



Winnebago County Sheriff's Police



Recruiting Booklet

AN EQUAL OPPORTUNITY EMPLOYER

January 2008

295th Nationally Accredited



Law Enforcement Agency

BENEFITS

- i Starting Salary of \$44,200*
- i Medical Insurance
(The County of Winnebago offers an excellent health and dental insurance plan to its employees.)
- i Life Insurance
- i Pension Plan
(Illinois Municipal Retirement Fund)
- i Deferred Compensation Plan
(used for health and dental expenses.)
- i Annual Uniform Allowance
- i Paid Vacation
(Earn 84 hours in the first year of service.)
- i Paid Sick Time
(Earn 8.4 hours for each month of service, to a maximum of 240 days.)
- i Paid Holidays
(12 paid holidays and 1 personal day)
- i Educational Assistance
- i Specialized Training
- i Opportunity for Advancement

NOTE: Many of the listed benefits are provided for in a contract between the County of Winnebago and the deputy's bargaining unit (Illinois Fraternal Order of Police Labor Council, Lodge 50). They are subject to change whenever a new contract is negotiated.

ELIGIBILITY REQUIREMENTS

per Merit Commission Rules & Regulations Article V.

Each applicant for original appointment as a merited officer must meet the following prerequisites prior to undergoing further examination:

Citizenship

Must be a citizen of the United States of America.

Age

Must be 21 years old, or be 20 years of age and have successfully completed two years of law enforcement studies at an accredited college or university; such applicants will not be appointed until they have reached the age of 21.

Education

A high school diploma (or it's equivalent) is required.

Driver's License

Must Possess a valid driver's license upon which the applicant may legally operate a motor vehicle in the State of Illinois.

Criminal History

An applicant must not have any felony convictions nor have been convicted of certain misdemeanors. A list of disqualifying convictions is contained within this booklet.

MISCELLANEOUS

Must not or have been classified as a conscientious objector by the local selective service system or have been discharged by reason of conscientious objection by the military. A copy of the applicant's discharge from military service (DD-214) or military or draft status shall be provided.

DISQUALIFYING OFFENSES

based on the Illinois Police Training Act (50 ILCS 705/1 et seq.)

<ul style="list-style-type: none"> < ANY Felony Chapter 720 Illinois Compiled Statutes < Indecent Solicitation of a Child (5/11-6) < Public Indecency (5/11-9) < Sexual Exploitation of a Child (5/11-9.1) < Prostitution (5/11-14) < Soliciting for a Prostitute (5/11-15) < Keeping a Place of Prostitution (5/11-17) < Patronizing a Prostitute (5/11-18) < Pimping (5/11-19) < Aggravated Assault (5/12-2) < Intimidation (5/12-6) < Criminal Sexual Abuse 5/12-15) < Theft (5/16-1) < Deceptive Practices (5/17-1) < Impersonating a Police Veteran/Fraternal Organization (5/17-2) < Unlawful Possession of Firearms and Firearm Ammunition (5/24-3.1) < Defacing Identification Marks of Firearms (5/24-5) < Keeping a Gambling Place (5/28-3) < Offering a Bribe (5/29-1) < Resisting or Obstructing a Peace Officer or Correctional Employee (5/31-1) 	<ul style="list-style-type: none"> < Obstructing Justice (5/31-4) < Escape/Failure to Report (5/31-6) < Aiding Escape (5/31-7) < Perjury (5/32-2) < Subordination of Perjury (5/32-3) < Communicating with Jurors and Witnesses (5/32-4) < Harassment of Jurors or Families of Jurors (5/32-4a) < Simulating Legal Process (5/32-7) < Tampering with Public Records (5/32-8) < Manufacture or Delivery of Cannabis (550/5) < Delivery of Cannabis on School Grounds (550/5.2) < Convicted of any misdemeanor crime of Domestic Violence involving the use or attempted use of Physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is co-habiting with or has co-habited with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim.
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<ul style="list-style-type: none"> < Convicted of any misdemeanor crime of domestic violence involving the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent or guardian of the victim.

TESTING & OTHER INFORMATION

Merit Commission Rules & Regulations Article V. continued

PHYSICAL FITNESS TEST

Each applicant shall submit to a physical fitness test to be conducted by such persons as the Commission may direct. Physical fitness tests shall consist of an evaluation of the applicant's physical ability in various job-related exercises. Each applicant shall sign a written waiver holding the county, the Sheriff's Department, the Merit Commission, and all examiners harmless for any injury the applicant may incur as a result of the applicant's participation in the physical fitness examination.

