



Kankakee County Sheriff's Office  
Deputy Sheriff Application Packet

Dear Applicant:

Thank you for your interest in the position of Deputy Sheriff. The Kankakee County Sheriff's Office Merit Commission coordinates applicant testing and selection for the Sheriff's Office. The Merit Commission has established the following conditions as minimal standards for the position of Deputy Sheriff.

The applicant must:

1. Be a United States citizen, and
2. Be at least 21 years of age (at time of appointment), and
3. Have a minimum of 80 semester hours of credit from an accredited college or university (at time of appointment) (80 hours of college credit for lateral applicants), and
4. Possess a valid motor vehicle driver's license.

This application packet contains a list of required information or forms that must be submitted with the completed packet. Forms that must be completed and returned to qualify the applicant for further consideration include:

1. the three (3) page "APPLICATION FOR EMPLOYMENT" , and
2. the one (1) page "APPLICANT PHOTOGRAPH" , and
3. the one (1) page "POLYGRAPH WAIVER", and
4. the one (1) page "RELEASE OF INFORMATION" , and
5. the one (1) page "AUTHORIZATION TO OBTAIN INFORMATION, and
6. the one (1) page "REQUEST PERTAINING TO MILITARY RECORDS" (this form must be completed and signed regardless of military service), and
7. the one (1) page "AUTHORITY FOR RELEASE OF INFORMATION AND RECORDS", and
8. the one (1) page "AUTHORIZATOIN FOR RELEASE OF MILITARY RECORDS" , and
9. the one (1) page "TESTING DOCUMENT WAIVER".

10. The Kankakee County Sheriff's Office Merit Commission and its agents require that applicants provide proof of identification throughout the testing process. Applicants are required to submit a color portrait with an imprint of the right thumb on the "APPLICANT PHOTOGRAPH" form. Applicants should be prepared to provide photographic identification (driver's license or other photo identification) to examiners throughout the testing process.

In addition to the forms identified above the applicant must provide other documents with the application packet. These forms include:

1. Certificate of Live Birth (Birth Certificate), and
2. High school diploma or GED, and
3. College transcripts documenting the semester hour requirement, and
4. College diploma (if applicable), and
5. Military discharge or Military Form DD214 (if applicable).

The candidate should return the required forms to:

Kankakee County Sheriff's Office Merit Commission  
Kankakee County Sheriff's Office  
3000 S. Justice Way  
Kankakee, IL 60901

Questions related to qualifications, form completion, or the testing process should be reduced to writing and forwarded to the address above. Copies of this application packet can be found on the Sheriff's website: [www.kankakeecountysheriff.com](http://www.kankakeecountysheriff.com)

Thank you for your interest in employment with the Kankakee County Sheriff's

Office. Very truly yours,

Michael D. Downey, Sheriff  
Kankakee County Sheriff's Office  
County of Kankakee, Illinois



## Deputy Sheriff Application Instructions

### READCAREFULLY!

1. Examine the "Application Kit" to ensure that it contains the following documents. In the event the "kit" is missing any material contact the Kankakee County Sheriff's Office to obtain the missing form(s).

- \_\_\_\_\_A. Application for Employment
- \_\_\_\_\_B. Applicant Photograph
- \_\_\_\_\_C. Polygraph Waiver
- \_\_\_\_\_D. Release of Information
- \_\_\_\_\_E. Authorization to Obtain Information
- \_\_\_\_\_F. Request Pertaining to Military Records
- \_\_\_\_\_G. Authorization for Release of Information and Records
- \_\_\_\_\_H. Authorization for Release of Military Records
- \_\_\_\_\_I. Testing Document Waiver

2. In addition to the forms listed above, the documents listed below must be returned with the application packet:

- \_\_\_\_\_J. Photocopy of Driver's License
- \_\_\_\_\_K. Photocopy of Birth Certificate
- \_\_\_\_\_L. Photocopy of High School Diploma (or GED Certificate)
- \_\_\_\_\_M. Photocopy of College Transcripts

3. If additional space is needed to complete any portion of the application packet attach a sheet of paper to the application form and identify the additional information by the application question number.

