

Thank you for your employment interest for the Lincoln County Sheriff. Your Employment Application is part of the examination process and will be used as a basis for a Background Investigation that will determine your employment eligibility with the Lincoln County Sheriff's Office or Lincoln County Detention Center. No question on this application is intended to secure information to be used for discriminatory purposes. The Lincoln County Sheriff's Office and Detention Center is an Equal Opportunity Employer.

Before completing the application, please read the minimum qualifications for the position in which you are interested. You can not be considered for the position unless you meet these requirements.

It is your responsibility to notify us of any address or phone number changes.

If you have questions or concerns regarding required information, please contact the Chief Deputy at: 308-535-9599.

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### **READ THESE INSTRUCTIONS CAREFULLY**

#### **ALL INFORMATION MUST BE CORRECT AND COMPLETE**

1. Resumes or other addendums not listed below are not accepted and may disqualify the application.
2. Failure to complete the application, follow instructions or attach required addendums may disqualify the application.
3. All entries are to be typed or **legibly** hand written, **by the applicant**, in **BLACK** ink.
4. Answer all questions completely. If a question does not apply, enter N/A in the space provided.
5. Avoid errors by reading the directions carefully before making any entries on the form.
6. **YOU** are responsible for obtaining correct addresses (including zip codes), area codes and telephone numbers. If you are not sure, **YOU** need to verify the information. **An incomplete application may result in rejection.**
7. If there is insufficient space on the application for your answers, page 16 is supplied for additional space. Be sure to reference the relevant section and question before continuing your answer. **Do not write on the back of the application.**
8. Once the packet is complete, please place documents in the order listed below and return the completed packet to:  
Lincoln County Sheriff's Office  
Attn: Employment Applications  
302 North Jeffers Street  
North Platte, NE 69101-3961

#### **Your completed Employment Application packet shall include:**

1. Only pages 1-17 of the Employment Application. Detach all other pages for your records.
2. Signatures on four pages
  - a. 12 of 25 – Certification with Notary Public signature
  - b. 13 of 25 – Integrity Affirmation with Notary Public signature
  - c. 14 of 25 – Authority to Release Information with a witness' signature
  - d. 15 of 25 – Job Description Acknowledgment with a witness' signature
3. Picture
4. Copy of Driver's License
5. Copy of Birth Certificate
6. Copy of High School Diploma or GED Certificate
7. Proof of Selective Service Registration (Men only) <http://www.sss.gov/>
8. Military Discharge Papers
  - a. DD214 Long Form
  - b. AF910 Enlisted Performance Report, most recent – if applicable

# Office of the County Sheriff

## Lincoln County, Nebraska

Jerome Kramer – Sheriff

Roland Kramer- Chief Deputy  
302 North Jeffers Street  
North Platte, Nebraska 69101-3961

Sheriff's Office: 308-535-9599

Detention Center: 308-535-9598

### EMPLOYMENT APPLICATION

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

Where did you hear about this opening? \_\_\_\_\_  
(if newspaper, which one?)

EMPLOYMENT DESIRED: Deputy Sheriff Detention Officer Secretary Other: \_\_\_\_\_  
(Circle One)

#### PERSONAL INFORMATION

The following information is required of you for verification and contact purposes.

<b>1. Your Name:</b>			
Last	First	Middle	
<b>2. Other Names (Including Nicknames) you have used or been known by and dates used:</b>			
Last	First	Middle	Date(s)
<b>3. Current Address (Where you want to be contacted):</b>			
Street Number & Name			
City	State	Zip	
<b>3a. Number of years at this address:</b>			
<b>4. Telephone Numbers (Where you can be contacted):</b>			
Home: ( )	Hours you can be contacted:		
Work: ( )	Hours you can be contacted:		
Cell: ( )	Hours you can be contacted:		
<b>5. You must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship. Can you provide such documentation? YES NO</b>			
<b>6. Social Security Number:</b>		<b>7. Date of Birth:</b>	
<b>8. Driver's License Information:</b>			
State:		Number:	
<b>9. For the purpose of identification, please provide the following:</b>			
Height:	Weight:	Sex (M or F):	Hair Color: Eye Color:
<b>10. Scars, tattoos, piercings, or other distinguishing marks:</b>			