Qualification: Pass or Fail.

WRITTEN EXAMINATION

Each applicant shall take a written examination, the grading of which shall be performed as directed by the commission. All examination papers shall be and become the property of the Commission or its designate.

Qualification:

An average of 75% of all sections must be answered correctly.

ORAL EXAMINATION

Each applicant will be orally examined by the Commission in order to properly evaluate and grade his aptitude and fitness for the position sought.

The applicant's final grade on his oral examination shall be the average of the examiners' ratings.

Qualification:

An average score of 50% or more must be achieved.

DISQUALIFICATION

The Commission may refuse to examine or certify and the Sheriff may refuse to appoint any applicant unable to meet the prerequisites for examination or who: (a) abuses, or uses to excess, intoxicating beverages; (b) uses narcotics or controlled substances; (c) has been dismissed from any public service for cause; (d) has practiced or attempted to practice any deception or fraud in completing the application; (e) may be found lacking in personal qualifications; (f) has unsatisfactory character and employment references; (g) has an unsatisfactory motor vehicle operation record; (h) has a personal history of inability to withstand stress; or (i) has a personal history or reputation as the aggressor in altercations.

BACKGROUND INVESTIGATION

A complete background investigation will be conducted for each candidate applicant that is expected to receive a conditional offer of employment.

ENTRY ELIGIBILITY LIST

The Commissioners shall prepare, post, and keep a Entry Eligibility List of the candidates passing all examinations and investigations. Entry Eligibility List shall be valid for two years from the date of posting.

MEDICAL BACKGROUND INVESTIGATION

Upon acceptance of a conditional offer of employment, the candidate shall fully complete the Department's medical history form and execute and deliver to the Commission an authorization for the release of information regarding the applicant's medical condition, including without limitation confidential information from physicians, hospitals, and clinics.

Physical Examination

An extensive physical examination is required to determine fitness to perform the duties of a deputy sheriff. The State of Illinois requires a physical examination for entry into the Police Academy.

Eyesight:

Loss of an eye, color blindness, chronic inflammation of the eye or eyelids, or permanent abnormalities of either eye shall be cause for rejection. An applicant must have vision in each eye correctable to 20/20 vision. An applicant with less than 20/40 uncorrected vision in either eye is ineligible for appointment unless contact lenses are worn correcting vision to 20/20.

PSYCHOLOGICAL ASSESSMENT

Before entering upon his duties, each candidate shall submit to a psychological examination conducted by a licensed psychologist or psychiatrist designated by the Sheriff. Such examination shall be without expense to the applicant. Failure to submit to such an examination disqualifies the candidate from any further consideration. Any candidate who receives a below standard rating on the psychological profile will be deemed to have failed the examination and shall be removed from further consideration.

DEPUTY TRAINING PROGRAM

Training to become a deputy sheriff is accomplished in three phases—the academy, field training and probation.

POLICE TRAINING ACADEMY

Once hired, a new deputy sheriff will attend Basic Training at an accredited academy for 12 weeks. A deputy must maintain a passing grade at the academy and pass the Comprehensive Examination given the last week of school. *Failure to pass either can result in immediate termination of employment from the department.*

FIELD TRAINING

Upon successful completion of the training academy, the new deputy enters an extensive 16 week on-the-job field training course.

PROBATION

All original appointments shall be for a period of 24 months, including periods of attendance at State or Departmental recruit schools.

CAREER ADVANCEMENT

Throughout a deputy's career, there is opportunity for advanced training, higher education, specialized assignments, and promotional opportunities.

PHYSICAL FITNESS ASSESSMENT TEST

WHAT IS PHYSICAL FITNESS?

Physical fitness is a health status pertaining to the individual deputy 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 the low strength levels which 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 PHYSICAL 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 problem 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. Job analyses that account for physical fitness have demonstrated the fitness areas

that are underlying factors determining the physical readiness to perform a variety of critical physical tasks. These three fitness areas have also been shown to be predictive of job performance ratings, sick time and number of commendations of police officers. Data also shows that fitness level is predictive of trainability and academy performance.