4. **BE CERTAIN THAT THE APPLICATION PACKET IS COMPLETED IN ITS ENTIRETY!** Utilize the alphabetical checklist contained above to ensure that all required documents are included in the returned packet. If a question does not pertain to you, insert "N/A" for "Not Applicable". Double check to ensure that you have included all of the documents required and that all questions have been answered.

# KANKAKEE COUNTY SHERIFF'S OFFICE



3000 S. Justice Way  
KANKAKEE, IL 60901

Deputy Sheriff

## EMPLOYMENT APPLICATION

### 1. NAME

\_\_\_\_\_  
LAST FIRST MIDDLE

### 2. ADDRESS

\_\_\_\_\_  
STREET ADDRESS  
\_\_\_\_\_  
City STATE ZIP CODE  
( ) \_\_\_\_\_  
Phone Number email address

### 3. SOCIAL SECURITY NUMBER

□□□□ - □□ - □□□□

### 4. DATE OF BIRTH

□□□□ - □□ - □□

### 5. DRIVERS LICENSE NUMBER

□□□□□ - □□□□□ - □□□□□ State Expiration  
□□ □□

### 6. EDUCATION

A. HIGH SCHOOL \_\_\_\_\_

\_\_\_\_\_  
Year Graduated CITY STATE

B. COLLEGE \_\_\_\_\_

\_\_\_\_\_  
Credit Hours CITY STATE

C. COLLEGE \_\_\_\_\_

\_\_\_\_\_  
Credit Hours CITY STATE

D. DEGREES ATTAINED

ONE YEAR CERTIFICATE \_\_\_\_\_  
SCHOOL SPECIALTY

ASSOCIATE DEGREE \_\_\_\_\_  
SCHOOL MAJOR

BACHELOR DEGREE \_\_\_\_\_  
SCHOOL MAJOR

MASTERS DEGREE \_\_\_\_\_  
SCHOOL MAJOR

LAW DEGREE \_\_\_\_\_  
SCHOOL MAJOR



Ph.D./EED DEGREE

SCHOOL

MAJOR

### 7. SPECIALIZED TRAINING

- 480 Hour Police Course
- 200 Hour Corrections Course State Dispatching
- Course Certified Firefighter
- Auxiliary Police
- EMT Certified
- CPR Certified
- Certified Rescue Diver
- Fluent in Foreign Language
- Military Police
- Other \_\_\_\_\_

### 8. MILITARY SERVICE

NEVER IN THE MILITARY

BRANCH OF SERVICE \_\_\_\_\_

MILITARY SPECIALTIES \_\_\_\_\_

HIGHEST RANK \_\_\_\_\_

TYPE OF DISCHARGE \_\_\_\_\_

DATE ENTERED \_\_\_\_\_

DATE SEPARATED \_\_\_\_\_

### 9. ELIGIBILITY REQUIREMENTS

Are you legally authorized to work in the United States?

YES  NO

Have you been convicted of any violation of the law since your 16<sup>th</sup> birthday other than minor traffic violations (\$100 or less fine)?

YES  NO

\* if yes, explain in Section #13 on page #6.

### 10. POSITION APPLIED FOR

- DEPUTY SHERIFF
- CORRECTIONAL
- OFFICER
- AUXILIARY OFFICER
- OTHER \_\_\_\_\_

DATE APPLICANT SUBMITTED

COMPLETED APPLICATION PACKET

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_

MONTH DAY YEAR

# KANKAKEE COUNTY SHERIFF'S OFFICE

PRESENT OR LAST EMPLOYER		
2 <sup>ND</sup> MOST RECENT EMPLOYER	EMPLOYER _____ ADDRESS _____ <small style="display: flex; justify-content: space-between; width: 100%;">CITY STATE ZIP CODE</small> TELEPHONE NUMBER (    ) _____ NAME OF SUPERVISOR _____ JOB TITLE AND DESCRIPTION _____	FROM _____ TO _____ TOTAL TIME _____ <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME REASON FOR LEAVING: _____ _____
3 <sup>RD</sup> MOST RECENT EMPLOYER	EMPLOYER _____ ADDRESS _____ <small style="display: flex; justify-content: space-between; width: 100%;">CITY STATE ZIP CODE</small> TELEPHONE NUMBER (    ) _____ NAME OF SUPERVISOR _____ JOB TITLE AND DESCRIPTION _____	FROM _____ TO _____ TOTAL TIME _____ <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME REASON FOR LEAVING: _____ _____

**11. EMPLOYMENT INFORMATION**  
 Beginning with your present employment and working back, list your three most recent employers. Failure to list a previous employer or provision of inaccurate employment dates may disqualify you from the selection process.

