



Thomas Schneider
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, some for reading and other for our use at a later time.


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

1. The application form consists of seven pages. 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.
2. 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.
3. Form (MSO/201) must be filled out and returned with application.
4. Form (MSO/105) is strictly a voluntary form. It is not required you complete it for consideration of employment. If you do not wish to complete this form, please return with your application packet, as it is used for compiling our data.
5. 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.
6. 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 your application packet.
7. P.O.W.E.R. Test Booklet – This booklet explains what physical agility testing will be required of you. This booklet should not be returned with application.
8. A copy of your military records and/or your college transcript is required prior to any testing. **Original** college transcripts will be required from those who successfully pass the written examination, (this is for those applicants who had originally only submitted a **copy** of their college transcript.) It is preferred that both documents be returned with your completed application packet. If these required documents are not contained in your application packet when it is returned, they must be received by our office no later than **530PM., on June 9th, 2017**. These records must be received before you will be allowed to continue in the application process.

Applications must be returned Monday through Friday, between 830AM., and 530PM., no later than June 2nd, 2017 or postmarked by this date. However, we would appreciate its return upon completion or as soon as possible.

If you have any questions concerning your applications, please feel free to contact this department at the following phone number, (217) 424-1321 or (217) 424-0864

Respectfully,

Lt. Jonathan Butts 
Administrative Lieutenant
Macon County Sheriff's Office



Thomas P. Schneider
Sheriff, Macon County
333 S. Franklin St.
Decatur, Illinois 62523



It should be noted that both the P.O.W.E.R. test and the written examination parts of the application process will be held on ***Saturday June 17th*** at a location TBA. It will be held at a high school located in Macon County. The P.O.W.E.R. test will be administered at approximately 8AM., with the written test starting at approximately 1PM. Lunch will be provided to all those individuals who pass the physical agility test and who will be testing the written examination.

Showers will be available to all those individuals who wish to use them.

Lt. J.L. Butts #3074

- 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

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 12 months? 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		YES	NO	
___	___	Head or spinal injuries (severe)	___	___	Syphilis
___	___	Convulsions (fits, epilepsy)	___	___	Gonorrhea
___	___	Encephalitis (sleeping sickness)	___	___	Diabetes
___	___	Ever confined as chronic invalid	___	___	Stomach ulcer
___	___	Heart Disease	___	___	Rheumatic fever
___	___	Tuberculosis	___	___	Asthma
___	___	Suffering from incurable disease	___	___	Kidney disease
___	___	Permanent defect as result of disease or accident			

Other illnesses or injuries: _____

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

Applicant's Signature _____

THE INFORMATION ON THIS FORM IS ON A VOLUNTARY BASIS AND WILL BE USED FOR STATISTICAL PURPOSES ONLY AND WILL NOT BE REFERRED TO DURING THE SELECTION AND HIRING PROCESS.

The Macon County Sheriff's Department is an Equal Opportunity Employer. To assist in the guarantee that this goal is accomplished; we need the following information from you. Circle the ONE letter which is appropriate.

FEMALE MALE

A G WHITE - Includes persons of Indo-European descent, including Pakistani and East Indian.

B H BLACK - Includes persons of African descent as well as those identified as Jamaican, Trinidadian and West Indian.

C J AMERICAN INDIAN - Includes persons who identify themselves or known as such by virtue or tribal association.

D K ORIENTAL OR ASIAN AMERICAN - Includes persons of Japanese, Chinese Korean or Filipino descent.

E L SPANISH SURNAME - Includes all persons of Mexican, Puerto Rican, Cuban, Latin American or Spanish descent.

X Y OTHER - Includes Aleuts, Eskimos, Malaysians, Thais and others not covered by the other specific categories.

REFERRED BY:

Illinois Employment Service _____

Job Service _____

News Media _____ (specify which one) _____

Other _____ (name) _____

Please review your entire application. If any portion which is required to be completed has been left blank, we may be unable to complete the processing of your examination.