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

HOW WILL PHYSICAL FITNESS BE MEASURED?

The test consist of 4 basic tests. Each test is a scientifically valid test.

1. Sit and Reach Test
2. 1 Minute Sit-Up Test
3. 1 Repetition Maximum Bench Press
4. 1.5 Mile Run

WHAT ARE THE STANDARDS?

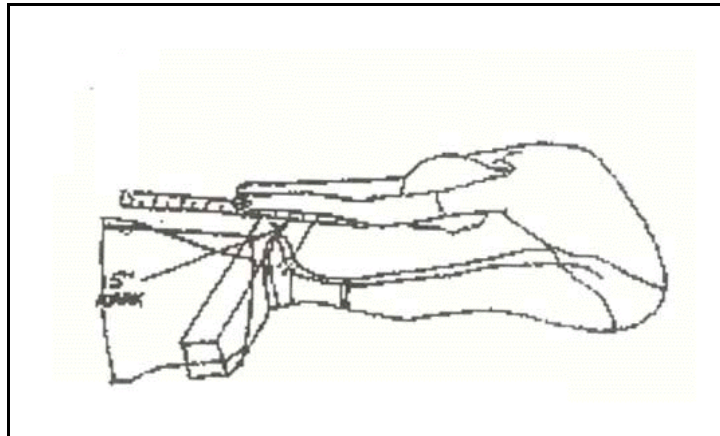
- The actual performance for each test is based on norms for a national population sample.
- The applicant must pass every test.
- The required performance to pass each test is based on sex and age (decade). While the absolute performance is different for the 8 categories, the relative level of effort is identical for each age/sex group. The performance requirement is that level of physical performance that approximate the 40th percentile for each age and sex group.

1. SIT AND REACH TEST

*This is a measure of the flexibility of the lower back and the upper leg area. It is an important area for performing police tasks involving range of motion and is 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 inches reached on the scale stamped on the top of the box.***

The applicant must wear shorts or long pants that can be pulled up above the knees so that the knees are visible. They sit on the floor with legs extended into a box. The legs must remain rigid and down. In stocking feet, the heels touch the front edge of the box and are 8 inches apart. With the slider (gauge) set at the edge of the box, the applicant slowly reaches forward, pushing the slide with hand overlaid and fingers even, as far as possible, and holds the position, momentarily. The furthest distance reached on the scale, by the fingertips, is recorded. The scores listed are in inches and are the minimums that must be obtained.

NOTE: The edge of the box is marked at 15 inches.



AGE	MALE	FEMALE
21-29	16.0"	18.8"
30-39	15.0"	17.8"
40-49	13.8"	16.8"
50-59	12.8"	16.3"

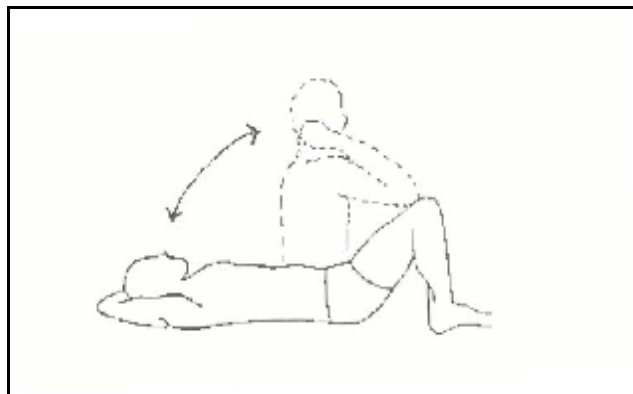
2. ONE MINUTE SIT-UP TEST

*This is a measure of the muscular endurance of the abdominal muscles. It is an important areas for performing police tasks that may involve the use of force and is 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 1 minute.***

The applicant lies on their back, knees bent, with fingers interlaced behind the head. The applicant then performs sit-ups, touching the elbows to their knees, before returning to the starting position. The applicant performs as many sit-ups as possible within 1 minute. The applicant's feet will be held down by an assistant, during the test. The scores listed are the minimum that an applicant must perform in 1 minute.

POINTS TO REMEMBER WHEN PERFORMING SIT-UPS:

- < Hands must remain laced together, behind the head, at all times.
- < When returning to the starting position, shoulder blades must touch the floor each time.
- < Cannot arch back and/or lift seat off the floor.
- < Sit-ups not performed properly will not count and will have to be re-done.

