



Howard G. Buffett
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 six 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. Article V Appointment to the Department (Eligibility Requirements pages 5-6). Pertaining to lateral transfer-law enforcement and non-commissioned applicants. Deputy Application Information Sheet stating important dates for the testing/hiring process.
3. Form (MSO/204) – Appointment to the Department will 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. Current pay scale for sworn non-command personnel 12/2017 through 12/2018 plus 6% holiday salary.
4. 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.
5. 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 22nd, 2018**. 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 8th, 2018 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 office at the following phone numbers, (217) 424-1321 or (217) 424-0864

Respectfully,

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

Deputy Application Information

Applications are now being accepted
thru Friday, June 8, 2018

Transcripts are due Friday, June 22,
2018

Physical Agility is set for Saturday, June
30, 2018 8:00 a.m. to 12:00 p.m. TBA

Written exam will be Sunday, July 1,
2018 at the LEC. 1:00 p.m.

APPLICATION FOR EMPLOYMENT
MACON COUNTY SHERIFF'S OFFICE

Date: _____

APPLICANTS BEING CONSIDERED FOR EMPLOYMENT WILL BE REQUIRED TO UNDERGO AN EXTENSIVE BACKGROUND INVESTIGATION, DRUG TESTING AND PSYCHOLOGICAL TESTING AS PART OF THE PRE-EMPLOYMENT SCREENING PROCESS.

PLEASE READ THE FOLLOWING INSTRUCTIONS AND GUIDELINES CAREFULLY BEFORE COMPLETING YOUR APPLICATION. IF ANY OF THE FOLOWING ARE NOT ADHERED TO, CONSIDERATION MAY NOT BE MADE FOR ANY POSITION.

1. Print clearly in ink or use typewriter. Do not allow another person to complete your application.

Mandatory Attachments:

1. Copy of social security card or verification from the Social Security Administration that a new card is applied for.
2. Copy of birth certificate.
3. Copy of driver's license.
4. Sealed copy of all college transcripts (if applicable).
5. Copy of Military DD214 (if applicable).
6. Copy of any and all relevant training certificates (if applicable).
7. Letters of recommendation.

Identifying Information:

1. Name _____
Last First Middle
2. Position Applied For: _____
3. Current Address: _____
Street City State Zip Code
4. Telephone Number: _____
5. Email Address: _____
6. Date of Birth: _____
7. May we contact you at work? _____
Phone Number
8. Are you a U.S. Citizen? _____

U.S. Military Record:

9. What Branch? _____
10. Are you a member of the Active Reserves? _____
11. Date entered military service: _____

Personal Background Information:

12. Please list any other names you have used: _____
13. Have you ever been convicted of a crime that would disqualify you from being a police officer in the State of Illinois? (Circle those that apply):
- Any Felony
 - Indecent Solicitation of a Child
 - Sexual Exploitation of a Child
 - Prostitution
 - Soliciting for a Prostitute
 - Assault
 - Intimidation

- Keeping a Place of Prostitution
- Patronizing a Prostitute
- Pimping
- Aggravated
- Criminal Sexual Abuse
- Theft
- Deceptive Practices/Worthless Checks
- Impersonation of Police or Veteran Organizations
- Unlawful Use of Weapons
- Unlawful Possession of a Firearm and Firearm Ammunition
- Defacing Identification Marks of Firearms
- Mob Action
- Keeping a Gambling Place
- Offering a Bribe
- Resisting or Obstructing a Police Officer or Correctional Institution Employee
- Obstructing Justice
- Escape; Failure to Report to a Penal Institution or to Report for Periodic Imprisonment
- Aiding Escape
- Compounding a Crime
- Perjury
- Subordination of Perjury
- Communicating with Jurors and Witnesses
- Tampering with Public Records
- Harassment of Representatives for the Child, Jurors, Witnesses or Others
- Simulating Legal Process
- Manufacture or Delivery of Cannabis
- Delivery of Cannabis on School Grounds

Education Information:

14. High School: _____

	Name of School	Years Attended	Did You Graduate?
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15. College: _____

	College	Years Attended	Degree Awarded
	Major(s)		Field of Study for Degree Awarded
	Graduate or Professional School		Degree

16. List two (2) teachers and/or coaches that you had in Jr. High/High School: _____

17. List three (3) of your current or past neighbors: _____

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

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

20. 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): _____

Employment History

21. Beginning with your most recent employer, list ALL places of your employment since your 21st birthday.

22. Employer & Address	Duties	Dates Employed	Pay
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

23. Have you received a disciplinary suspension or have you been discharged from any position(s) from any of the jobs listed above or any position or job not listed?

