



BOYLE COUNTY SHERIFF'S OFFICE APPLICANT'S CERTIFICATION

I understand that my employment will be contingent upon the results of a complete background investigation. I am aware that any omission, falsification, misstatement, or misrepresentation will be the basis for my disqualification as an applicant or my dismissal from the Boyle County Sheriff's Office. I agree to the conditions and certify that all statements made by me on this application are true, correct and complete, to the best of my knowledge. I further fully understand and consent to a polygraph examination concerning the truthfulness of my responses to the information requested on this application or which is discovered as a result of the background investigation, or any physical examination or drug test. I also understand that I will be fingerprinted. I understand that this employment application shall become the property of the Boyle County Sheriff's Office. I also understand that the information I give on the employment application, or the information discovered as a result of the background investigation may be shared with another law enforcement agency should I seek employment with the law enforcement agency.

I further understand and agree that my employment will be contingent upon the results of a complete drug test and that I may be required to take drug testing during the term of my employment with the Sheriff's Office.

I understand that my initial employment and continued employment may be contingent upon the results of medical or psychological examinations that I may be required to take during the term of my employment and the maintenance of personal physical fitness, to the degree necessary, to satisfactorily perform the duties of my position or assignment.

I authorize any of the persons or organizations reference in this application to furnish information personal or otherwise, regarding my ability and fitness for employment and I relieve all such parties from any and all liability for any damage that might result from furnishing such information to the Boyle County Sheriff's Office.

I agree to conform to the rules, regulations, and orders of the Boyle County Sheriff's Office and acknowledge that these rules, regulations and order may be changed, interpreted, withdrawn or added to by Boyle County Sheriff's Office at its discretion, at any time and without any prior noticed to me.

Signature_____Date_____

Witness by: _____



**BOYLE COUNTY SHERIFF'S OFFICE
LAW ENFORCEMENT EMPLOYMENT PROCESS
(Cover Page)**

The Boyle County Sheriff's Office is an Equal Opportunity Employer.

The Boyle County Sheriff's Office will process all applicants for Deputy Sheriff/Court Security Officer in accordance with guidelines established by KRS 15.310, Police Officer Professional Standards Certification which includes in part, a background investigation, fingerprinting, a polygraph examination, drug screen, psychological testing, physical fitness standards, and medical examination.

NOTICE: The below listed documents **must be submitted in addition to the application.** For your application to be considered complete:

- copy of birth certificate
- copy of high school diploma
- copy of college transcript
- copy of social security card
- copy of driver's license
- copy of military D.D.-214 (if in military)

If you are already certified by Kentucky's POPS (Police Officer Professional Standards) **"only" the below listed documents must be submitted in addition to the online application.** For your application to be considered complete:

- copy of your high school diploma
- copy of your birth certificate
- copy of social security card
- copy of driver's license

Certified applicants will be processed in accordance with the above guidelines as well.

DO NOT APPLY IF:

- You have a felony conviction.
- You have any conviction for the sale of trafficking or illegal substances.
- You have any conviction of domestic violence.

Instructions: (If you have questions concerning this packet contact the Sheriff's Office at (859) 238-1123.

All questions on the application must be answered. **Applications which are not complete or turned in late will not be considered.**

The following documents are in this packet to be completed:

- Applicants Certification
- Personal Inquiry Waiver Authority for Release of Information
- Request for Driving Record Transcript
- Authority for Release of Consumer Credit Report
- Copy of Job Description

NOTE: Packet cannot be submitted via email.

The complete packet must be hand delivered or mailed to:

Boyle County Sheriff's Office
321 W. Main St.
Danville, KY 40422



BOYLE COUNTY SHERIFF'S OFFICE
PERSONAL INQUIRY WAIVER
AUTHORITY FOR RELEASE OF INFORMATION

I authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the Boyle County Sheriff's Office, whether the records are of a public, private, or confidential nature. I authorize copies of these records to be given to the Boyle County Sheriff's Office or its agents.

The intent of this authorization is to give my consent for full and complete disclosure of the records of: educational institutions, financial or credit institutions, including records of loans, records of commercial or retail credit agencies, including credit reports and ratings, and other financial statements and records were filed, medical and psychiatric treatment or consultation, including hospitals, clinics, private practitioners, and the U.S. Veteran's Administration, and employment and pre-employment records, including background report, performance evaluations, complaints or grievances filed by or against me and the records and recollections of Attorneys at Law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have 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 only in determining my suitability for employment by the Boyle County Sheriff's Office. I also certify that any person or organization who may furnish such information concerning me shall not be held accountable for giving truthful information, and I release the person and organization from all liability which may be incurred as a result of furnishing such information.

A photocopy of this release form will be valid as an original even though the photocopy does not contain an original writing of my signature.