Use this space below to provide additional details of previous employment that are significantly related to the position you are applying for. Use additional sheets of paper if necessary.

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Kankakee County Sheriff's Office  
Applicant Photograph

NAME OF APPLICANT \_\_\_\_\_

DATE OF PHOTOGRAPH \_\_\_\_\_

ATTACH PHOTO HERE

My signature verifies that the photograph that appears above is an accurate representation of me.

RIGHT THUMB PRINT OF APPLICANT

\_\_\_\_\_  
SIGNATURE OF APPLICANT

# POLYGRAPH WAIVER

I, \_\_\_\_\_, understand that as a component of

First Name Middle Initial Last Name

the background investigation being conducted upon my person and as a condition of employment I will be required to submit to a POLYGRAPHEXAMINATION. In the event an offer of employment is made I hereby agree to submit to such examination.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Applicant Social Security Number

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Subscribed and sworn before me this \_\_\_\_\_, day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
NOTARY



# Kankakee County Sheriff's Office Release of Information

TO WHOM IT MAY CONCERN:

I respectfully request that you forward to the KANKAKEE COUNTY SHERIFF'S OFFICE any and all information pertaining to my work record and/or reputation to include usage of time, discipline, efficiency marks, and other information. This shall also serve as permission for you (or your employees) to release any and all information contained in my personnel file. This information is to be used in the determination of my qualifications and fitness for the position of police officer that I am currently seeking with the KANKAKEE COUNTY SHERIFF'S OFFICE.

I hereby release the employer, its agents, and employees for any and all liability and/or damage of whatever nature resulting from the furnishing of such information described above.

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APPLICANT SIGNATURE

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PRINTED NAME

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STREET ADDRESS

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CITY

STATE

ZIP CODE

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Subscribed and sworn before me this \_\_\_\_\_, day of \_\_\_\_\_, 20 \_\_\_\_\_

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NOTARY

# Kankakee County Sheriff's Office Authorization to Obtain Information

I, \_\_\_\_\_,

(Please Print First Name, Middle Initial and Last Name)

do hereby authorize the Kankakee County Sheriff's Office to investigate and obtain full information on my:

CRIMINAL  
EDUCATION

CREDIT

EMPLOYMENT

MEDICAL

and

MILITARY

history and, to receive copies of all said information so recorded, for purposes of employment, promotion, and/or discipline.

\_\_\_\_\_  
APPLICANT SIGNATURE

Applicant's Date of Birth: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

# National Personnel Records Center

Military Personnel Records  
9700 Page Boulevard  
St. Louis, MO 63132

## MILITARY RECORDS REQUEST

LAST NAME

FIRST

MIDDLE

SOCIAL SECURITY NUMBER

BRANCH OF SERVICE:

-  -

Dear Records Custodian:

The Kankakee County Sheriff's Office is currently conducting a pre-employment background investigation of the above name individual. It is our understanding that he/she is a veteran of the United States Armed Forces. As part of our investigation we are requesting the following copies from military records of the above named individual.

1. Disciplinary Date
2. DD Form 214

This information may be forwarded to my attention at the address listed below.

Sincerely,

Chief Deputy Ken McCabe  
Kankakee County Sheriff's  
Office  
3000 S. Justice Way  
Kankakee, IL 60901



# Kankakee County Sheriff's Office Testing Document Waiver

I, the undersigned applicant, recognize that all tests and the results arising out of such tests become the property of the KANKAKEE COUNTY SHERIFF'S MERIT COMMISSION and that the tests are not subject to review, except as otherwise provided by law.

Applicant Name \_\_\_\_\_

Please Print

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness: \_\_\_\_\_

## References

Please list 3 references (no relation to you)

Name: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

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Name: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

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Name: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

The County of Kankakee  
and  
The Kankakee County Sheriff's Office

Kankakee County, Illinois is located approximately 40 miles south of the Chicago corporate limits and has a population exceeding 112,000 residents. The county comprises 684 square miles and has over 1,600 miles of improved roadways. The City of Kankakee, located along the scenic Kankakee River, serves as the county seat.

