

EMERGENCY
9-1-1
NON-EMERGENCY
(618) 684-4215
ADMINISTRATION
(618) 687-3822

**Jackson County
SHERIFF'S
OFFICE**
Sheriff Robert D. Burns
1001 Mulberry Street, Murphysboro, Illinois 62966

CIVIL PROCESS / RECORDS
(618) 687-2223
INVESTIGATIONS
(618) 687-1303
JAIL
(618) 687-2292

**ENTRY LEVEL POSITIONS
JACKSON COUNTY SHERIFF'S OFFICE
MURPHYSBORO, ILLINOIS**

The Jackson County Sheriff's Office Merit Commission will accept applications for entry-level positions of Deputy Sheriff Police Officer, Deputy Sheriff Jail Officer and Dispatcher **beginning February 9, 2020 until midnight, March 8, 2020.**

QUALIFICATIONS:

Applicants must be a U.S. citizen, of good moral character, at least 21 years of age at time of application, possess a valid Illinois Driver's License at the time of application and possess a high school diploma or GED.

SELECTION PROCESS:

The selection process will include physical agility, written and oral examination, extensive background and a physical examination. Those applying for Dispatcher will not be required to take the physical agility portion of the test.

Applications can be picked up at the Jackson County Sheriff's Office, 1001 Mulberry Street, Murphysboro, Illinois, 62966; telephone: (618)687-7380. Applications are also available online at www.jacksoncounty-il.gov.

EQUAL OPPORTUNITY EMPLOYER



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EMPLOYMENT APPLICATION – NOTICE TO ALL APPLICANTS

The Jackson County Sheriff's Office is an equal opportunity employer. Discrimination in employment practices because of race, color, religion, sex, national origin, ancestry, age, marital status, unfavorable discharge from military service, or physical or mental handicap (unless the particular handicap prevents job performance), is prohibited by departmental policy and various state and federal laws including the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, amended 1978, and Article 1, Section 17, of the Illinois Constitution, 1970.

Department policy requires that employees live in Jackson County within 30 days of employment. As a prerequisite to employment, or as a condition for continued employment you may be required to be examined and certified fit for employment by a physician of the department's choice at department expense. Individuals convicted of any felony offense are not eligible for employment.

The Jackson County Sheriff's Office Merit Commission is mandated by state law to test and certify all individuals who seek full-time employment as a Dispatcher, Peace Officer or Jail Officer. Illinois Statue and Merit Commission Articles also require that all Deputy Sheriffs/Peace Officer, Deputy Sheriffs/Jail Officer and Dispatchers be at least 21 years of age at the time of application. The entry-level selection process for **Peace Officers and Jail Officers** includes the following: physical agility evaluation, written examination, oral interview, physical examination, extensive background investigation and administrative interview. The entry-level selection for **Dispatchers** includes **ALL** of the previously-mentioned aspect, **EXCEPT** for the physical agility evaluation.

The physical agility evaluation will be held in accordance with the Local Government Law Enforcement Officers Training Board Physical Fitness Standards.

If you are seeking employment as a Deputy Sheriff/Peace Officer, Deputy Sheriff/ Jail Officer or Dispatcher, MAIL or HAND-DELIVER this completed application to:

Jackson County Sheriff's Office
Attention: Teresa Bastien, Merit Testing
1001 Mulberry Street
Murphysboro, IL 62966

Application deadline is 12:00 midnight on Sunday, March 8, 2020.

Thank you for your interest in the Jackson County Sheriff's Office.



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Physical Agility Evaluation and Written Examination

The Physical Agility Evaluation and Written Examination for Entry Level Positions for Patrol Officer, Jail Officer and Dispatcher at the Jackson County Sheriff's Office will be held at the **Murphysboro High School, 50 Blackwood Drive, Murphysboro, Illinois on Saturday, March 28, 2020.**

ALL APPLICANTS are required to report to the Murphysboro High School Gymnasium.

Testing Day Schedule:

- 8:00 a.m. Registration – **(All applicants MUST register and have a photo I.D.)**
- 8:15 a.m. Orientation Given by Sheriff Burns – Anyone arriving after 8:15 will be disqualified and not allowed to participate in the testing program. After orientation, those applying for **ONLY DISPATCH** will be allowed to leave the facility and return for the written examination.
- 8:30 a.m. Physical Agility Examination
- 10:30 a.m. Written Examination – (Applicants for **ONLY DISPATCH** and those who **PASSED** the Physical Agility Evaluation (Written examination should take no more than two hours.)