<b>11. Have you been given, and understand, the essential functions of the position for which you are applying?</b>	<b>YES</b>	<b>NO</b>
<b>12. Read the attached job description. Can you perform these essential functions with or without reasonable accommodations?</b>	<b>YES</b>	<b>NO</b>
<b>13. Are you over 19 years of age, or 21 years of age if applying for Deputy Sheriff?</b>	<b>YES</b>	<b>NO</b>
<b>14. Are you currently employed by Lincoln County?</b>	<b>YES</b>	<b>NO</b>
<b>15. Have you ever been employed by Lincoln County?</b>	<b>YES</b>	<b>NO</b>
<b>16. Have you ever submitted an employment application with the Lincoln County Sheriff's Office?</b>	<b>YES</b>	<b>NO</b>
<b>17. If so, when? Approximate Date:</b>	<b>Which position:</b>	

RELATIVES, REFERENCES, ACQUAINTANCES

During the course of the background investigation, persons who know you may be asked to comment on your suitability for this position. Inquiries will be confined to job related matters.

<b>18. If Living, Name of Your:</b>	<b>Address Where Person Can Be Contacted</b>	<b>Telephone Number</b>
Father		H ( ) W ( )
Mother's Maiden Name:		
Mother		H ( ) W ( )
Spouse		H ( ) W ( )
Father in-law		H ( ) W ( )
Mother-in-law		H ( ) W ( )
Former Spouse(s)		H ( ) W ( )
Brothers		
Sisters		
Step-Father		
Step-Mother		
Step-Brothers		
Step-Sisters		

RELATIVES, REFERENCES, ACQUAINTANCES (Continued)

Children			
<b>19. Other relatives with whom you have a close personal relationship</b>			
Name	Relationship	Address	Telephone Number
			H ( )
			W ( )
			H ( )
			W ( )
			H ( )
			W ( )
<b>20. List information on those individuals with whom you have resided during the last 10 years &amp; approximate dates, with no information prior to your 15th birthday. Exclude family members.</b>			
<b>21. In the space below, list three to five (3-5) individuals, as references, who have knowledge of you and your qualifications. Exclude relatives, former employers and friends.</b>			
Name	Address (Include City, State and Zip Code)		Telephone Number
			H ( )
			W ( )
			C ( )
			H ( )
			W ( )
			C ( )
			H ( )
			W ( )
			C ( )
			H ( )
			W ( )
			C ( )
			H ( )
			W ( )
			C ( )
<b>22. List three (3) individuals who are social acquaintances (i.e., persons whom you have seen frequently during the past year) and have knowledge of your qualifications. Exclude relatives and former employers.</b>			
Name	Address (Include City, State and Zip Code)		Telephone Number
			H ( )
			W ( )
			H ( )
			W ( )
			H ( )
			W ( )

EDUCATION

<b>23. LCSO requires a high school diploma or its equivalent. Indicate your current situations with regard to this requirement.</b>			
I possess a high school diploma.	YES	NO	
I possess a G.E.D. or other equivalent.	YES	N/A	
I have hours toward a degree*.	YES	NO	
I possess a higher education degree*.	YES	NO	
*Type of degree:			
Institution:			
<b>24. Indicate below all the schools you have attended beginning with high school. During the background investigation, persons who have known you in a learning environment will be contacted. A review of your school records may be made in conjunction with those contacts.</b>			
Name of School	Location of School	Dates Attended	Reference
<b>25. Have you ever been suspended or expelled from any high school or post-secondary school? (Post-secondary schools include colleges and universities, graduate schools, business and vocational schools; any formal education beyond the high school level).</b>			
YES	NO	If YES, explain (include school, date and circumstances).	