The area is expanding in areas of manufacturing, warehousing, transportation, and commercial development. The state-of-art medical complexes, outstanding shopping facilities, a modern regional airport, in addition to excellent cultural, recreational, dining and entertainment possibilities, as well as its proximity to Chicago (to the north) and Champaign (to the south) offer residents numerous opportunities.

The Kankakee County Sheriff's Merit Commission is responsible for identifying and testing prospective police candidates and for offering competitive promotional examinations. The Kankakee County Sheriff's Department is an Equal Opportunity Employer.

The Kankakee County Sheriff's Office offers a competitive salary range in addition to education, shift, stand-by, command, and overtime pay incentives. Sworn Personnel are provided a ballistic vest and all initial equipment except gun. Employees are entitled to annual paid vacations and holidays, a liberal sick leave policy, health and life insurance, and an excellent retirement plan.

The Kankakee County Sheriff's Department offers employees varied challenges and responsibilities. The Kankakee County Sheriff's Department consists of the Patrol Division, Investigations Division, Court House Security Division, Corrections Division as well as the Emergency Services and Disaster Agency (E.S.D.A.).

The Civil Process Division coordinates the service of tens of thousands of court documents annually. The Records Division is computerized and contains thousands of criminal records.

The Administrative Bureau also includes a Crime Victims Assistance Officer, and several Gang Resistance Education and Training Officer's (G.R.E.A.T.) and two School Resource Officer's. The department has hundreds of networked computers and servers. You can visit the Sheriff's website at: [www.kankakeecountysheriff.com](http://www.kankakeecountysheriff.com)

The Patrol Division has 60 sworn personnel assigned to 4 shifts. The Patrol Division includes Breathalyzer Operators, Firearms Instructors, and the Traffic Enforcement Unit, as

well as other specialty units. The Kankakee County Sheriff's Department has 60 marked, semi-marked, and covert police vehicles, Corrections Vans, as well as a Mobil Incident Command Center. All are equipped with a state-of-art Mobil Data Computer (MODAT). Courthouse Security requires 4 sworn uniformed police officers to operate X-ray equipment, CCTV equipment, and walk-through metal detection equipment, in addition to other screening and control devices. Sworn Personnel have the opportunity to work on the Kankakee River Patrol, which patrols those portions of the Kankakee and Iroquois Rivers located within the county. The Kankakee County Auxiliary Police is an active unit which assists sworn personnel and consists of approximately 25 trained officers.

The Kankakee County Sheriff's Office includes a diverse Investigations Division that consists of 11 sworn personnel. This section includes the General Criminal Investigations section, the Tri-County Stolen Auto Task Force, the Kankakee Area Metropolitan Enforcement Group (KAMEG) and an Arson Task Force. Included in these sections is the opportunity to investigate current unsolved criminal offenses of all types, investigate old unsolved homicides and other violent offenses, and work in an undercover capacity investigating illegal drug sales and vehicle thefts.

The Corrections Division has 125 full time employees with the responsibility for the Jerome Combs Detention Center. The new 300-bed detention facility opened in 2004. The old Detention Center was dedicated in 1974 and will still be staffed. The Sheriff's Department utilizes the latest technology available to law enforcement today. Modern software systems utilized at the facilities include; the New World Systems (Records, Jail Management, Computer Aided Dispatch, Mobile and Field Reporting), Court Vision Video Arraignment Systems, Identix Digital Fingerprinting Systems, and AFIX Inmate Verification System.

The Kankakee County Sheriff's Office offers various training programs. The department requires all police officers to attend and graduate from the 480 Hour Basic Police Officers Training Course and Correctional Officers are required to attend and graduate from the 200 Hour Basic Correctional Officers Training Program.





## Mission Statement of the Kankakee County Sheriff's Office

We, the Members of the Kankakee County Sheriff's Office  
Have accepted the honor and trust placed upon us by the  
citizens of Kankakee County for their Safety and wellbeing.

We are committed to providing Protection and Service while  
preserving the rights of all.

We believe in a partnership created between Law  
Enforcement and our citizens for the reduction of crime and  
the fear of crime.

We encourage and support the public to become an involved  
partner in our efforts.

We are dedicated to working with the community to enhance  
the quality of life for all.