Do not bring any other property to the written examination.

If you have questions concerning the Physical Evaluation or the Written Examination, contact Teresa Bastien at the Jackson County Sheriff's Office, telephone 618/687-7380, Monday through Friday, 8:00 a.m. – 4:00 p.m.



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1/15

Employment Application

Position: _____

Full Time _____ Part Time _____ (Check Appropriate Space)

Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Telephone: () _____ Driver's License: _____ State: _____

Height: _____ Weight: _____

Are you between the ages of 21 and 65 years of age: YES or NO

Have you ever been convicted of a felony, or a misdemeanor involving any violent act, use or possession of a weapon or act of dishonesty for which the record has been sealed or expunged? YES or NO If "yes" provide details below. Note: A criminal conviction will not automatically exclude you from employment.

Education Information

Elementary:

School Name: _____ City/State _____

Highest Grade Completed: _____ Did you Graduate: YES or NO

High School:

School Name: _____ City/State: _____

Highest Grade Completed: _____ Did you Graduate: YES or NO

College/University:

School: _____ Major: _____ Degree: _____

School: _____ Major: _____ Degree: _____

Other:

EMPLOYMENT INFORMATION

List all former employers, beginning with the most recent. (Feel free to attach additional pages if necessary.)

1.

Employer's Name and Address _____

Telephone: () _____ Supervisor's Name _____

Dates of Employment: _____ to _____

Reason for Separation: _____

Job Title and Work Description: _____

2.

Employer's Name and Address

Telephone: () _____ Supervisor's Name _____

Dates of Employment: _____ to _____

Reason for Separation: _____

Job Title and Work Description: _____

3.

Employer's Name and Address

Telephone: () _____ Supervisor's Name _____

Dates of Employment: _____ to _____

Reason for Separation: _____

Job Title and Work Description: _____

4.

Employer's Name and Address

Telephone: () _____ Supervisor's Name _____

Dates of Employment: _____ to _____

Reason for Separation: _____

Job Title and Work Description: _____

5.

Employer's Name and Address

Telephone: () _____ Supervisor's Name _____

Dates of Employment: _____ to _____

Reason for Separation: _____

Job Title and Work Description: _____

MILITARY SERVICE

Have you ever been a member of the United States Military? YES or NO

If "Yes," what branch? _____

Dates of Active Duty: (State Month and Year) From _____ To _____

Rank at Discharge: _____ Date of Discharge: _____

Does your military experience have any relationship to the position you are applying for?
If so, how?

OTHER

Please list any and all current or former employees of the Jackson County Sheriff's Office who you know and state your relationship:

Please describe any previous experiences that would relate to the position you have applied for:

PROFESSIONAL REFERENCES

1. _____
Name & Occupation **Relationship**

_____ _____
Address **Telephone**

2. _____
Name & Occupation **Relationship**

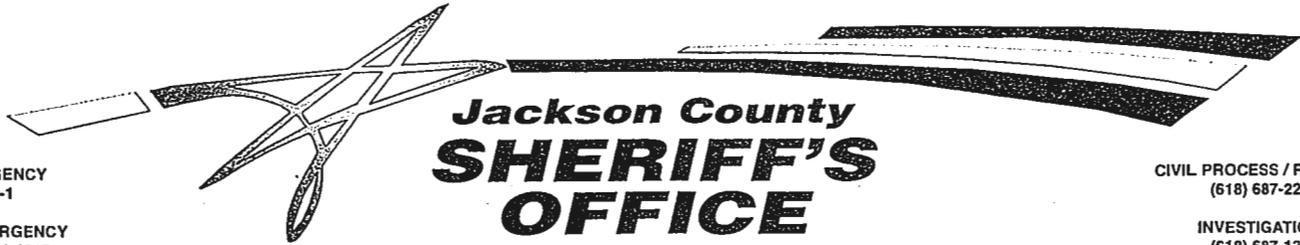
_____ _____
Address **Telephone**

3. _____
Name & Occupation **Relationship**

_____ _____
Address **Telephone**

I hereby declare that the information provided in this application is true, complete and accurate. I understand that if employed, a misstatement or omission of fact herein will be considered cause for dismissal. I further understand that I will be required to furnish proof of any statements made herein if employed and that any falsification or omission on this application is grounds for termination of my eligibility and/or employment.

