

KANE COUNTY SHERIFF'S OFFICE



EMPLOYMENT APPLICATION PACKET

To Applicant:

Thank you for considering the Kane County Sheriff's Office as a place of employment. We wish you well in the pre-employment process.

All items on the Checklist must be submitted with the application.

- ~~* As you may have noticed, one of the requirements of the application packet is the "results of the Utah Peace Officer Exam". This must be passed before your application will be considered. The test can be taken at Dixie State University. The testing is every Friday from 9 a.m. until 8 p.m. There is a cost you will incur for this test. For the current cost, instructions on how to find the place of testing within Dixie State University Campus, and any other questions, call the **Testing Center at 435-652-7696. At the time of testing you will be required to show a valid picture I.D.**~~

Once your application is accepted, it will be kept on file for one (1) year. However, the Medical Release Form is only valid for six (6) months from the time of the exam. If you're considered after six (6) months has elapsed, you will be required to obtain an updated form.

- * This test is no longer required as part of the application process. However there may be a test administered by the Kane County Sheriff's Office during the hiring process prior to any offer of employment.

CHECK LIST

Mandatory:

- Completed Application
- Signed Drug Screen Authorization form
- Signed Medical Release form
- Signed Waiver of Information
- Signed Physical Fitness Test Waiver
- ~~Copy of Utah Peace Officer Entrance Exam results~~
- Copy of High School Diploma/GED
- Photocopy of Driver's License
- Copy of Birth Certificate

If Attained:

- Copy of Utah Peace Officer Certification
- Copy of Utah Corrections Officer Certification
- Copy of College Degrees
- Any other certificates or degrees you may want to include
- If applicant served in the military, a copy of a DD-214

Employment Application

KANE COUNTY

76 North Main Street
Kanab, Utah 84741



APPLICANT INFORMATION

Last Name		First		M.I.		Date		
Street Address					Apartment/Unit #			
City			State			ZIP		
Phone			E-mail Address					
Date Available			Social Security No.				Desired Salary	
Position Applied for								
Are you a citizen of the United States?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?			
Are you currently receiving a retirement benefit? YES <input type="checkbox"/> NO <input type="checkbox"/>								

EDUCATION

High School				Address				
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
College				Address				
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
Other				Address				
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	

REFERENCES

Please list three professional references.

Full Name				Relationship				
Company				Phone				
Address								
Full Name				Relationship				
Company				Phone				
Address								
Full Name				Relationship				
Company				Phone				
Address								

Employment Application

PREVIOUS EMPLOYMENT			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE	
<i>I certify that my answers are true and complete to the best of my knowledge.</i>	
<i>If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.</i>	
Signature	Date

Employment Application

CONSENT FORM FOR PRE-EMPLOYMENT DRUG SCREENING

I, the undersigned in accordance with the Kane County Drug and Alcohol Free Workplace Policy, understand that as a condition of being offered a position with Kane County, I may be required to take and pass a drug test. If I am offered a position, I understand that I will have to comply with Kane county's terms of employment.

I submit voluntarily to Kane County's request for a specimen for the purpose of detecting Controlled Substances and authorize Kane County to have its third-party administrator take the specimen for the purpose of the test. Further, I understand that those tests may be given to a Medical Review Office and/or Kane County for review.

I understand that if I fail to provide a specimen, or if the sample reveals the presence of drugs or other Controlled Substances, I will not be offered a position with Kane County.

I have read this form in full and understand the above statements.

Full Name (print): _____

Signature: _____

Social Security Number: _____

Witness: _____

Date: _____

MEDICAL RELEASE
FOR
ALL BASIC TRAINING APPLICANTS
(Self Sponsored and Department Sponsored)

NOTICE TO EXAMINING PHYSICIAN

PEACE OFFICER STANDARDS AND TRAINING
PHYSICAL AND DYNAMIC TRAINING REQUIREMENTS

Law Enforcement Officer (LEO), Special Function Officer and Correctional Officer training programs require participation in physical fitness and defensive tactics training. Law Enforcement Officer training also requires participation in handgun shooting. Basic training students will participate in a rigorous exercise program of 5 to 14 weeks for at least one hour per session three times a week. Basic training students will also participate in a martial arts type defensive tactics program of 5 to 14 weeks for at least one hour per session three times a week. Basic training students attending the LEO block of training will spend approximately 46 hours on the firing range shooting handguns.