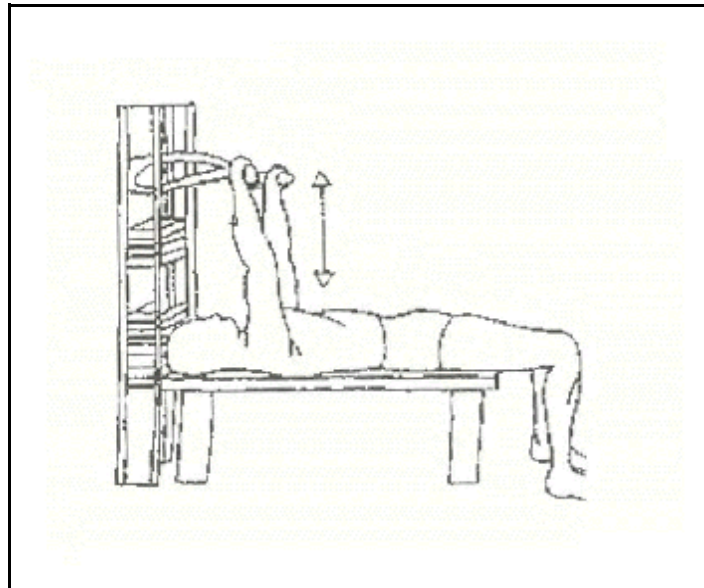


AGE	MALE	FEMALE
21-29	37	31
30-39	34	24
40-49	28	19
50-59	23	13

3. ONE 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 the ratio of weight pushed divided by body weight.***

The applicant lies in the bench press position and must push the percentage of body weight shown in the chart below (1 repetition only). A universal type machine will be used for this event. We cannot guarantee a certain machine. The score for this test is the maximum number of pounds lifted in 1 repetition, divided by body weight, which gives the percentage of body weight lifted. The scores are the minimum percentage of body weight that must be pressed according to your appropriate category.

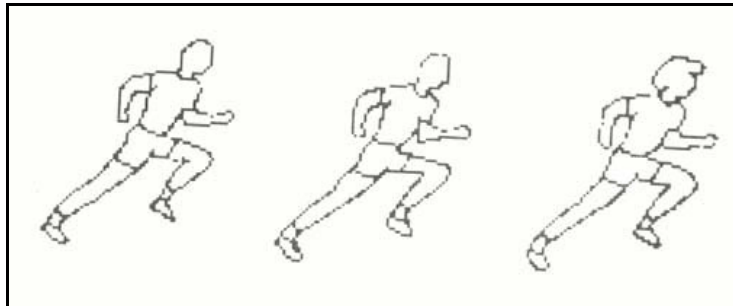


AGE	MALE	FEMALE
21-29	98%	58%
30-39	87%	52%
40-49	79%	49%
50-59	70%	43%

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.***

The times given are the maximum allowable time according to the sex and ages shown.



AGE	MALE	FEMALE
21-29	13:46 Minutes	16:21 Minutes
30-39	14:31 Minutes	16:52 Minutes
40-49	15:24 Minutes	17:53 Minutes
50-59	16:21 Minutes	18:44 Minutes

Winnebago County, Illinois - Sheriff's Office

JOB DESCRIPTION: Deputy Sheriff

Duties and Responsibilities Summary: The position of deputy sheriff is an established merited position. A deputy is routinely assigned to uniform patrol but may also be assigned to civil process, crime scene or other specialized position designated by the Sheriff. The deputy is under the direct command of a sergeant unless otherwise assigned to a specialized function. A deputy is charged with keeping the peace, enforcement of laws, prevention of crime, apprehension of criminals, and the general enforcement of traffic regulations and investigation in a designated area on an assigned shift or on special assignments.

A deputy must be sufficiently fit to perform all of the essential functions as listed. Sufficiently fit means employees are physically, mentally, and psychologically prepared and can perform the essential functions of their positions. A deputy must have regular and predictable attendance. A deputy must be able to act without direct supervision and to exercise independent judgement in meeting emergencies. In addition, a deputy must behave in a socially acceptable manner. A duly appointed and qualified deputy may perform any and all the duties of the sheriff as provided by law and county ordinance.

