



## **CASS COUNTY SHERIFF'S OFFICE**

**Randy Pryor, Sheriff**  
**100 Court Park**  
**Logansport, IN 46947**

**Emergency 911**  
**Office 574-753-7800**  
**Fax 574-753-7816**

**Communications 574-722-6060**  
**Jail Division 574-753-7828**

Employment applications for the position of Deputy Sheriff may be obtained at the Cass County Law Enforcement Building. Provided with the application is:

1. Job Description
2. Essential Job Requirements, Skills, and Abilities List
3. Other Requirements List
4. Physical Agility Test

Prior to completing the employment application, review the items above to insure your eligibility. Any employment application not complying with the above items will be rejected.

Mandatory documents to be attached to this application are:

- a. Birth Certificate
- b. High School Diploma or GED
- c. High School and College Transcripts of grades
- d. DD 214 Military Form (if applicable)
- e. Recent Profile Photo

Sincerely,

Randy Pryor, Sheriff  
Cass County, Indiana



## Cass County Sheriff's Office

### Deputy Sheriff

No applicant shall be discriminated against, or favored with respect to employment because of race, sex, religion, politics, national origin, or ancestry. Each applicant will be limited only by his own abilities and qualifications.

Applicants shall:

1. Be a United States citizen.
2. Be a resident of Cass County upon date of employment.
3. Be at least twenty-one (21) years of age when appointed as a police employee.
4. Have a High School diploma, or it's equivalency as accepted by the Superintendent of Public Instruction for the State of Indiana.
5. Not have been convicted of a felony.
6. Agree to a thorough physical & mental examination by medical professionals designated by this department.  
*(No recourse to a negative judgment is permitted.)*
7. Have a substantially free automobile accident record in the sole judgment of this department.
8. Have a valid Indiana Driver's License.
9. Have a good work record with previous employers.
10. Have a good credit rating.
11. Take and pass a written test.
12. Be in sound mental and physical health.
13. Submit to a thorough character investigation.
14. Sign a waiver and submit to a Polygraph Test.
15. Be willing to appear for interviews by the Command Staff and the Merit Board.
16. Have vision of at least 20/30 corrected in each eye.
17. Have height and weight in proportion to be accepted by the Indiana Law Enforcement Academy.
18. Maintain telephone (on local exchange) at actual residence and inform department of current telephone number.
19. Meet training requirements prescribed by Indiana Law.
20. Meet all requirements for employment as a Deputy Sheriff as prescribed by Indiana Law.
21. Be willing to work a revolving schedule.
22. Submit to being fingerprinted.
23. Have primary source of income from the Sheriff's Office if appointed.
24. Refrain from any political activity prohibited by law, or that would create a conflict of interest as a Member of this department.

Incumbent performs duties related to law enforcement such as preventing crime, investigating suspicious activity, apprehending violators, assisting persons in trouble, directing vehicular and pedestrian traffic, and enforcing traffic laws.

### **Duties Include:**

Patrols assigned area on foot or in vehicle searching for suspicious activity or situations, and assists citizens with problems such as lost children, injured persons, animal bites, civil disputes, locked doors, vehicle inspections, verifications, and abandon vehicles. Along with referring persons to appropriate social service agencies when situation warrants.

Monitors radio and other communication devices to receive assigned runs, and to maintain awareness of activities in assigned areas or by other officers. Responds to assigned run by driving (sometimes at high speeds), walking, or running to a specified location, assesses situation, and determines need for other assistance, and takes appropriate action.

Investigates accidents, extracts victims, provides emergency medical aid, gathers evidence, records observations and statements of witnesses and victims, requests assistance from other officers or agencies as needed, directs the removal of the vehicles involved, and ensures the area is clear.

Searches crime scenes, and takes prescribed actions to preserve and protect evidence, and records findings and observations.

Pursues, apprehends, searches, and arrests suspects using only necessary force, advises suspects of rights, transports suspect to detention area, and interviews victims, suspects, and witnesses, and records responses and observations.

Restraints persons from physically striking or injuring others using appropriate force.

Stops drivers of vehicles when traffic violations are observed, verifies license and registration data, advises driver of safe driving practices, and issues citation or makes arrest as warranted.

Reports as directed to scenes of general emergencies, and takes appropriate action to protect life and property, such as directing traffic, quarantine area, assisting individuals in leaving area, prevents looting, and requests appropriate assistance. Removes persons from danger including carrying unconscious persons and provides emergency aid to injured persons.

Maintains visibility in the community and acting as an ambassador for the County of Tippecanoe.

Completes written and verbal reports and completes forms as required by operating procedure. Testifies in court, and prepares for such testimony by reviewing reports and notes, meeting with attorneys, and obtaining appropriate evidence.

Properly maintains uniforms, equipment, and weapons pursuant to departmental policy. Performs physical exercises to maintain physical condition.

Works assigned shifts (subject to call-ins on days off) at the discretion of the Sheriff. Performs other related duties as assigned.

### **Essential Job Requirements, Skills, and Abilities:**

Extensive knowledge of law enforcement procedures and methods including patrol, traffic, officer safety, investigation, report writing and data systems.

Extensive knowledge of criminal law procedures such as search and seizure, arrest, interrogation, confession, evidence, crime scene protection, due process, and court procedure.

Extensive knowledge of criminal traffic law.

