

BROOKE COUNTY CIVIL SERVICE FOR DEPUTY SHERIFFS

BROOKE COUNTY DEPUTY SHERIFF APPLICATION FOR EMPLOYMENT

Instructions: Type or print legibly in ink to complete application. Be careful to fill all spaces of the application form and/or specify not applicable (N/A) if necessary. If any information is missing, your application may be rejected. All information will be treated confidentially. Use attachments where necessary. Brooke County is an equal opportunity employer.

NAME _____ SOCIAL SECURITY # _____ / _____ / _____
LAST FIRST MI
 DRIVER'S LICENSE _____ / _____
STATE NUMBER

LIST ANY OTHER NAMES USED _____

HOME TELEPHONE (____) _____ - _____ OTHER TELEPHONE (____) _____ - _____

CURRENT ADDRESS _____
NUMBER AND STREET CITY STATE ZIP CODE

Are you 18-45 years of age? YES NO

Are you currently a certified law enforcement officer in West Virginia? YES NO

LIST ALL PREVIOUS ADDRESSES USED IN LAST 10 YEARS

NUMBER AND STREET	CITY	STATE	ZIP CODE
NUMBER AND STREET	CITY	STATE	ZIP CODE
NUMBER AND STREET	CITY	STATE	ZIP CODE
NUMBER AND STREET	CITY	STATE	ZIP CODE

EDUCATION

Do you have a high school diploma or GED? YES NO

NAMES AND ADDRESSES OF SCHOOLS ATTENDED	DATES ATTENDED	DIPLOMA OR DEGREE
HIGH SCHOOL	____ / ____ / ____ to ____ / ____ / ____	YES NO
COLLEGE	____ / ____ / ____ to ____ / ____ / ____	YES NO
OTHER	____ / ____ / ____ to ____ / ____ / ____	YES NO

MILITARY

Have you ever served in any branch of the armed services? YES NO

Branch of Service	From	To	Rank or Grade
	____ / ____	____ / ____	
	____ / ____	____ / ____	

SPECIAL SKILLS AND QUALIFICATIONS: Summarize any training, skills, licenses, or certificates you possess which you feel will be beneficial to you in this position _____

EMPLOYMENT HISTORY

List all employment, full time and part time, in the last ten (10) years. Add additional sheets if necessary. Must be complete.

Employer Name and Address	Dates of Employment	Job Title	Supervisor's Name
	___/___/___ to ___/___/___		
	___/___/___ to ___/___/___		
	___/___/___ to ___/___/___		
	___/___/___ to ___/___/___		
	___/___/___ to ___/___/___		

REFERENCES

List the Name, Address, Telephone Number, and Occupation of four (4) reliable persons who have known you the greater part of your life. Do not use relatives or former employers.

Reference Name and Address	Telephone Number	Occupation	Years Known

Are you legally authorized to work in the United States?.....YES NO

Have you ever held a position of trust, such as handling money or confidential material?.....YES NO

Has your Drivers Licenses ever been suspended or revoked?.....YES NO
IF YES, explain _____

Have you ever been convicted of a misdemeanor crime?.....YES NO
IF YES, explain _____

Have you ever been convicted of a felony crime?.....YES NO
IF YES, explain _____

Have you ever been arrested for, or the respondent in, a domestic violence incident?.....YES NO
IF YES, explain _____

Have you ever been convicted of a traffic violation?.....YES NO
IF YES, explain _____

Prior to this application, have you ever applied for employment with Brooke County?.....YES NO
IF YES, which job and when _____

Have you ever applied for a position as a police officer with another agency?.....YES NO
IF YES, where _____

Have you ever used illegal drugs?.....YES NO
IF YES, explain _____

Before a person is hired as a Brooke County Deputy, a detailed background investigation is conducted. You may use this space to detail any irregularities which may be discovered by our investigation. _____

CERTIFICATION

Must be signed before a Notary Public

I, _____, attest to the accuracy and truthfulness of the information provided in this application and understand that any misstatement of material fact will be grounds for disqualifying me from further consideration in the hiring process, or, if hired, grounds for dismissal.

Applicant Signature

STATE OF WESTVIRGINIA
BROOKE COUNTY, to-wit:

I, _____, a Notary Public of said county and state do hereby certify that _____, applicant for the position of Brooke County Deputy Sheriff, whose name is signed to the foregoing application, did hereby acknowledge the same before me on this the _____ day of _____, 20____.

Notary Public

Earl Ray Tomblin, Governor




Division of
**Justice &
Community
Services**

W. Richard Staton, Director

Department of Military Affairs & Public Safety

To: West Virginia Law Enforcement Agencies

From: Retired Captain Chuck Sadler 
Law Enforcement Professional Standards (LEPS) Director

Subject: Changes to Physical Aptitude Testing (PAT) Standards

Date: 6 Oct 14

The below standards for the test components making up the Physical Aptitude Testing (PAT) are now in effect and will be the performance levels that officers seeking entry into the Basic Class program at the West Virginia State Police Academy will be required to meet.

Questions concerning these standards or items relating to the Basic Class program may be directed to the Academy staff at (304) 766-5800 or to me at (304) 558-8814, ext 53315 or Charles.A.Sadler@wv.gov

PAT STANDARDS

**In effect with start of 161st Basic Class
5 Jan 15**

Sit ups	28 in one minute
Push ups	18 in one minute
Mile and half run	14 mins 36 secs



Basic Essential Job Functions for Deputy Sheriff

Coordinates job-related events

Collects job relevant data/information

Maintains personal physical fitness

Maintains grooming and attire

Punctuality

Attendance

Types Letters/Reports and other documents

Informs appropriate personnel of events

Participates in meetings

Interacts with other department personnel

Orally communicates with other members of the department

Interacts with other agencies

Assists citizens

Speaks to groups

Receives/processes non-emergency telephone calls

Participates in neighborhood programs

Establishes positive police-community relations

Prepares reports

Communicate effectively in writing

Monitors radio

Basic Essential Functions Continued- Page 2

Conducts surveillance

Answers media questions

Maintains safety of others

Contacts outside agencies for assistance

Interacts with children

Conducts interrogations

Testifies in court

Uses police radio

Handles hostile contacts

Operates motor vehicles

Conducts preliminary investigations

Patrols in vehicle and other modes of transportation

Performs parking control duties

Performs traffic enforcement duties

Makes arrests

Responds to radio runs/provides back-up

Conducts building searches

Pursues fleeing suspects

Performs crowd control duties

Responds to injured persons

Follows criminal law and procedures

Uses informants

Basic Essential Functions Continued- Page 3

Serves search and arrest warrants

Assumes custody of arrested persons

Operates firearms

Directs traffic

Analyzes investigation/case information

Gathers and collects evidence

Documents crime/accident scenes

Assesses accident scene

Receives and processes citizens' complaints

Prepares for duty

Observes for and attends to hazardous conditions

Administers field sobriety tests

Responds to critical incidents

Provides positive role model

Attends training sessions

Serves as field training officer

Maintains equipment and work area

Perform related duties as assigned

Acceptance to, attend, and successfully graduate the West Virginia State Police Academy