RESIDENCE

<b>26. List all of your residences during the last 10 years (list no information prior to your 15<sup>th</sup> birthday). Begin with your most current address. If you rented, give the name and address of the person you paid rent to.</b>			
Address of Residence	City, State, Zip Code	Dates	Landlord's Name & Address

EXPERIENCE AND EMPLOYMENT

<b>27. Beginning with your most current employment, please list all jobs (including part-time, temporary, and voluntary positions) you have held in the past 10 years. (For the purposes of this personal history statement, voluntary work should be included as employment.) For identification and verification, please indicate the nature of the activity, i.e., full-time, part-time or voluntary. If you have had intervening periods of military service or unemployment, please list those periods in sequence in the spaces provided.</b>
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EXPERIENCE AND EMPLOYMENT (Continued)

DATES OF EMPLOYMENT		EMPLOYER	
From:	To:	Name:	
		Address:	
May We Contact?		City, State, Zip Code:	
Full-Time		Telephone Number: (    )	
Part-Time		Name of Supervisor:	
Voluntary		Name of Co-Worker(s):	
		Title or Duties:	
Reason for leaving:			
(Check where applicable)    Military Service    Not Employed    From: /    To: /			

DATES OF EMPLOYMENT		EMPLOYER	
From:	To:	Name:	
		Address:	
May We Contact?		City, State, Zip Code:	
Full-Time		Telephone Number: (    )	
Part-Time		Name of Supervisor:	
Voluntary		Name of Co-Worker(s):	
		Title or Duties:	
Reason for leaving:			
(Check where applicable)    Military Service    Not Employed    From: /    To: /			

DATES OF EMPLOYMENT		EMPLOYER	
From:	To:	Name:	
		Address:	
May We Contact?		City, State, Zip Code:	
Full-Time		Telephone Number: (    )	
Part-Time		Name of Supervisor:	
Voluntary		Name of Co-Worker(s):	
		Title or Duties:	
Reason for leaving:			
(Check where applicable)    Military Service    Not Employed    From: /    To: /			

DATES OF EMPLOYMENT		EMPLOYER	
From:	To:	Name:	
		Address:	
May We Contact?		City, State, Zip Code:	
Full-Time		Telephone Number: (    )	
Part-Time		Name of Supervisor:	
Voluntary		Name of Co-Worker(s):	
		Title or Duties:	
Reason for leaving:			
(Check where applicable)    Military Service    Not Employed    From: /    To: /			

EXPERIENCE AND EMPLOYMENT (Continued)

DATES OF EMPLOYMENT		EMPLOYER	
From:	To:	Name:	
		Address:	
May We Contact?		City, State, Zip Code:	
Full-Time		Telephone Number: ( )	
Part-Time		Name of Supervisor:	
Voluntary		Name of Co-Worker(s):	
		Title or Duties:	
Reason for leaving:			
(Check where applicable)    Military Service    Not Employed    From: /    To: /			

DATES OF EMPLOYMENT		EMPLOYER	
From:	To:	Name:	
		Address:	
May We Contact?		City, State, Zip Code:	
Full-Time		Telephone Number: ( )	
Part-Time		Name of Supervisor:	
Voluntary		Name of Co-Worker(s):	
		Title or Duties:	
Reason for leaving:			
(Check where applicable)    Military Service    Not Employed    From: /    To: /			

DATES OF EMPLOYMENT		EMPLOYER	
From:	To:	Name:	
		Address:	
May We Contact?		City, State, Zip Code:	
Full-Time		Telephone Number: ( )	
Part-Time		Name of Supervisor:	
Voluntary		Name of Co-Worker(s):	
		Title or Duties:	
Reason for leaving:			
(Check where applicable)    Military Service    Not Employed    From: /    To: /			

