



## Kankakee County Sheriff's Office Correctional Officer Application Packet

Dear Applicant:

Thank you for your interest in the position of police officer with the Kankakee County Sheriff's Office. The Kankakee County Sheriff's Office Jail Administration coordinates applicant testing and selection for new applicants. The Sheriff's Office has established the following conditions as minimal standards for the position of correctional officer.

1. Be a United States citizen, and
2. Be at least 18 years of age, and
3. Pass a background investigation, 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 "AUTHORIZATION FOR RELEASE OF MILITARY RECORDS" , and
9. the one (1) page "TESTING DOCUMENT WAIVER".

10. The Kankakee County Sheriff's Office 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. Military discharge or Military Form DD214 (if applicable).

The candidate should return the required forms to:

Chief Chad Kolitwenzew  
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 Downey, Sheriff  
Kankakee County Sheriff's Office  
County of Kankakee, Illinois



## Correctional Officer 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 (if available)

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  
Correctional Officer

## 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

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### 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

MONTH DAY 20 YEAR

# KANKAKEE COUNTY SHERIFF'S OFFICE

PRESENT OR LAST EMPLOYER		
2 <sup>ND</sup> MOST RECENT EMPLOYER	EMPLOYER _____ ADDRESS _____ <small style="display: block; text-align: center;">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: block; text-align: center;">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

## 12. PAST ADDRESSES SECTION

List your three previous addresses, excluding your current address

MOST PREVIOUS ADDRESS

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
CITY STATE ZIP CODE

TO \_\_\_\_\_ FROM \_\_\_\_\_ TOTAL TIME \_\_\_\_\_

2<sup>ND</sup> MOST PREVIOUS

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
CITY STATE ZIP CODE

TO \_\_\_\_\_ FROM \_\_\_\_\_ TOTAL TIME \_\_\_\_\_

3<sup>RD</sup> MOST PREVIOUS

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
CITY STATE ZIP CODE

TO \_\_\_\_\_ FROM \_\_\_\_\_ TOTAL TIME \_\_\_\_\_

## 13. EXPLANATION SECTION

Applicants should use this section to describe in handwritten form their qualifications for the position applied for. Applicants should also use this section to describe any incidents that they feel may disqualify them for consideration of the position (e.g. license revocation, arrests, etc.). Provide additional pages 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 POLYGRAPH EXAMINATION. 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  
SERVICE:

BRANCH OF

-  -

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 Chad Kolutwenzew  
Kankakee County Sheriff's Office  
3000 S. Justice Way  
Kankakee, IL 60901

# Information and Records

## MILITARY RECORDS REQUEST

I, \_\_\_\_\_, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the Kankakee County Sheriff's Office, whether the said records are of public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of records of educational institutions, financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings), and other financial statements and records wherever filed, medical and psychiatric treatment and/or consultation including hospitals, clinics, private practitioners, and the United States Veterans Administration, employment and pre-employment records, including background reports efficiency ratings, complaints or grievances filed by or against me and the records and recollections of attorney's at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the Kankakee County Sheriff's Office. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for furnishing this information, and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. I further release the Kankakee County Sheriff's Office from any and all liability which may be incurred or as a result arise from the collection of such information. A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not bear an original writing of my signature.

I have read and fully understand the contents of the above "Authority for Release of Information and Records".

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

\_\_\_\_\_  
NAME (PRINTED)

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

# 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 Well being.

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.