Signature: _____ **Date:** _____



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Revised 5/19

**SYNOPSIS OF GENERAL EMPLOYMENT INFORMATION
JACKSON COUNTY SHERIFF'S OFFICE**

POSITIONS: Employment classifications are covered by various provisions of Departmental Rules, Regulations, General/Special Orders, Jackson County Personnel Policies, Jackson County Merit Commission Rules and Regulations; labor contracts between the co-employers, Jackson County and the Jackson County Sheriff's Office, and the American Federation of Federal, State, County and Municipal Employees, Local 2464, or the Fraternal Order of Police, Lodge 117, and applicable Federal and State law.

TESTING: All Merit positions are full-time only and (dispatcher, jail officer and peace officer) can be filled only with those individuals that have successfully completed physical, written and oral tests administered by the Merit Commission and certified as fit for employment by that entity. All applicant for any position are subject to employment screening tests and background investigations. Additionally, incumbents may retain their positions only by successfully completing any required basic, advanced or in service training and testing mandates.

PRE-EMPLOYMENT CONTRACTS: Requires the payment of 100% or a pro-rated amount of the employer's employment and training costs by the employee if the incumbent resigns before the term of the contact. Mandatory for all merit employees.

SOCIAL SECURITY:

(FICA) Employer Share: 6.20% of all salary
 Employee Share: 6.20% of all salary

MEDICARE: Employer Share: 1.45% of all salary
 Employee Share: 1.45% of all salary

UNEMPLOYMENT INSURANCE: Premiums paid 100% by employer which is 1.733% of the first \$12,960 of employee salary. This program provides temporary income to employees who meet Illinois Department of Employment Security criterion.

WORKER'S COMPENSATION INSURANCE: Premiums paid 100% by employer on a per claim basis. This program provides for the payment of health care expenses to vendors and the payment of wages to the individual for work-related injuries or illnesses. The Jackson County Sheriff's Office is the local administering agent.

RETIREMENT: Illinois Municipal Retirement Fund (IMRF) participation is mandatory for all employees working more than 1,000 hours each year. Employees are vested in the retirement program after ten (10) years. The disability and life insurance programs provide immediate coverage upon employment. The Jackson County Clerk is the local administrating agent. Employee contributions are fixed rates. Employer contributions vary each year. Current rates:

Employer Share, Sworn Personnel	15.33% of all salary
Employer Share, All Others:	8.47% of all salary
Employee Share, Sworn Personnel	7.5% of all salary
Employee Share, All Others:	4.5% of all salary

SICK TIME: Eight (8) hours per month accumulates, without maximum limit, in each employee's account. IMRF will "buy out", or credit employees up to a year's worth of service provided individuals have the unused sick time at retirement.

VACATION RATES:

FOP

- 2 weeks annually until 5 year anniversary
- 3 weeks annually after 5 year anniversary
- 4 weeks annually after 10 year anniversary
- 5 weeks annually after 20 year anniversary

AFSCME

- 2 - 5 years with the County 70 hours
- 6 - 10 years with the County 105 hours
- 11 - 15 years with the County 140 hours
- 16 years or more with the County 175 hours

PERSONAL DAYS: Three (3) each year to all full-time employees, except for FOP staff.

HOLIDAYS: Thirteen (13) days off with straight-time pay for all employees except for staff covered by FOP contract.

FOP contract staff have eleven (11) holidays. FOP staff receive a shift (8 or 10 hours depending on the job classification) of straight time pay when the holiday is not a regularly scheduled day to be worked. When the holiday is worked, the FOP staff receives overtime pay (time and one-half) in addition to their regular straight time pay for all hours worked.

UNIFORM ALLOWANCE: \$850 annually for FOP staff only.

HEALTH INSURANCE: The employer pays the full amount for staff covered by FOP contract. All employees pay 100% of dependent coverage. Participation is optional and the Jackson County Board Office is the administering agent.

DEFERRED COMPENSATION: The employer has available IRS-approved tax shelter which allow employees to save gross income before payroll taxes in supplemental retirement plans. Participation is optional and the administering agent is the Jackson County Board.