DATES OF EMPLOYMENT		EMPLOYER	
From:	To:	Name:	
		Address:	
May We Contact?		City, State, Zip Code:	
Full-Time		Telephone Number: ( )	
Part-Time		Name of Supervisor:	
Voluntary		Name of Co-Worker(s):	
		Title or Duties:	
Reason for leaving:			
(Check where applicable)    Military Service    Not Employed    From: /    To: /			

EXPERIENCE AND EMPLOYMENT (Continued)

<b>28. Would any problem result if your present employer were contacted during the course of the background investigation?</b>		
YES	NO	If "NO" when should such contact be made?
<b>29. Have you ever filed a claim(s) for Workers' Compensation?</b>		
YES	NO	If "YES", give details (include when, where, and circumstances).
<b>30. Have you had any extended work absences for reasons other than earned vacations?</b>		
YES	NO	If "YES", give details (include when, where, and name of employer).
<b>31. Have you ever been fired or asked to resign from any place of employment?</b>		
YES	NO	If "YES", give details (include when, where, name of employer, and circumstances).
<b>32. Have you ever been a successful or unsuccessful candidate for any position at another Law Enforcement agency?</b>		
YES	NO	If "YES", give details (include when, name of agency and circumstances).

MILITARY SERVICE

<b>33. Have you ever served in the armed forces, national guard, or military reserves?</b>		
YES	NO	If "YES", DD214 long form required.
Branch of Service	Dates of Service	Type of Discharge
<b>34. Are you presently registered in the Selective Service System?</b>		
YES	NO	If "YES", attach the on-line verification. If "NO", please explain.
<b>35. Are you currently participating in any military reserve or national guard program?</b>		
YES	NO	If "YES", which branch?
<b>36. Have you ever been the subject of any judicial or non-judicial disciplinary action while in the military, national guard or military reserves?</b>		
YES	NO	If "YES", give details (include branch of service, when, where, and circumstances).
<b>37. Past commanding officers or military acquaintances are potential sources of relevant information pertaining to your background. List those individuals who know you well enough to provide accurate information about you.</b>		
Name	Address	Telephone Number



FINANCIAL

<b>38. Have you ever filed for or declared bankruptcy?</b>		
YES	NO	If "YES", give details (include, when, where, and why).
<b>39. Have any of your bills ever been turned over to a collection agency?</b>		
YES	NO	
<b>40. Have you ever had purchased goods repossessed?</b>		
YES	NO	If "YES", give details (include, when, where, firms involved and circumstances).
<b>41. Have your wages ever been garnished?</b>		
YES	NO	If "YES", give details (include, when, where, and why).
<b>42. Have you ever been delinquent on income or other tax payments?</b>		
YES	NO	If "YES", give details (include, when, where, and why).

LEGAL

<p><b>43. The ability to follow orders, rules and regulations, comply with the law, and have demonstrated a history of personal and professional honesty and integrity is an absolute prerequisite for all candidates for this position. While the commission of certain acts or crimes may not be an automatic disqualifier, <i>the failure to list any incident will</i> be grounds for disqualification or dismissal. If you have ever been arrested or convicted of any crime, excluding traffic citations but <b>TO INCLUDE CONVICTIONS REGARDING DOMESTIC VIOLENCE OFFENSES</b>, provide the following information:</b></p>			
Approximate Date	Police Agency	Circumstances	
<b>44. Have you ever been placed on court probation as an adult?</b>			
YES	NO	If "YES", give details (include, when, where, and why).	
<b>45. Drug use covers ALL descriptive terms used to describe ANY use of any type of drug into a person's system; experimented, tried, etc. Have you ever used any non-prescription narcotics, drugs or hallucinogens?</b>			
YES	NO	If "YES", complete the following information regarding usage:	
Substance	Number of Times in Life	Last Date Used	Form Used

LEGAL (Continued)

