for entering any of the Illinois certified police academies.

The POWER test will be provided to all candidates prior to entering the academy to see if each individual meets the standards. These fitness entrance requirements help to ensure that each recruit can undergo both the physical and academic demands of an academy without undue risk of injury and with a level of fatigue tolerance to meet all academy requirements. If the applicant does not meet all the standards, the recruit will not be allowed to enter the academy.

In an effort to brief police administrators and police applicants, this pamphlet will provide information on the rationale, purpose, testing and procedures, standards of performance and fitness activities to prepare for the POWER test. It is intended to answer the basic questions pertaining to all aspects of the fitness testing process. Any questions you may have about these standards should be directed to the Board's Office at (217) 782-4540.

Thomas J. Jurkanin, Ph.D.
Executive Director

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What Is Physical Fitness?

Physical fitness is a health status pertaining to the individual officer having the physiological readiness to perform maximum physical effort when required.

Physical fitness consists of three areas:

- Aerobic capacity or cardiovascular endurance pertaining to the heart and vascular system's capacity to transport oxygen. It is also a key area for heart disease in that low aerobic capacity is a risk factor.
- Strength pertains to the ability of muscles to generate force. Upper body strength and abdominal strength are important areas in that the low strength levels have a bearing on upper torso and lower back disorders.
- Flexibility pertains to the range of motion of the joints and muscles. Lack of lower back flexibility is a major risk area for lower back disorders.

Why Is Fitness Important as a Job-Related Element for Law Enforcement Officers?

- It has been well documented that law enforcement personnel (as an occupational class) have serious health risk problems in terms of cardiovascular disease, lower back disorders, and obesity. Law enforcement agencies have the responsibility of minimizing known risk. Physical fitness is a health domain which can *minimize the "known" health risks* for law enforcement officers.

Physical fitness has been demonstrated to be a bona fide occupational qualification (BFOQ). Job analysis that account for physical fitness have demonstrated that fitness areas are underlying factors determining the physiological *readiness* to perform a variety of *critical* physical tasks. These three fitness areas have also been shown to be predicative of job performance ratings, sick time, and number of commendations of police officers. Data also shows that the fitness level is predicative of *trainability* and academy performance.

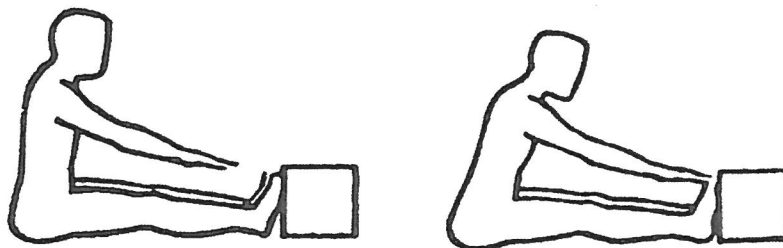
- Physical fitness can be an important area for minimizing *liability*. The unfit officer is less able to respond fully to strenuous physical activity. Consequently, the *risk of not performing physical duties* is increased.

How Will Physical Fitness Be Measured?

The POWER test consists of four basic tests. Each test is a scientifically valid test. It is recommended that five minutes of static stretching, using techniques approved by the Board, be completed prior to each test. A five minute rest is recommended between each test with a fifteen minute rest before the 1.5 mile run. The tests will be given in the following sequence with a rest period between each test.

1. Sit and Reach Test

This is a measure of the flexibility of the lower back and upper leg area. It is an important area for performing police tasks involving range of motion and is also important in minimizing lower back problems. The test involves stretching out to touch the toes or beyond with extended arms from the sitting position. *The score is in the inches reached on a yard stick.*



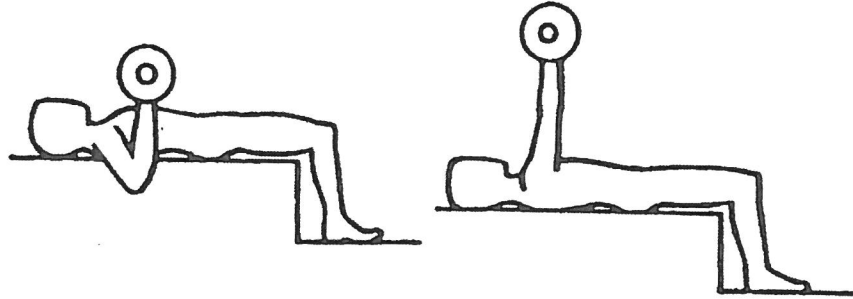
2. 1 Minute Sit-Up Test

This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that may involve the use of force and is also an important area for maintaining good posture and minimizing lower back problems. *The score is in the number of bent leg sit-ups performed in one minute.*



3. 1 Repetition Maximum Bench Press

This is a maximum weight pushed from the bench press position and measures the amount of force the upper body can generate. It is an important area for performing police tasks requiring upper body strength. *The score is a ratio of weight pushed divided by body weight.*



4. 1.5 Mile Run

This is a timed run to measure the heart and vascular system's capability to transport oxygen. It is an important area for performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. *The score is in minutes and seconds.*



What Are the Standards?