Physical Assessment – A physical assessment test will be administered four times. Once at the beginning of the five week block, once at the end of the 5 week block, again in the middle of the second (LEO) block, and at the end of the 14 week (LEO) block. The test will require maximum exertion. The assessment will consist of a standing high jump, sit-ups, push-ups, a 300 meter sprint and a one and one-half mile run.

- ❖ Please see appendix 1 through 3 for a list of essential tasks associated with this physical conditioning and dynamic training program.

Applicant:

I have read and understand the physical training requirements necessary for attendance at a basic law enforcement officer training program as contained on this page and on appendix 1 through 3 attached. I certify that I am physically and medically capable of participation in a rigorous program of physical conditioning and dynamic training as described above and on appendix 1 through 3.

Applicant Name (please print or type)

Applicant Signature

Date

Physician:

I have examined the applicant and find this person physically capable of participating in a rigorous program of physical conditioning and dynamic training as described above and on appendix 1 through 3 attached.

Physician Name (please print or type)

Physician Signature

Date

Physician Telephone Number

Physician Address

APPENDIX ONE – DEFENSIVE TACTICS TRAINING

Special Functions Defensive Tactics Requirements

- Roll forward and backwards from both a kneeling and a standing position.
- Participate in dynamic take-downs, be able to fall to the ground forward or backward, followed by a joint manipulation, ultimately ending on the stomach.
- Hold a padded bag to receive the open hand and knee strikes given by another student to different parts of the body. This is very dynamic; students practicing could accidentally strike unprotected areas of the bag holder.
- Students will be exposed to trunk rotations (turning from side to side) while being taken to the ground.
- Students will experience techniques that subject a joint to a full range of motion with stress.
- Repetitive handcuffing of both hands behind the back.
- Repetitive motion of standing up from a prone position on the mat potentially 15 to 20 times in a two hour block of training.

Law Enforcement Defensive Tactics Requirements

- Roll forward and backwards from both a kneeling and a standing position.
- Participate in dynamic take-downs, be able to fall to the ground forward or backward, followed by a joint manipulation, ultimately ending on the stomach.
- Hold a padded bag to receive open hand and knee strikes given by another student to different parts of the body. This is very dynamic; students practicing could accidentally strike unprotected areas of the bag holder.
- Swing an impact weapon in the air repetitively.
- Strike a padded bag with the impact weapon and hold the padded bag for other officers to practice their strikes.
- Participate in simulated physical altercations
 - very dynamic and physically demanding
 - head and groin protection is worn
 - potential of being struck full force in unprotected areas
 - training/fighting from a multitude of ground positions (student on top or bottom)
 - may include confined spaces
 - defend against multiple subjects simultaneously
 - defend against subjects of various body weight and size
- Students will be exposed to trunk rotations (turning from side to side) while being taken to the ground.

APPENDIX TWO – PHYSICAL TRAINING OVERVIEW

PAGE 1 OF 3

The following exercises are incorporated into cross-training workout regimes with designated repetitions and cycles. Duration of the workouts will depend on the fitness level of the individual participant. Typical workout is from 30 to 60 minutes 3 times a week.