If yes, explain: _____

24. Have you applied or worked for this organization in the past? _____

If yes, explain: _____

REFERENCE SECTION

Provide all of the following information for three (3) references. Do not include relatives.

First Reference:

Name: _____ Years Known: _____

County: _____ Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Occupation: _____

Employed Where: _____

Second Reference:

Name: _____ Years Known: _____

County: _____ Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Occupation: _____

Employed Where: _____

Third Reference:

Name: _____ Years Known: _____

County: _____ Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Occupation: _____

Employed Where: _____

I hereby certify that there are no willful misrepresentations, omissions, or false statements made by me in this Application for Employment; and all of my answers are true and correct to the best of my knowledge and belief. To the best of my knowledge and belief, this Application for Employment is entirely complete as submitted.

Copies of an Application for Employment, background investigation, or psychological screening shall not be circulated to a candidate or employee, nor will they be released unless required pursuant to court action.

I also understand that any misrepresentations, omissions, false statements, or failure to entirely complete the Application for Employment will immediately deny me from further consideration for any position with the Macon County Sheriff's Office.

Applicant's Signature in Full Date

The following MUST be taken before a NOTARY PUBLIC:

I, _____, the undersigned a legal resident of
Name

_____, in the City of
Street Address

_____, and the State of _____, do

Declare that I am the person described in the foregoing Application for Employment; and attachments thereto, and that all the statements contained in said answers are true to the best of my knowledge and belief.

Signature

Sworn to and subscribed before me this _____ day of _____, year 20____ in the County of _____, and the State of _____.

NOTARY PUBLIC (OFFICIAL SEAL)

ARTICLE V

Appointment to the Department

Section 1. Eligibility Requirements. Certified employee candidates must meet the following requirements. However, one or more of the requirements may be waived at the discretion of the Commission according to law. The Sheriff shall appoint as certified employees only those persons who have been certified to him, in writing, by this Commission as being eligible for appointment. The requirements are as follows:

1. Be no younger than twenty-one (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. Have completed one of the following:
 - a. 60 hours of college education,
 - b. 30 hours of college education and 2 continuous years of employment as a Macon County Correctional officer, or
 - c. 30 hours of college education and 4 years of military service
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.

Section 2. Lateral Transfer-Law Enforcement. Any member of a police agency within the State of Illinois may be certified by the Commission for appointment to the Macon County Sheriff's Department if the following criteria are met:

1. The applicant shall have had service with another police agency for no less than 2 years under the Police and Fire Board Act, Sheriff's Merit System, Civil Service Commission, or like organization.
2. The applicant shall have successfully completed the State of Illinois basic course in police training at a state-approved academy and shall be ineligible for appointment if the applicant had an overall score of less than 80%.
3. The applicant shall consent to a background investigation being made with his former employer conducted by the Commission or its designated representative.
4. The applicant shall not be under any supervision or other discipline by another police agency.

If the applicant meets all of the above requirements, the Commission shall require the following before certifying the applicant for appointment:

- a. Proof that the applicant is no younger than 21 years of age at the time of his application.
- b. The applicant is a citizen or legal resident of the United States.
- c. 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.
- d. The applicant's background investigation shall have found him/her acceptable for employment and his/her work record free of evidence of professional misconduct.
- e. The applicant be acceptable to the Commission on oral interview.
- f. All applicants accepted will enter as deputy sheriff.
- g. Upon employment, the individual provisionally certified by the Commission shall serve an initial 12-month probation period. The Sheriff may discharge any appointee during his/her probation period or, in the alternative, may extend his/her probationary period not to exceed three (3) months.

