



# Winnebago County Sheriff's Police



## Recruiting Booklet

**AN EQUAL OPPORTUNITY EMPLOYER**

July 2013

295<sup>th</sup> Nationally Accredited



Law Enforcement Agency

## **BENEFITS**

- ❖ Starting Salary of \$49,743\*
- ❖ Medical Insurance
  - (The County of Winnebago offers an excellent health and dental insurance plan to its employees.)
- ❖ Life Insurance
- ❖ Pension Plan
  - (Illinois Municipal Retirement Fund)
- ❖ Deferred Compensation Plan
  - (used for health and dental expenses.)
- ❖ Annual Uniform Allowance
- ❖ Paid Vacation
  - (Earn 84 hours in the first year of service.)
- ❖ Paid Sick Time
  - (Earn 8.4 hours for each month of service, to a maximum of 240 days.)
- ❖ Paid Holidays
  - (12 paid holidays and 1 personal day)
- ❖ Educational Assistance
- ❖ Specialized Training
- ❖ 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 its 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.)

< ANY Felony Chapter 720 Illinois Compiled Statutes	< Obstructing Justice (5/31-4)
< Indecent Solicitation of a Child (5/11-6)	< Escape/Failure to Report (5/31-6)
< Public Indecency (5/11-9)	< Aiding Escape ( 5/31-7)
< Sexual Exploitation of a Child (5/11-9.1)	< Perjury (5/32-2)
< Prostitution (5/11-14)	< Subordination of Perjury (5/32-3)
< Soliciting for a Prostitute ( 5/11-15)	< Communicating with Jurors and Witnesses (5/32-4)
< Keeping a Place of Prostitution (5/11-17)	< Harassment of Jurors or Families of Jurors (5/32-4a)
< Patronizing a Prostitute (5/11-18)	< Simulating Legal Process (5/32-7)
< Pimping (5/11-19)	< Tampering with Public Records (5/32-8)
< Aggravated Assault (5/12-2)	< Manufacture or Delivery of Cannabis (550/5)
< Intimidation (5/12-6)	< Delivery of Cannabis on School Grounds (550/5.2)
< Criminal Sexual Abuse 5/12-15)	< 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.
< 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)	

## **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 an 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.

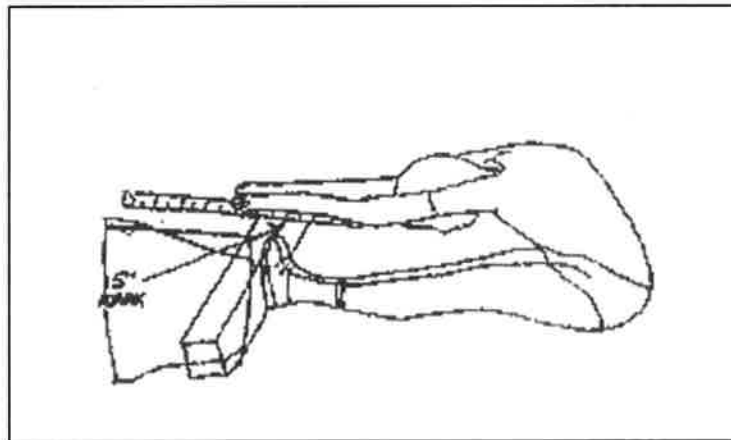
The required performance to pass each test is based on sex and age (decade). While the absolute performance is different for the 8 categories, the relative level of effort is identical for each age/sex group. The performance requirement is that level of physical performance that approximate the 40<sup>th</sup> 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"

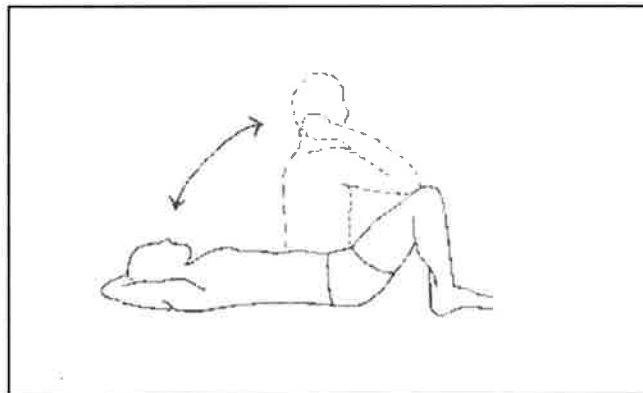
## 2. ONE MINUTE SIT-UP TEST

*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.



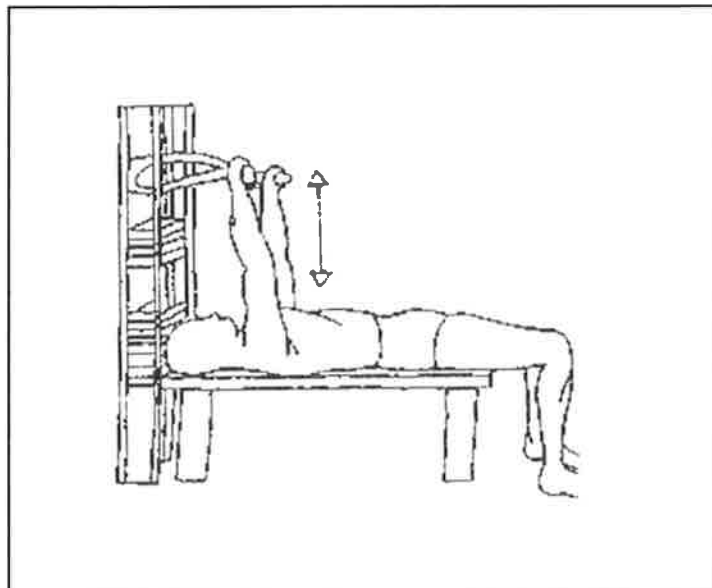
AGE	MALE	FEMALE
21-29	37	31
30-39	34	24
40-49	28	19
50-59	23	13



### 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.

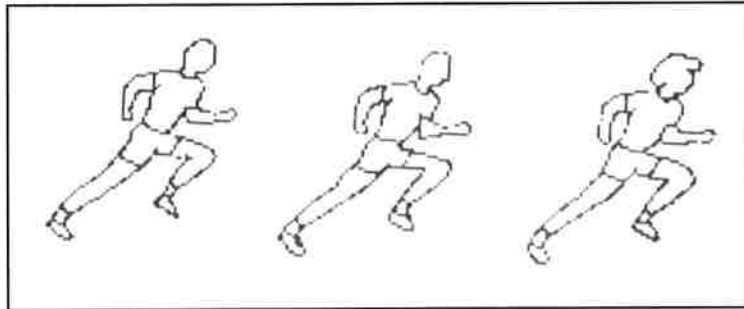


AGE	MALE	FEMALE
21-29	98%	58%
30-39	87%	52%
40-49	79%	49%
50-59	70%	43%

#### 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 judgment 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  
Fires 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

### **Other Important Court Functions**

None found

### **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

## **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 judgments re: arrest/release of suspects/offenders  
Request assistance from other agencies

## **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, Patrol Rifle)  
Less-Lethal Weapons (O.C. Spray, Baton, Taser)  
Handcuffs  
Automobile  
Flashlight  
Computer  
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 judgment 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

## **Other Important Knowledge, Skills and Abilities**

Use computer equipment  
Know city/county codes