<u>Exercise</u>	<u>Body Parts Targeted</u>	<u>Movement</u>
Air Squats	Legs	Feet slightly wider than shoulder width apart keeping the body weight centered between the heel and the ball of the foot, lower the gluteus down and back until the knees are at a 90 degree angle-straighten the legs to the upright position.
Push Ups	Chest, Back	Lie face down with the hands under the shoulders, feet together. The arms should be extended to a “soft lock” or full extension position. Keeping the back rigid, and elbows at the body sides, lower the body until the chest touches the floor, or at least a 90 degree angle is formed by the elbows. Push up and away from the floor until the arms are at “soft lock” position.
Sit Ups	Abdominal	Lie on the back with the knees bent to about a 45 degree angle. With the hands behind the ears, not locked, but not touching, and the feet supported, curl the body up and away from the floor until the elbows break the plane at the top of the knees. Control the movement back to the starting position.
Lunges	Legs	Feet together, step forward with one leg until the foot is flat and the knee creates a 90 degree angle. The opposite knee is lowered until it nears the ground or touches the mat. Straighten the legs, and return to the starting position. Switch legs and repeat.
Stairs	Legs, Heart	Climb 4 flights of 12-13 stairs each, touch every stair on the way up and down.
Broad Jump	Legs	Feet together or slightly spread apart. Lower the body into a small squat and jump as far forward horizontally as possible-land on both feet. Repeat.
Box Jumps	Legs	Boxes that range in height from 24-48” are used. Jump onto the top of box with both feet. Hands may be used to aid in success.
Lunge Jumps	Legs	Feet together, step forward with one leg until the foot is flat and the knee creates a 90 degree angle. The opposite knee is lowered until it nears the ground or touches the mat. As the legs begin to straighten and return to the start position, jump in the air, and switch feet, lowering the body until the other knee nears or touches a mat. Repeat.
Burpees	Overall Body	Feet are together, drop the hands next to the feet on ground while lowering the body into a squat. Transfer the body weight to the hands, and jump backwards, keeping the feet together. Maintain a “soft lock” arm position, and perform a pushup. Jump forward with the feet until the feet reach the hands. Stand up with a small vertical jump. Repeat.

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Man Drag	Overall Body	Using a 175-185 lb. Person, drag the person a distance of about 50 feet.
Diamond Pushups	Arms, Chest, Back	Lie face down on the ground. Place the hands into a triangle shape. Center the triangle under the chest. Feet are together, with the back straight. Lower the body until the chest touches the floor. Push away from the floor until the arms come back to "soft lock."
*Thrusters	Legs, Shoulders	Using a dumb bell weight of about 15% of body weight held at shoulder height, lower the body into a squat position where the knees form a 90 degree angle. Stand up. As the body reaches full height, extend the weight above the head until the arms reach soft lock. Lower the arms to shoulder height and repeat.
Dips	Arms, Chest, Back	Body weight is supported by the arms from parallel bars. Lower the body until the elbows reach a 90 degree angle, and return to the start position. Body weight is supported by the arms completely. A spotter or machine assist is acceptable.
Jumping Jacks	Overall Body	Feet together, arms at your sides. Jump in the air, separating the feet. Raise the arms at the same time. Land at the time the arms reach the top. Jump again, and lower the arms, closing the feet. Arms meet the legs at the same time you land the jump.
Calf Raises	Calves	Using a slightly elevated stable object; place the ball of the foot on the object. Lower the heel, then raise the heel beyond level as high as possible. Pause at the top. Lower the heel and repeat.
Crunches	Abdominal	Lie on the back with the knees bent, feet off the ground and arms behind the ears. Crunch up with the elbows at the same time the knees are raised to meet the elbows. Lower to starting position. Repeat.
Flutter Kicks	Abdominal	Lie on the back with the hands under the lower buttocks. Raise the feet 2-3" from the floor. Raise and lower the feet in an alternating manner of about 6 inches.
*Bench Press	Chest, Arms	Use a flat bench and weights totaling body weight. Lower the weight until it touches the chest, then extend the arms to "soft lock" and repeat.
*Hang Cleans	Upper Body	Use weights totaling about 50% of body weight on a bench press bar. Squat down, and lift the weight to waist height using the legs. From the waist, raise the weight until the arms can drop under the bar at about chest level. Return the weight to waist height and repeat. A small step forward is recommended.
*Kettle Bell Swing	Upper Body	Using a kettle bell weight of 17, 26, 35, or 44 lbs. start in a squat position with the bell between the feet. Raise the bell up and over the head in a controlled fashion. Return the bell to the starting position and repeat.
*Kettle Bell Carry	Overall Body	Using a kettle bell with a weight of 17, 26, 35 or 44 lbs. Carry the kettle bell up 4 flights of 12-13 stairs.