<b>46. Have you ever transported, sold, furnished or bought marijuana, any other illegal drugs or controlled substance(s)?</b>			
YES	NO	If "YES", fill in the information	
Substance	Nature of Activity	Location	Last Date Occurred
<b>47. Have you ever been involved, in any way, in the manufacturing of an illegal drug?</b>			
YES	NO	If "YES", give details. Include dates, what drug(s), and describe your involvement.	
<b>48. Have you ever inhaled paint, glue, or any petroleum product?</b>			
YES	NO	If "YES", what?	When was the last time?
<b>49. Have you ever abused (ingested more than prescribed) any prescribed medications?</b>			
YES	NO	If "YES", what?	When was the last time?
<b>50. Have you ever abused (ingested more than recommended/prescribed) any dieting aids?</b>			
YES	NO	If "YES", what?	When was the last time?
<b>51. Have you ever used cough medicine to get a "high"?</b>			
YES	NO	If "YES", what?	When was the last time?
<b>52. Have you ever lied to a doctor about symptoms in order to get a prescription?</b>			
YES	NO	If "YES", what?	When was the last time?
<b>53. Do/have others use(d) illegal drugs in your presence?</b>			
YES	NO	If "YES", what?	When was the last time?
<b>54. Since the age of 18, have you committed any offense(s) in which the act went undiscovered or, if discovered, you were not charged with the offense?</b>			
YES	NO	If "YES", give details (include location, dates, and disposition).	
<b>55. Were you ever required to appear before a juvenile court for an act which would have been a crime if committed by an adult?</b>			
YES	NO	If "YES", give details (include, when, where, and why).	
<b>56. Are you now, or ever been, involved as a plaintiff or defendant in any civil court action?</b>			
YES	NO	If "YES", give details (include, when, where, name and location of court circumstances).	

**MOTOR VEHICLE OPERATION**

Operation of a motor vehicle is an integral part of this position and an investigation of your driving history will be made. To expedite, please supply the following information.

<b>57. List other States where you have been licensed to operate a motor vehicle.</b>			
State	Name under which license was granted		
<b>58. Have you ever been refused a driver's license by any state?</b>			
YES	NO	If "YES", give details (include, when, where, and why).	
<b>59. Nebraska law requires that operators and owners of motor vehicles be covered by automobile liability insurance. List the current liability insurance you have with your motor vehicles.</b>			
Company	Address	Policy Number	Expiration Date
<b>60. List all traffic citations (excluding parking citations) you have received within the last 7 years.</b>			
Nature of Violation	Location (City)	Approximate Date	Fine
<b>61. As a driver, have you been involved in a motor vehicle accident within the last 7 years?</b>			
YES	NO	If "YES", list the details below for each accident.	
Date	Location		
Were there any injuries?	YES	NO	
Details:			
Were there any deaths?	YES	NO	
Was there a police investigation?			
YES	NO	If "YES", give the name of the police agency.	
Did you receive a citation?			
YES	NO	If "YES", list the offense.	
Disposition of citation:			
<b>62. If there is anything else you wish to discuss about your driving record?</b>			
<b>63. Has your license ever been suspended, revoked, or placed on negligent operator's probation?</b>			
YES	NO	If "YES", give details (include what, when, where, and why).	

MOTOR VEHICLE OPERATIONS (Continued)

<b>64. Have you ever been refused insurance for any reason other than failure to pay a premium?</b>		
YES	NO	If "YES", explain (include company name and address, date and reason).
<b>65. Have you ever applied for a permit to carry a concealed weapon?</b>		
YES	NO	If "YES", provide the following information.
Permit granted?	YES	NO
Date:	Name of Law Enforcement Agency:	
Purpose:		

**CERTIFICATION**

**I HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS EMPLOYMENT APPLICATION ARE TRUE AND COMPLETE, AND I UNDERSTAND THAT ANY MISSTATEMENTS OR OMISSIONS OF MATERIAL FACTS WILL SUBJECT ME TO DISQUALIFICATION OR DISCHARGE FROM EMPLOYMENT AT ANY TIME.**