Working knowledge of emergency medical treatment procedures, and ability to apply those procedures safely to others. Ability to stand or sit for long periods of time, sometimes in extreme weather conditions.

Ability to operate a vehicle safely at high speeds under less than ideal conditions or weather. Ability to physically protect one's self, and restrain others.

Ability to pursue suspects by running, climbing stairs, forcing entry, scaling walls and jumping fences. Ability to sustain physical effort in situations of personal danger or danger to others.

Ability to use weapons accurately and safely.

Ability to observe and report observations accurately and in detail.

Knowledge of departmental rules, regulations, and department general orders. Ability to appropriately respond to emergencies from off-duty status.

Application for Employment

**\*\*Deputy Sheriff\*\***

Cass County Sheriff's Office  
100 Court Park  
Logansport, IN 46947

An Equal Opportunity Affirmative Action Employer

Application will be held for a period of one (1) year

(Please Print)

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City, State, Zip

Home Telephone: \_\_\_\_\_ Mobile Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Social Security / ID No: \_\_\_\_\_

(Your operators License number is requested on this form to facilitate record keeping and to minimize effort and errors in reference to other records which require the use of the Social Security Number on this form without penalty, or to request that it be moved at any time.)

Have you filed an application with this county before? \_\_\_\_\_

If yes, give date(s): \_\_\_\_\_

Are you no employed? \_\_\_\_\_ Present Employer: \_\_\_\_\_

Are you a citizen of the United States? \_\_\_\_\_

(The immigration Reformed Control Act of 1986 requires verification of Citizenship or immigration status upon employment.)

On what date would you be available for work? \_\_\_\_\_ Are you on lay-off and subject to recall? \_\_\_\_\_

Do you understand that you could possibly be working weekends for many years? \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities.

1. Employer: \_\_\_\_\_ May we contact? \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Job Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

2. Employer: \_\_\_\_\_ May we contact? \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Job Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

3. Employer: \_\_\_\_\_ May we contact? \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Job Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

4. Employer: \_\_\_\_\_ May we contact? \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Job Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## SPECIAL SKILLS AND QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experience:

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Typing Speed, words per minute: \_\_\_\_\_ Computer Experience: \_\_\_\_\_

**EDUCATION**

Name of School	No. Years Attended	Did You Graduate	Subjects Studied
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Elementary: \_\_\_\_\_

High School: \_\_\_\_\_

College: \_\_\_\_\_

Trade/Business: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor? \_\_\_\_\_  
Old-X-EsetId: DDF4853C54901C338BB3D8X-EsetId: DDF4853C54901C338BB3D8

If yes, explain: \_\_\_\_\_  
("Under Indiana law, a person may not be appointed, reappointed, or reinstated if they have a felony conviction on their record. Other arrests or convictions will not necessarily be a bar to employment.")

Do you have the ability to perform the job-related functions, with or without reasonable accommodation, for the position you are applying for? \_\_\_\_\_

Have you applied for a Police Officer position at any other Police Department? \_\_\_\_\_

Please list which department(s): \_\_\_\_\_

List professional, trade, business or civic activities and Offices held: \_\_\_\_\_  
\_\_\_\_\_

Previous addresses used within the last six years.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

List Spouse's Father, Mother, Brothers, Sisters and their Present Address.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

List Persons Depending on You for Support.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Do You Have Any Relatives That Have Been Convicted of a Felony or Misdemeanor Charge? \_\_\_\_\_

If Yes, Explain Fully

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Family History: List Father, Mother, Brothers, Sisters and their Present Address.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Personal References, Not Related or Previous Employers:

- |    |       |         |               |
|----|-------|---------|---------------|
| 1. | _____ | _____   | _____         |
|    | Name  | Address | Telephone No. |
| 2. | _____ | _____   | _____         |
|    | Name  | Address | Telephone No. |
| 3. | _____ | _____   | _____         |
|    | Name  | Address | Telephone No. |
| 4. | _____ | _____   | _____         |
|    | Name  | Address | Telephone No. |
| 5. | _____ | _____   | _____         |
|    | Name  | Address | Telephone No. |

Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities: (use additional paper if needed)

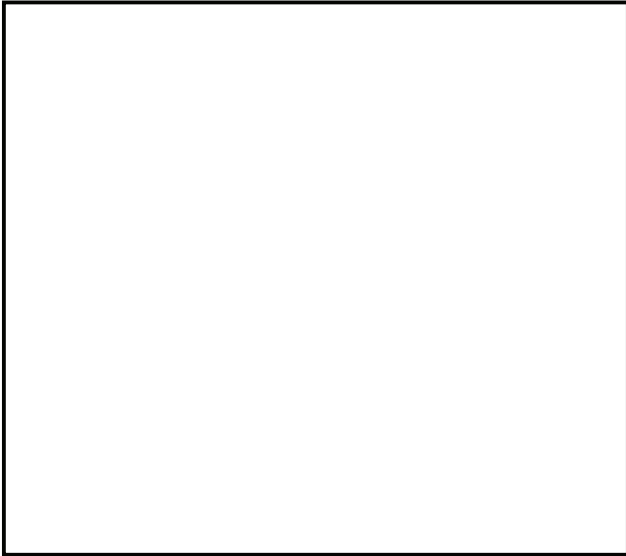
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Include a photograph of yourself taken within the last 30 days.

AGREEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this and supplemental applications for employment as may be necessary in arriving at an employment decision. I understand that this application is not, and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of this county.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date