FLEXIBLE BENEFITS PROGRAMS: The employer has available IRS-approve programs that allow employees to pay for certain expenses (health insurance, prescriptions, child care, etc.,) out of their gross income before payroll taxes. Participation is optional and the Jackson County Board is the administering agent.

MERIT STAFF SALARY AND WAGES: The current labor agreement between the co-employers and FOP Lodge #117 sets out the following:

<u>POSITION</u>	<u>STARTING RATE</u>	<u>RATE AT FIRST ANNIVERSARY</u>
Dispatcher	\$17.33 per hour (\$36,053.31 per year)	\$19.26 per hour (\$40,059.23 per year)
Jail Officer	\$18.39 per hour (\$38,253.08 per year)	\$20.43 per hour (\$42,503.42 per year)
Peace Officer	\$21.64 per hour (\$45,013.20 per year)	\$24.05 per hour (\$50,014.66 per year)

In addition to the above, longevity increases are also provided for in the current labor agreement by means of a yearly salary matrix. On the employee's first and all subsequent employment anniversary dates, their annual salary is calculated at 1% added to previous step.

**Illinois Law Enforcement
Training and Standards Board**



Preface

The Illinois Law Enforcement Training and Standards Board, in recognizing the importance of physical fitness status for academy performance (and eventual job performance), has established the **Peace Officer Wellness Evaluation Report (POWER)** test for entering any of the Illinois certified police academies.

The POWER test will be provided to all candidates prior to entering the academy to see if each individual meets the standards. These fitness entrance requirements help to ensure that each recruit can undergo both the physical and academic demands of an academy without undue risk of injury and with a level of fatigue tolerance to meet all academy requirements. If the applicant does not meet all the standards, the recruit will not be allowed to enter the academy.

In an effort to brief police administrators and police applicants, this pamphlet will provide information on the rationale, purpose, testing and procedures, standards of performance and fitness activities to prepare for the POWER test. It is intended to answer the basic questions pertaining to all aspects of the fitness testing process. Any questions you may have about these standards should be directed to the Board's Office at (217) 782-4540.

Thomas J. Jurkanin, Ph.D.
Executive Director

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What Is Physical Fitness?

Physical fitness is a health status pertaining to the individual officer 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 that the low strength levels 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 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 problems 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 (BFOQ). Job analysis that account for physical fitness have demonstrated that fitness areas are underlying factors determining the physiological *readiness* to perform a variety of *critical* physical tasks. These three fitness areas have also been shown to be predicative of job performance ratings, sick time, and number of commendations of police officers. Data also shows that the fitness level is predicative of *trainability* and academy performance.

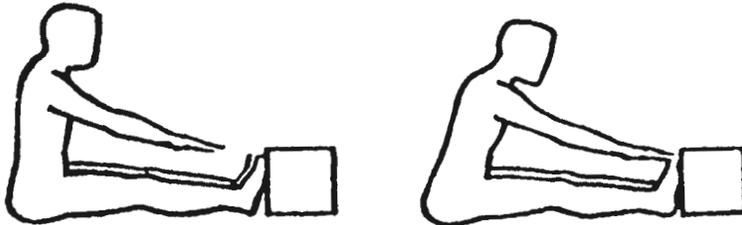
- Physical fitness can be an important area for minimizing *liability*. The unfit officer is less able to respond fully to strenuous physical activity. Consequently, the *risk of not performing physical duties* is increased.

How Will Physical Fitness Be Measured?

The POWER test consists of four basic tests. Each test is a scientifically valid test. It is recommended that five minutes of static stretching, using techniques approved by the Board, be completed prior to each test. A five minute rest is recommended between each test with a fifteen minute rest before the 1.5 mile run. The tests will be given in the following sequence with a rest period between each test.

