



Ottawa County Human Resources
Supplemental Application for Employment Road Patrol Deputy

1. Last Name	First Name	Middle Name	2. Social Security Number	3. Date of Birth
4. Other Names, Alias(es), Nickname(s)				
5. Current Address		City	State	Zip Code
6. Residence Phone Number			7. Business Phone Number	
8. To meet the minimum qualifications set out by the Michigan Commission on Law Enforcement Standards (MCOLES), you must answer "YES" to the following four (4) statements:				
Yes	No	I am at least 18 years old		
Yes	No	I am a United States citizen		
Yes	No	I have a high school diploma or GED		
Yes	No	I possess a valid Michigan operator's or chauffeur's license		
9. To meet the minimum qualifications set out by the Michigan Commission on Law Enforcement Standards (MCOLES), you must answer "NO" to the following two (2) questions:				
Yes	No	Do you have any previous felony convictions?		
Yes	No	Have you ever been convicted of a misdemeanor crime involving domestic violence? (Such a conviction would make an individual ineligible to possess a firearm)		
10. In order to apply for this position, you must possess a Michigan Commission on Law Enforcement Standards (MCOLES) License or provide proof of licensability. Please identify the manner in which you are meeting this requirement.				
Option 1: <input type="checkbox"/> I hold a current MCOLES License				
This license was activated by _____ (police agency) on _____ (date license was activated). <i>Please include a copy of the license in this packet.</i>				
Option 2: <input type="checkbox"/> I am currently MCOLES licensable				
I graduated from _____ (police academy) on _____ (date). <i>Please include a copy of your letter from MCOLES that issued licensability</i>				
Option 3: <input type="checkbox"/> I am currently enrolled in a certification academy and am scheduled to graduate and become licensable by _____ (date of graduation from academy)				
Option 4: <input type="checkbox"/> I am currently a law enforcement officer in the U.S. Military or in another state. I understand that I must contact the Michigan Commission on Law Enforcement Standards for information on a waiver of training.				
11. Previous Addresses				
Month & Year				
From	To	Address	City	State
12. Have you ever been discharged or forced to resign from a position or job? Yes No				
If yes, please give the name(s) and address(es) of the employer(s) and the details of the termination.				

13. Knowledge of foreign languages and level of proficiency				
	Understand	Speak	Read	Write
Spanish				
Vietnamese				
Other ()				
Other ()				
Other ()				

14. Do you possess any additional training, experience or special ability(ies) that would be pertinent to the position of Road Patrol Deputy (i.e. Emergency Medical Training, First Aid, CPR, Military Training, etc.)
 Yes No Please explain

15. Are you currently proficient in the use of firearms or any form of the martial arts? Yes No
Are you willing to train and become proficient in these areas? Yes No If no, please explain

16. Driving History

Do you possess a valid driver's license? Yes No	Years of driving experience	Estimate the number of miles driven per year within the past four years
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Driver's License (Please provide the following information concerning any driver's license you have held or now hold)

License Number	State of Issue	Date Issued	Expiration Date
Current -			
Previous -			
Previous -			

Have you ever been involved in a motor vehicle collision while operating the vehicle? Yes No
 Please give details regarding the circumstances and the disposition of the incident

List all traffic citations ever received (except parking)

17. Criminal History

List all criminal convictions (felonies and misdemeanors) or pending felony charges since your seventeenth birthday

Charge	City/State	Court	Disposition	Date

18. Controlled Substances

Do you now or have you ever, used or sold any form of controlled substances? Yes No
If yes, please complete the following

Name of Drug	Date of Last Use

19. Organization Membership

List organizations to which you currently belong or have belonged to in the past. Include civic, social, fraternal, etc. (Do not include any organizations in which membership would indicate your race, color, religion, national origin or ancestry). Indicate any offices held.

Are you now or have you ever been a member of any group or organization which advocates the violent overthrow of the local, state or Federal government? Yes No If yes, describe the organization and the circumstances

20. Why are you applying for this position? What knowledge, skills, and abilities do you have that will make you a successful deputy?

21. In what hobbies, sports or other extracurricular activities have you participated or do you participate in on a regular basis?

22. List any awards, significant recognition or accomplishments that you have received

23. Personal References

List five (5) persons (not related to you and not former employers) who have known you well for five (5) years or more

Name	Street Address	City/State	Phone

24. Certification

I hereby authorize the Veteran's Administration, the U.S. Army, Navy, Air Force, Marine Corps, Coast Guard, physicians, insurance companies, state and Federal income tax bureaus, present and former employers, colleges or universities, and other persons, to furnish the Ottawa county Human Resources and/or Sheriff's Office with any and all available information regarding me so that my suitability for police service may be determined. I release them and their company or organization from any damages whatsoever for forwarding this information.

I have read and understand the above statement and I hereby certify that all information contained in this supplemental questionnaire is true, complete and accurate to the best of my knowledge.