**I UNDERSTAND IT IS MY RESPONSIBILITY TO INCLUDE, WITH MY APPLICATION, VERIFICATION COPIES OF ANY EDUCATION, LICENSING OR CERTIFICATION REQUIREMENTS FOR THE POSITION FOR WHICH I HAVE APPLIED.**

**IF GIVEN A "CONDITIONAL OFFER OF EMPLOYMENT" I UNDERSTAND THAT MY "FINAL OFFER OF EMPLOYMENT" DEPENDS UPON THE SATISFACTORY COMPLETION OF A BACKGROUND INVESTIGATION, POLYGRAPH EXAMINATION, PSYCHOLOGICAL EVALUATION, PHYSICAL EXAMINATION, DRUG/ALCOHOL SCREENING AND ABILITY TO PASS THE TRAINING AS MANDATED BY THE STATE OF NEBRASKA.**

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print)

Applicant's Signature: \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_ County, \_\_\_\_\_.  
(State)

Notary Public: \_\_\_\_\_  
My commission expires: \_\_\_\_\_

# Office of the County Sheriff

## Lincoln County, Nebraska

Jerome Kramer – Sheriff

Roland Kramer- Chief Deputy  
302 North Jeffers Street  
North Platte, Nebraska 69101-3961

Sheriff's Office: 308-535-9599

Detention Center: 308-535-9598

Integrity is the cornerstone for effective policing and is built upon honor and honesty. As such, the integrity and truthfulness of every member of the law enforcement profession is crucial.

The very basis of an individual's integrity is at stake when the individual fails to tell the complete truth. The failure of even one individual to maintain a reputation for integrity can damage an entire agency and all of law enforcement, causing the public to lose its trust and withdraw its support for law enforcement. This cannot be allowed to happen. The day we lose the trust of our citizens will be catastrophic for law enforcement and, more significantly, for our communities.

We are committed to maintaining the integrity and effectiveness of the law enforcement profession. As such, we will not tolerate the lack of integrity among our employees. Therefore, we will not tolerate false or misleading statements of any kind by applicants or employees. Any statements, either written or verbal, given with the intent to deceive or mislead will result in the applicant's rejection of further consideration for employment or if already employed, dismissal. This includes acts of omission as well as commission. To affirm integrity, a final Employment Application step is a truth verification examination.

### APPLICANT'S AFFIRMATION

I have read the foregoing memorandum, agree to abide by its terms and affirm that all information I supply during the course of my application and, if selected, my tenure with the Lincoln County Sheriff's Office will be honestly and truthfully answered and will not contain omissions or false or misleading statements. I further affirm that, in all matters, I will tell the truth, the whole truth and nothing but the truth.

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print)

Applicant's Signature: \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in  
\_\_\_\_\_ County, \_\_\_\_\_.  
(State)

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_

Eff: 7/30/2007

# Office of the County Sheriff

## Lincoln County, Nebraska

Jerome Kramer – Sheriff

Roland Kramer- Chief Deputy  
302 North Jeffers Street  
North Platte, Nebraska 69101-3961

Sheriff's Office: 308-535-9599

Detention Center: 308-535-9598

### AUTHORITY TO RELEASE INFORMATION

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

This release is being made in conjunction with my application for employment with the LINCOLN COUNTY SHERIFF'S OFFICE (LCSO).

I do hereby authorize a review and full disclosure of any and all records or files, or any part thereof, pertaining to me, including but not limited to the files and records of any school or other educational institution, financial or credit agency, public utility companies, any hospital, clinic, doctor or other medical or psychiatric practitioner, the military or armed forces of the United States, U.S. Veterans Administration, any agency or business with pre-employment or employment records and/or personnel files including background investigation reports, results of truth verification examinations, efficiency ratings, complaints and/or grievances involving me, attorneys' files and attorney's recollections, court records or documents in civil or criminal cases in which I am involved, and any records, files or documents regarding any arrests, convictions, criminal investigations, charges or other case reports involving me.