Please Print

Applicant's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Social Security Number: _____

Applicant's Signature: _____ Date: _____

Witness Name (Print): _____

Witness Signature: _____



**BOYLE COUNTY SHERIFF'S OFFICE
REQUEST FOR DRIVING RECORD TRANSCRIPT**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Sex: _____

Social Security Number: _____

Driver's License Number: _____ State: _____

PURPOSE OF THIS REQUEST: Employment

I authorize you to furnish a copy of my driving record to the Boyle County Sheriff's Office. A photocopy of this form will be valid as an original even though the photocopy does not contain an original writing of my signature.

Signature: _____ Date: _____



BOYLE COUNTY SHERIFF'S OFFICE
AUTHORITY FOR RELEASE OF CONSUMER CREDIT REPORT

The applicant authorizes the Boyle County Sheriff's Office to obtain a Consumer credit report from any credit reporting agency.

I understand that any information obtained from these records will be considered only in determining my suitability for employment by the Boyle County Sheriff's Office. I certify that any person or organization who may furnish such information concerning me shall not be held accountable for giving truthful information, and I release the person and organization from all liability which may be incurred as a result of furnishing such information.

A photocopy of this release will be valid as an original even though the photocopy does not contain an original writing of my signature.

Please Print

Applicants Signature

Date

Print Name

Social Security Number

Home Address (Street, City, State, and Zip Code)

Date of Birth

**BOYLE COUNTY SHERIFF'S OFFICE
CONSUMER REPORT NOTICE**

NOTICE TO APPLICANT:

The Boyle County Sheriff's Office will rely upon a consumer credit report as part of the employment process. This notice is given in compliance of the Fair Credit Reporting Act.

Applicant Please Detach and Keep.

I have Read and Understand the Job Duties and Requirements of this Job Description:

Signature_____

DESCRIPTION OF WORK

A person in this position as a sworn deputy sheriff performs police duty, technical and responsible police work in the protection of life and property through the enforcement of laws and ordinances as an independent unit or under the supervision of a direct supervisor, Chief Deputy or Sheriff. Work involves an element of personal danger. Work involves substantial public contact with citizens and law violators. Work involves protecting life and property, prevention of adult and juvenile crime, apprehension of law violators, directing of traffic, civil and criminal document service and general enforcement of laws and ordinances. Work is performed in accordance with Sheriff's Office rules and regulations and oral instructions from a superior, but some initiative and judgement must be exercised in performing work assignments. While most decisions are limited by established procedure, some independent judgement must be exercised in the handling of specific cases. A person in this position may be assigned to work any shift (day, evening, night) including weekends and holidays and overtime assignments.

EXAMPLES OF WORK

- Conducts crime prevention patrols of Boyle County on foot or from a vehicle.
- Conducts investigations into alleged violations of law.
- Makes arrests when appropriate for violations of law.
- Conducts vehicle stops when appropriate and issues citations for moving violations.
- Investigates automobile accidents.
- At the scene of a crime or accident, conducts investigations, administers first aid to victims, interview witnesses, victims and suspects.
- Processes crime scenes (photographs, lifts latent fingerprints, etc.).
- Attends court proceedings and testifies in court when appropriate.
- Exercises crowd control techniques during special events (concerts, athletic events, etc.).
- Participates in overtime assignments as needed.
- Submits police reports to superiors.
- Enforces parking regulations by citing and towing vehicles in accordance with established state parking laws.
- Assists in the direction of vehicular and pedestrian traffic.
- Provides escort service as needed.
- Performs other police duties as assigned by the Sheriff or his designee.

MINIMUM QUALIFICATIONS

- Education:** High school diploma or equivalent. College, military, and or prior law enforcement preferred.
- Testing:** Must successfully complete a standard battery of tests according to **Police Officer Professional Standards** requirements to determine suitability and adaptability as a police officer.
- Training:** Successful completion of basic training and successful completion of Field Training with the Sheriff's Office.
- Skills:** Ability to develop skill in the use and care of firearms, and in the safe and efficient operation of motor vehicles. Must be able to acquire proficiency in the operation of LINK/NCIC computer, techniques and mechanics of arrest, traffic direction, report writing, fingerprinting, use of a camera, interviewing and lifting latent fingerprints. Ability to deal courteously yet firmly and effectively with the public in police situations. Ability to act quickly and calmly in emergency situations. Ability to use a police radio and police work weapons. Ability to learn thoroughly w wide variety of rules and procedures. Ability to establish and maintain good working relationships with faculty, staff, students, public officials and fellow employees. Must have basic typing skills and the ability to acquire proficient basic computer skills.
- Experience:** No law enforcement experience necessary but individual must be emotionally mature.
- Physical:** Excellent physical condition. Must be capable of strenuous physical effort during arrest operations. Must have ability to maintain satisfactory fitness level as delineated in the *Law Enforcement Officer Essential Job Functions* form.