1. Sit and Reach Test

This is a measure of the flexibility of the lower back and upper leg area. It is an important area for performing police tasks involving range of motion and is also 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 the inches reached on a yard stick.*



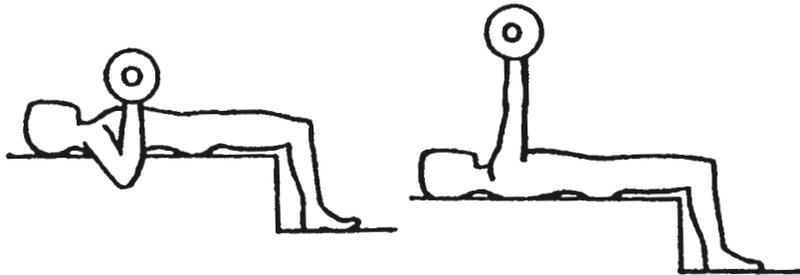
2. 1 Minute Sit-Up Test

This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that may involve the use of force and is also 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 one minute.*



3. 1 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 a ratio of weight pushed divided by body weight.*



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.*



What Are the Standards?

- The actual performance requirement for each test is based upon norms for a national population sample.
- The applicant must pass every test.
- The required performance to pass each test is based upon age (decade) and sex. While the absolute performance is different for the eight categories, the relative level of effort is identical for each age and sex group. All recruits are being required to meet the same percentile range in terms of their respective age/sex group. The performance requirement is that level of physical performance that approximates the 40th percentile for each age and sex group.

POWER CHART

TEST	MALE				FEMALE			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
Sit and Reach	16.0	15.0	13.8	12.8	18.8	17.8	16.8	16.3
1 Minute Sit-Up	37	34	28	23	31	24	19	13
Maximum Bench Press Ratio	.98	.87	.79	.70	.58	.52	.49	.43
1.5 Mile Run	13.46	14.31	15.24	16.21	16.21	16.52	17.53	18.44

How Does One Prepare for the Power Test?

1. Preparing for the Sit and Reach Test

Performing sitting type of stretching exercises daily will increase this area. There are two recommended exercises.

Sit and Reach. Do 5 repetitions of this exercise. Sit on the ground with legs straight. Slowly extend forward at the waist and extend the fingertips toward the toes (keeping legs straight). Hold for 10 seconds.



Towel Stretch. Sit on the ground with the legs straight. Wrap a towel around the feet holding each end with each hand. Lean forward and pull gently on the towel extending the torso toward the toes.



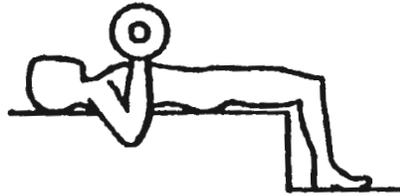
2. Preparing for the Sit-Up Test

The progressive routine is to do as many bent leg sit-ups (hands behind the head) as possible in 1 minute. At least three times a week, do three sets (three groups of the number of repetitions one did in 1 minute).

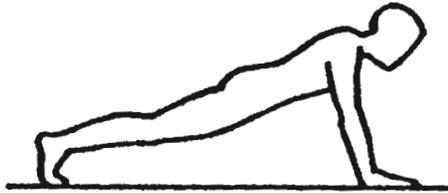


3. Preparing for the 1 Repetition Maximum Bench Press

If one has access to weights, determine the maximum weight one can bench press one time. Take 50% of that poundage. This will be the training weight. One should be able to do 8-10 repetitions of that weight. Do three sets of 8-10 repetitions adding 2 ½ to 5 pounds every week.



If one does not have weight equipment, then the push-up exercise can be utilized. Determine how many push-ups one can do in 1 minute. At least three times a week, do three sets of the amount one can do in 1 minute.



4. Preparing for the 1.5 Mile Run

Below is a gradual schedule that would enable one to perform a maximum effort for the 1.5 mile run. If one can advance the schedule on a weekly basis, then proceed to the next level. If one can do the distance in less time, then that should be encouraged.



Week	Activity	Distance	Time	Frequency
1	Walk	1 Mile	20'-17'	5/Week
2	Walk	1.5 Miles	29'-25'	5/Week
3	Walk	2 Miles	35'-32'	5/Week
4	Walk	2 Miles	30'-28'	5/Week
5	Walk/Jog	2 Miles	27'	5/Week
6	Walk/Jog	2 Miles	26'	5/Week
7	Walk/Jog	2 Miles	25'	5/Week
8	Walk/Jog	2 Miles	24'	4/Week
9	Jog	2 Miles	23'	4/Week
10	Jog	2 Miles	22'	4/Week
11	Jog	2 Miles	21'	4/Week
12	Jog	2 Miles	20'	4/Week