A job task analysis conducted for the Winnebago County, Illinois Sheriff's Office revealed that deputy sheriffs perform approximately 103 essential functions which are fundamental job duties for performance of the position. They have approximately 31 other important functions which may or may not be performed every day and were not rated as essential, yet a deputy sheriff must be able to perform these duties as needed. There are numerous miscellaneous duties which are not done frequently and were not rated as critical to performing the job.

The essential job functions and important duties of a deputy sheriff in the Winnebago County, Illinois Sheriff's Office can be grouped into twelve (12) functional categories, one (1) equipment category, and one (1) Knowledge, Skills and Abilities category. The percent of items within each category deemed as essential or as other important functions of the job will be included in parentheses below. The ability to perform court duties (100%), arrest/apprehension duties (92%), investigation duties (92%) and traffic duties (90%) dominates. Other important areas include performing patrol duties (81%), physical duties (81%) and communications duties (70%). Writing reports is deemed as an essential function, but paperwork as a category (12%) is not dominant for the deputy sheriff. Areas which are not dominant for the position include administrative duties (24%), training duties (13%), and planning/organizing duties (5%). The area which is nonexistent for this position comprises community/public relations duties (9%).

On the following pages is a listing of the essential and other important functions of the position of deputy sheriff, a listing of the essential and other important equipment that deputy sheriffs must be able to use on the job and a listing of the essential and other important knowledge, skills and abilities of deputy sheriffs.

Essential Patrol Functions

Search persons, vehicles and places
Drive motor vehicle under non-emergency conditions
Patrol assigned area in a vehicle
Respond to calls
Make checks of various types of premises
Transport prisoners
Check condition/status of assigned patrol equipment
Drive motor vehicle under emergency circumstances
Warn offenders in lieu of arrest or citation
Administer first aid
Check schools, playgrounds, parks, recreation centers
Evacuate persons from dangerous area
Assist elderly or disabled persons

Other Important Patrol Functions

Patrol assigned area on foot
Advise vehicle owners to remove abandoned vehicles
Escort vehicles or persons
Check businesses for compliance with licensing requirements

Essential Traffic Functions

Enforce traffic and parking laws and ordinances
Request emergency assistance for accident
Administer roadside sobriety test
Investigate traffic accidents and aid the injured
Check vehicles for proper registration
Follow suspicious vehicles
Locate witnesses to accidents
Identify owner of vehicle involved in accident
Issue parking or traffic citations
Assist stranded motorist
Collect physical evidence from accident scenes
Measure skid marks
Control, regulate & direct traffic, vehicle & pedestrian
Operate breathalyzer test apparatus
Direct traffic using barriers, flares, hand signals
Issue citations for non-traffic offenses
Remove hazards from roadway

Other Important Traffic Functions

Arrange for obtaining blood/urine samples for sobriety test
Plan traffic patrol tactics

Essential Arrest/Apprehension Functions

Capable of the use of deadly force and making deadly force decisions
Identify and apprehend offenders
Conduct frisk and pat down
Handcuff suspects or prisoners
Advise persons of constitutional rights
Seize contraband
Pursue suspect on foot
Fire weapons on duty
Pursue suspect in vehicle
Organize and conduct photo or station-house lineups

Other Important Arrest/Apprehension Functions

Check individual making bond for wants or warrants
Participate in raids

Essential Physical Functions

Perform a responsibility, duty, or task efficiently and safely
Maintain target practice skills
Subdue and arrest a resisting/attacking individual
Clean and inspect weapons
Encounter resistance during an arrest or in an emergency
Encounter an armed suspect
Recover weapon from suspect who gives it up voluntarily
Perform an evasive maneuver to recover weapon from suspect
Sit or stand for long periods of time
Walk up and down flight of stairs
Run fast for a short period of time to apprehend a suspect
Run to person requiring emergency assistance
Climb over obstacles such as fences, shrubs, ditches
Run a distance of under 50 yards
Walk for long periods of time
Climb over obstacles lower than six feet
Jump down from elevated surfaces
Run a distance of over 50 yards

Other Important Physical Functions

Force entry into buildings
Pull self up over obstacles
Lift, pick up and/or carry injured/deceased person
Run for a long period of time
Run about one mile
Lift, pick up and/or carry heavy objects or equipment
Drag injured/deceased person
Climb through small openings (e.g., windows)