I further authorize the release of information to the LCSO, or any official agent thereof, concerning all of the above mentioned areas or any other information which has a bearing on my fitness or ability to become trained and certified as a law enforcement officer, detention officer or secretary, even if the information is not contained in written records and regardless of whether the information is considered privileged or confidential in nature.

I release from liability and hold Lincoln County and the LCSO, to include any and all agent(s) thereof, harmless for all actions taken as a result of the information they receive and/or disseminate.

This release of information, or duly executed photo and/or fax, is valid for a period of one (1) year from the date of execution or though the completion of training, which ever comes first.

I, the undersigned, hereby acknowledge that I give the above authority to release information of my own free will and for the purposes stated therein and I have voluntarily furnished my Social Security number.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Witness: \_\_\_\_\_

(Please Print)

Witness' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Eff: 8//20/2007

# Office of the County Sheriff

## Lincoln County, Nebraska

Jerome Kramer – Sheriff

Roland Kramer- Chief Deputy  
302 North Jeffers Street  
North Platte, Nebraska 69101-3961

Sheriff's Office: 308-535-9599

Detention Center: 308-535-9598

### JOB DESCRIPTION ACKNOWLEDGEMENT

I acknowledge that I have read the Lincoln County Sheriff's Office Job Description, for the position initialed, which contains the essential functions of the position for which I am applying.

\_\_\_\_\_ Clerical      \_\_\_\_\_ Detention Officer      \_\_\_\_\_ Deputy Sheriff

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Witness: \_\_\_\_\_

(Please Print)

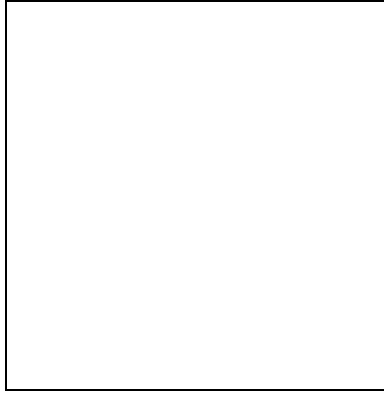
Witness' Signature: \_\_\_\_\_

Date: \_\_\_\_\_





PLEASE ATTACH A RECENT PHOTOGRAPH



# *Office of the County Sheriff*

## *Lincoln County, Nebraska*

Jerome Kramer – Sheriff

Roland Kramer- Chief Deputy  
302 North Jeffers Street  
North Platte, Nebraska 69101-3961

**Sheriff's Office: 308-535-9599**

**Detention Center: 308-535-9598**

The Lincoln County Sheriff's Office has three (3) policies which applicants may want to consider during the application period.

1. **Tobacco** – All Lincoln County property is tobacco free. Tobacco free includes smokeless tobacco and all property includes all vehicles.
2. **Personal and Professional Appearance** – Lincoln County Sheriff's employees may only have approved visible tattoos. Tattoos that may be or are visible must be approved prior to hiring or covered. Male employees may not display facial or ear jewelry. Female employees may not have facial jewelry and may only display one pair of ear rings.
3. **Uniforms** – Deputy Sheriffs and Detention Officers shall wear a uniform prescribed by the Sheriff. All civilian employees shall wear professional civilian attire.

# LINCOLN COUNTY SHERIFF'S OFFICE

## JOB DESCRIPTION

Job Title: **Deputy Sheriff**

Standard Work Week: 40 hours

## MINIMUM QUALIFICATIONS:

U.S. Citizen, High School Diploma or G.E.D. certificate, minimum 21 years of age, must successfully complete a written and two (2) oral interviews, extensive background and criminal history investigations, medical examination, drug test, psychological examination, truth verification examination and must be able to complete certification by the Nebraska Law Enforcement Training Center. A Deputy Sheriff must also read, write and speak the English language and possess, or be able to possess, a valid Nebraska driver's license.