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 policeman for the purpose of 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. Or 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. Or 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.

Deputy Sheriff Salaries:

DEPUTY STEPS 12/1/17-11/30/19

PATROL DIVISION	12-1-2017 THRU 11-30-2018 SALARY	HOLIDAY PAY 6% X SALARY
DEPUTIES		
	SALARY	
1 YEAR	\$48,340.71	\$2,900.44
2 YEARS	\$57,349.82	\$3,440.98
3 YEARS	\$60,656.58	\$3,639.39
4 YEARS	\$62,855.27	\$3,771.31
6 YEARS	\$64,117.75	\$3,847.06
8 YEARS	\$65,372.50	\$3,922.35
10 YEARS	\$66,983.79	\$4,019.02
12 YEARS	\$69,521.47	\$4,171.28
14 YEARS	\$70,776.19	\$4,246.57
16 YEARS	\$72,030.96	\$4,321.85
18 YEARS	\$73,285.73	\$4,397.14
20 YEARS	\$74,540.46	\$4,472.42
23 YEARS	\$75,711.75	\$4,542.70
25 YEARS	\$77,180.62	\$4,630.83
28 YEARS	\$78,565.17	\$4,713.91

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 (560 hours must be completed during first six months employment).

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.

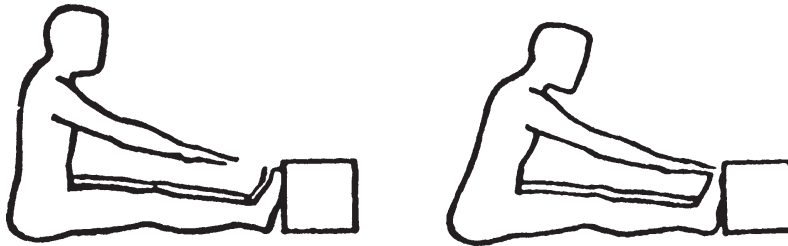
- Physical fitness can be an important area for minimizing *liability*. The unfit officer is less able to respond fully to strenuous physical activity. Consequently, the *risk of not performing physical duties* is increased.

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.*



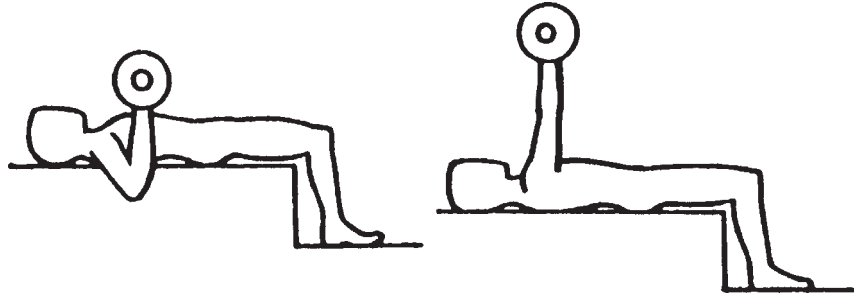
2. 1 Minute Sit-Up Test

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?

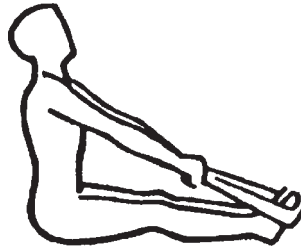
1. Preparing for the Sit and Reach Test

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.



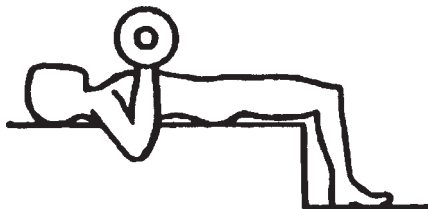
2. Preparing for the Sit-Up Test

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).

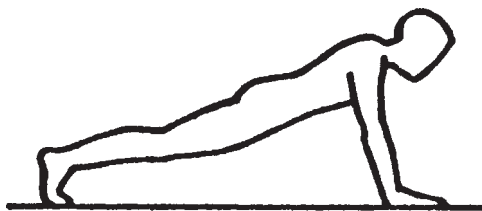


3. Preparing for the 1 Repetition Maximum Bench Press

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