Essential Investigative Functions

Investigate suspicious persons or vehicles
Investigate crimes against persons and property
Search premises or property
Collect and preserve evidence
Search crime scenes for physical evidence
Investigate accidents
Review information on criminal activity in area
Locate witnesses to crime
Secure accident, crime and disaster scenes
Interrogate suspects
Check stolen status on property through computer network
Investigate complaints of drug law violations
Diagram crime and accident scenes
Make judgments re: probable cause for warrant-less searches
Transport property or evidence
Search for missing people
Recover and inventory stolen property
Estimate value of stolen or recovered goods
Document chain of custody for evidence
Trace stolen goods
Conduct surveillance of individuals/locations

Other Important Investigative Functions

Review crime lab reports, records to aid investigation
Conduct background investigations
Process crime scene, fingerprints, accident scene, etc.

Essential Communications Functions

Talk with people to establish rapport
Explain complaints to offenders, victims, witnesses
Provide accurate oral descriptions
Exchange information with other law enforcement officials
Participate in meetings with other officers (roll call)
Interact and work with citizens
Advise victims, witnesses and offenders on legal procedures
Mediate family disputes
Conduct interviews
Comfort emotionally upset persons
Refer persons to agencies providing social services

Other Important Communications Functions

Contact higher level supervisors regarding problems
Conduct parent/juvenile conferences
Contact lower level supervisors regarding problems

Essential Community/Public Relations Functions

None found

Other Important community/Public Relations Functions

None found

Essential Court Functions

Testify in cases or hearings
Confer with prosecutors or city attorney
Read and review reports and notes for court testimony
Testify in criminal and civil court cases
Serve civil process papers and probate orders
Present evidence in legal proceedings

Essential Planning/Organizing Functions

Perform special duties as assigned by superiors

Other Important Planning/Organizing Functions

None found

Essential Paperwork Functions

Write reports

Other Important Paperwork Functions

Prepare monthly activity reports

Other Important Court Functions

None found

Essential Training Functions

None found

Other Important Training Functions

Train other personnel and new officers

Essential Administrative Functions

Determine whether incidents are criminal or civil matters
Serve subpoenas and search/arrest warrants
Place children in protective custody
Make judgements re: arrest/release of suspects/offenders
Request assistance from other agencies

Other Important Knowledge, Skills and Abilities

Use computer equipment
Know city codes

Other Important Administrative Functions

Deal with barricade/hostage situations
Inform other units of major incidents
Review complaints; determine necessity of investigations
Conduct or supervise searches of property
Oversee and assist with accident reconstruction
Direct assisting officers or public service personnel
Organize surveillance of individuals and locations

Essential Equipment

Firearms (Handgun, Shotgun)
Less-Than-Lethal Weapons (O.C. Spray, Baton)
Handcuffs
Automobile
Flashlight
Typewriter/Word processor
Mobile Data Terminal (MDT)
Breathalyzer

Other Important Equipment

Binoculars

Essential Knowledge, Skills and Abilities

Meet production standards established by management for the position
Meet efficiency standards established for doing a function
Act on your own; take charge when needed
Use good judgement in emergency situations
Manage time effectively
Recall directions and details
Speak clearly and concisely
Relate/explain information to others
Know city geography
Use tact and diplomacy in dealing with the public
Maintain control of emotions; keep feelings to self
Follow rules & obey orders without questioning authority
Adjust to changes in policies, procedures
Maintain confidentiality in the performance of duties
Use reasoning to solve problems
Determine priorities
Extract information from others
Know state laws
Do repetitive tasks
Use electronic police equip. (police radios/radar units)
Know rules and regulations, policies and procedures of the department
Know criminal justice system
Counsel, support and be empathetic toward others
Work under stressful conditions
Work with little or no supervision
Drive a car
Know traffic laws
Know radio codes and procedures
Work in uncomfortable weather/temperature conditions
Work alone with little personal contact
Learn/understand new regulations to enforce them
Know procedures for emergencies and unusual events
Work amid noisy conditions
Read and understand legal terminology
Know procedures to search & preserve crime scene
Know department policy & procedures on use of force & pursuit
Use a typewriter
Reconstruct and analyze an accident
Perform arithmetic calculations quickly and accurately
Know federal laws
Know gang and cult symbols and jargon