I understand that the above information is provided to assist the Ottawa County Sheriff's Office in determining my suitability as a Patrol Deputy. Information of a personal nature is provided to expedite this screening process (i.e. criminal history review, LEIN check, etc.)

Signature**Date**



OTTAWA COUNTY SHERIFF'S OFFICE

ROAD PATROL DEPUTIES

The Ottawa County Sheriff's Office is seeking men and women to fill future Road Patrol openings. Candidates may submit an application at any time.

The Ottawa County Sheriff's Office is a progressive, technologically advanced agency devoted to providing protection for and service to the community. The Sheriff's Office is a leader in law enforcement and corrections programs. It is a multi-faceted, modern police agency with specialized units. Some of these units include investigative, S.A.V.E., school resource, and traffic services. The department's philosophy is one of community policing and it participates in programs that emphasize its service to the residents of Ottawa County.

The successful applicants will patrol in police vehicles to prevent crimes, enforce laws, traffic regulations and provide assistance to the public. They will function as part of a highly motivated, team oriented group of patrol officer professionals. Salary begins at \$19.60 per hour with increases according to contractual guidelines. A comprehensive benefit package, tuition reimbursement, and other fringes accompany this salary.

In order to qualify to become an Ottawa County Sheriff's Office Road Patrol Deputy, candidates are subject to detailed personal, work, and criminal background investigations and drug testing. The successful applicant must be of sound character, demonstrate a responsible work history, be free of felony convictions, and possess a good driving record.

The Road Patrol Deputy position requires the possession of Michigan Commission on Law Enforcement Standards (MCOLES) licensing or proof of licensability, a satisfactory work records and personal history; and must possess and maintain an unrestricted valid Michigan driver's license with a good driving record. Desired qualifications include a Bachelor's Degree (or course work) in Criminal Justice, Police Administration or a related area. Bilingual ability is beneficial. Prefer prior successful work experience in the field of law enforcement.

Road Patrol Deputy

General Summary

Under the supervision of a command officer, performs general duty police work in the protection of life and property throughout the county. Maintains law and order, prevents crime, deals with complaints and renders emergency assistance to the public as a uniformed officer. Also may service civil papers. Work is performed in accordance with departmental rules and regulations and standard methods and practices. A degree of independent initiative and judgment must be exercised by the employee under emergency conditions. The work may involve an element of danger.

Essential Functions

1. Patrols an assigned area of the county in motorized equipment to generally preserve law and order and prevent and discover the commission of crime.
2. Enforces traffic regulations and issues tickets.
3. Investigates suspicious conditions and possible law violations.
4. Makes arrests for violations of laws, escorts suspects to Headquarters, advises suspects of their rights, and books suspects on charges.
5. Escorts prisoners to court, testifies in court proceedings and otherwise assists in prosecution.
6. At scene of an accident, administers emergency assistance, directs and controls traffic, conducts preliminary investigation, gathers evidence, interrogates witnesses, makes arrests, and prepares a detailed report.
7. Records and takes appropriate follow-up action on citizen calls and complaints.
8. Provides assistance and information to the public.
9. Watches for and investigates wanted and missing persons and stolen property.
10. Serves civil and criminal process, including warrants and subpoenas.

Other Functions

1. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform).

Employment Qualifications

Education: Graduation from high school and M.C.O.L.E.S. license required preferably supplemented by specialized training courses in employee's field of specialty.

Experience: Able to pass rigid physical examination and thorough background investigation.

Other Requirements: Ability to swiftly learn law enforcement methods, practices and procedures, to gain a good working knowledge of applicable Federal, state and local laws and to attain efficiency in the methods and practices of criminal investigation. Ability to carry out instructions and swiftly adopt an effective and sound course of action. Ability to deal fairly and effectively with the public. Good powers of observation, sound judgment, good moral character. Excellent physical and mental condition and ability to withstand stress, courage, strength and agility. Proficiency in the use of firearms. Possession of a valid driver's license.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Refer to attached list of physical standards.

Working Conditions: Various

ROAD PATROL DEPUTY

Physical Standards

- Physical strength, agility and stamina
- Frequent standing and walking while performing enforcement or other duties
- Sitting for long periods of time
- Strength and dexterity of a degree to restrain suspects when necessary and carry victims in emergency situations
- Good speaking and hearing skills for monitoring purposes and giving instructions and exchanging information with suspects, the public, and others
- Sensory skills intact to be able to detect, smoke, fire, and fumes
- Sensory skills to be able to detect pulses, use medical or other delicate equipment
- Manual dexterity and sensory skills to be able to operate/use motor vehicles, weapons, instruments, and other equipment
- Adequate visual acuity with corrected vision in each eye, with adequate color and depth perception and peripheral vision
- Frequent bending and stooping while moving, lifting, pushing, etc. of victims, stretchers, and equipment
- Climbing stairs, banks, hills, uneven terrain while performing duties. Moving frequently in and out of patrol vehicles.
- Frequent reaching and turning in operating motor vehicle and ability to use radio and attendant equipment in vehicle