NAME _____ DATE _____

POSITION APPLYING FOR _____

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, must 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:

12/1/2016
3.00%

PATROL DIVISION	12-1-2016 THRU 11-30-2017 SALLARY
DEPUTIES	
	SALARY
1 YEAR	\$46,932.73
2 YEARS	\$55,679..43
3 YEARS	\$58,889.89
4 YEARS	\$61,024.54
6 YEARS	\$62,250.25
8 YEARS	\$63,468.45
10 YEARS	\$65,032.81
12 YEARS	\$67,496.57

14 YEARS	\$68,714.75
16 YEARS	\$69,932.97
18 YEARS	\$71,151.20
20 YEARS	\$72,369.37
23 YEARS	\$73,506.56
25 YEARS	\$74,932.64
28 YEARS	\$76,276.87

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

**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.

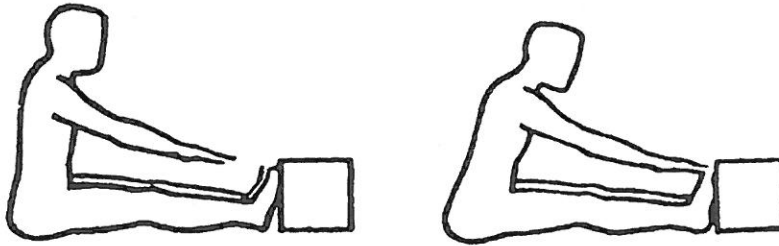
- Physical fitness can be an important area for minimizing *liability*. The unfit officer is less able to respond fully to strenuous physical activity. Consequently, the *risk of not performing physical duties* is increased.

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.*



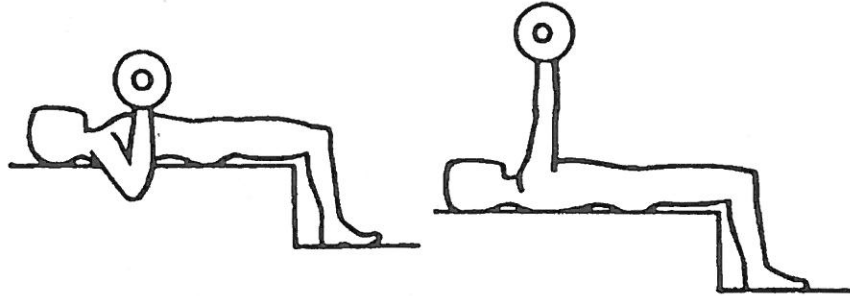
2. 1 Minute Sit-Up Test

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?

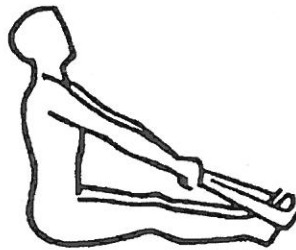
1. Preparing for the Sit and Reach Test

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.



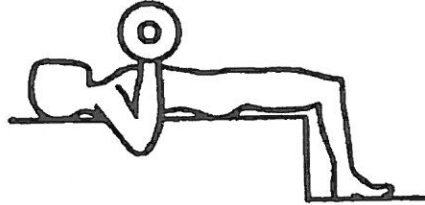
2. Preparing for the Sit-Up Test

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).

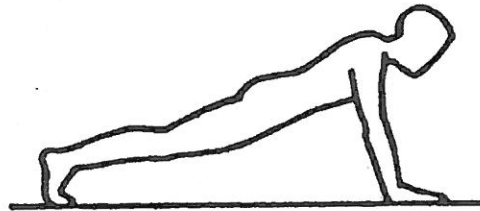


3. Preparing for the 1 Repetition Maximum Bench Press

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.

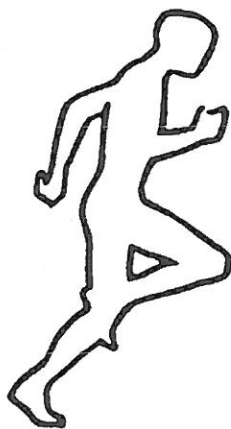


If one does not have weight equipment, then the push-up exercise can be utilized. Determine how many push-ups one can do in 1 minute. At least three times a week, do three sets of the amount one can do in 1 minute.



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