Appendix Two
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Walking Lunge	Legs	Feet are together. Step forward until the extended leg lowers to a 90 degree angle. The other knee is lowered until that knee nears the floor. Stand up, and bring the back leg to the starting position. Step forward with the other leg, and repeat the action.
Pull Ups	Back, Arms, Shoulders	Using a wide grip hold, pull the body up until the chin reaches the top of the bar. Lower the body and repeat. A spotter or machine assist is acceptable.
*Row	Back, Upper Body	Using a water rower, bend forward and draw a handle toward the body against resistance for a specific distance.
*Dumb Bell Bench	Chest, Arms	Use dumbbell weights of 25% of body weight per arm, and a flat bench. Start with the weight at chest level. Extend the arms until they reach "soft lock" position. Lower the weight in a controlled manner. Repeat.
*Wall Ball	Legs, Upper Body	Use an 8lb. ball for men and a 6lb. for women. From a squat position, stand up at the same time the ball is thrown like a basket ball to a point on a wall that is ten feet from the ground. Catch the ball as it falls, and lower back into a squat position. Repeat.

*Denotes exercises that are used in the Law Enforcement Officer Block only

APPENDIX THREE-FIREARMS TRAINING

PAGE 1 OF 1

LAW ENFORCEMENT OFFICER BLOCK ONLY

- Students will be firing approximately 3000-4000 center fire hand gun rounds
- Students will be shooting while moving, standing, kneeling, and in the prone position
- Students will be shooting in both indoor and outdoor firearms ranges utilizing eye and ear protection

WAIVER AND AUTHORIZATION TO RELEASE INFORMATION

I am making application for employment consideration to the Kane County Sheriff's Office. It is my understanding that a comprehensive investigation of my background may be conducted in connection with my application. It is further my understanding that any information adversely reflecting on me may be cause to disregard my application.

I hereby give Kane County Sheriff's Office and its duly authorized representatives the authority to conduct a comprehensive investigation into my background. I also authorize full disclosure to Kane County Sheriff's Office of any records concerning me, whether said records are public or private, and privileged or confidential. In particular, I authorize full disclosure of any records concerning me, including but not limited to the records of present and past employers, educational and financial institutions, commercial establishments, public utility companies, medical and psychiatric agencies; including hospitals, clinic, private practitioners, the U.S. Veteran's Administration and military facilities.

I hereby appoint any authorized representative designated by the Kane County Sheriff's Office as an authorized agent for the purpose of inspecting any arrest records information maintained by any law enforcement agency concerning me.

To the custodian of any records discussed herein I authorize you to release such information to the Kane County Sheriff's Office. A copy of this release form will be valid as an original, even though the copy does not contain an original writing of any signature.

I hereby release the Kane County Sheriff's Office, and anyone who gives written or oral information about me to the Kane County Sheriff's Office in connection with this background investigation, from any liability or damages which may result from furnishing the information requested.

Applicant's Signature _____ Date _____

PHYSICAL FITNESS TEST WAIVER

I, _____, whose signature is voluntarily affixed below, do hereby affirm that I am taking the physical fitness test required by the Kane County Sheriff's Office for the position of Deputy/Correctional Officer upon my voluntary request. I take upon myself full responsibility, and do hereby release the Kane County Sheriff's Office and Kane County from any responsibility for any injury which may be received or may manifest itself as a result of the physical fitness test, which includes but is not limited to exercises to assess cardiovascular endurance, absolute strength, and agility.

Applicant's signature _____ Date _____