- The actual performance requirement for each test is based upon norms for a national population sample.
- The applicant must pass every test.
- The required performance to pass each test is based upon age (decade) and sex. While the absolute performance is different for the eight categories, the relative level of effort is identical for each age and sex group. All recruits are being required to meet the same percentile range in terms of their respective age/sex group. The performance requirement is that level of physical performance that approximates the 40th percentile for each age and sex group.

POWER CHART

TEST	MALE				FEMALE			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
Sit and Reach	16.0	15.0	13.8	12.8	18.8	17.8	16.8	16.3
1 Minute Sit-Up	37	34	28	23	31	24	19	13
Maximum Bench Press Ratio	.98	.87	.79	.70	.58	.52	.49	.43
1.5 Mile Run	13.46	14.31	15.24	16.21	16.21	16.52	17.53	18.44

How Does One Prepare for the Power Test?

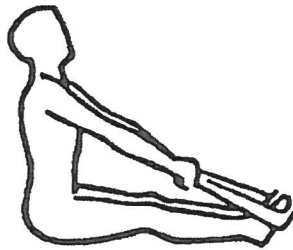
1. Preparing for the Sit and Reach Test

Performing sitting type of stretching exercises daily will increase this area. There are two recommended exercises.

Sit and Reach. Do 5 repetitions of this exercise. Sit on the ground with legs straight. Slowly extend forward at the waist and extend the fingertips toward the toes (keeping legs straight). Hold for 10 seconds.



Towel Stretch. Sit on the ground with the legs straight. Wrap a towel around the feet holding each end with each hand. Lean forward and pull gently on the towel extending the torso toward the toes.



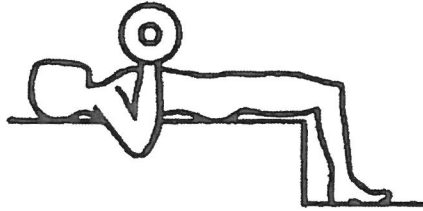
2. Preparing for the Sit-Up Test

The progressive routine is to do as many bent leg sit-ups (hands behind the head) as possible in 1 minute. At least three times a week, do three sets (three groups of the number of repetitions one did in 1 minute).

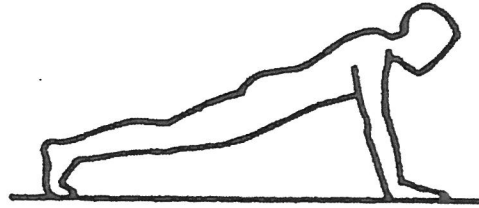


3. Preparing for the 1 Repetition Maximum Bench Press

If one has access to weights, determine the maximum weight one can bench press one time. Take 50% of that poundage. This will be the training weight. One should be able to do 8-10 repetitions of that weight. Do three sets of 8-10 repetitions adding 2 ½ to 5 pounds every week.



If one does not have weight equipment, then the push-up exercise can be utilized. Determine how many push-ups one can do in 1 minute. At least three times a week, do three sets of the amount one can do in 1 minute.



4. Preparing for the 1.5 Mile Run

Below is a gradual schedule that would enable one to perform a maximum effort for the 1.5 mile run. If one can advance the schedule on a weekly basis, then proceed to the next level. If one can do the distance in less time, then that should be encouraged.



Week	Activity	Distance	Time	Frequency
1	Walk	1 Mile	20'-17'	5/Week
2	Walk	1.5 Miles	29'-25'	5/Week
3	Walk	2 Miles	35'-32'	5/Week
4	Walk	2 Miles	30'-28'	5/Week
5	Walk/Jog	2 Miles	27'	5/Week
6	Walk/Jog	2 Miles	26'	5/Week
7	Walk/Jog	2 Miles	25'	5/Week
8	Walk/Jog	2 Miles	24'	4/Week
9	Jog	2 Miles	23'	4/Week
10	Jog	2 Miles	22'	4/Week
11	Jog	2 Miles	21'	4/Week
12	Jog	2 Miles	20'	4/Week