## **CHARACTERISTIC DUTIES AND RESPONSIBILITIES: (Essential Functions of the Job)**

Deputy Sheriff's perform generalized law enforcement duties, usually in uniform, including patrolling or surveillance of an assigned area or sector, usually on foot or in a radio equipped patrol car. They shall also perform unusual forms of patrol or surveillance, answer calls for service, investigate traffic accidents and criminal offenses, issue citations and warnings for traffic violations, make physical custodial arrests with and without a warrant, take juveniles or intoxicated or mentally ill persons into protective custody, provide Court security, transport prisoners, testify in court and before administrative bodies, compose and type investigative reports, conduct crime prevention surveys, speak before school and civic groups, render emergency first aid to injured or ill persons, make inquiries of computerized data bases, answer telephone calls, initiate radio broadcasts, fingerprint arrested persons, search for latent fingerprints at crime scenes, search for and collect trace evidence at crime and accident scenes, perform various rescue and lifesaving tasks, participate in raids and high-risk warrant service, participate in a multitude of other high-risk activities, control violent or resisting suspects, apprehend fleeing persons in vehicle and on foot, participate in physically strenuous and mentally demanding recruit and in-service training programs and other related work as required.

## **SKILLS AND ABILITIES:**

In order to successfully perform the above essential job functions, the Officer must possess the following skills and abilities:

1. Mental and physical ability to read, remember, interpret and understand criminal and motor vehicle statutes and court decisions.

2. Ability to record comprehensive notes, organize and type criminal, traffic accident and arrest reports.
3. Ability to operate radio receiver/transmitters and data terminals.
4. Ability to identify missing or wanted persons or wanted or stolen motor vehicles from photographs or composite sketches and be able to accurately recall and describe persons and vehicles.
5. Ability to maintain a professional relationship with co-workers, supervisors and the public.
6. Ability to drive a police cruiser safely under both normal and emergency driving conditions in all kinds of road, weather and lighting conditions.
7. Ability to accurately and safely point and fire a pistol, revolver, rifle and shotgun and disassemble and clean these weapons.
8. Physically capable of effectively using handcuffs, chemical agents and various hand impact weapons such as police batons.
9. Physically capable of administering emergency first aid and cardiopulmonary resuscitation to adults and children.
10. Sufficient muscular strength, endurance and agility to defend oneself and others from physical attack, learn and apply control holds, throws and pressure point tactics and apply handcuffs to passive and resisting subjects.
11. Ability to engage in foot pursuits, to include pursuits through hallways and over uneven terrain.
12. Ability to run up and down stairs, push stalled motor vehicles by hand, lift and carry injured persons or passively resisting demonstrators, walk on and jump down from elevated surfaces, climb fire escapes and fences and crawl in confined areas.
13. Possess sufficient corrected vision to read motor vehicle number plates and validation decals on approaching vehicles from reasonable distances, recognize the colors of traffic signals and safely drive a motor vehicle at night and under conditions of glare and reduced visibility.
14. Possess adequate hearing to efficiently operate police radio equipment, hear and understand normal conversation, comprehend shouted instructions in a crowd, operated a telephone and follow testimony and questioning in court.
15. Ability to effectively communicate with the public and command respect and obedience in emergency situations.
16. Possess sufficient aerobic capacity, joint flexibility, muscular strength and general physical conditioning to perform essential job functions with a minimum of difficulty and without excessive job-related injuries, illness and lost time from work.

17. Possess good impulse control, and be free of any condition likely to result in an inability to deal with job stress, a tendency to use excessive force or violence, immature or dishonest behavior or current substance abuse.
18. Have no serious criminal or motor vehicle violation record that would indicate a disrespect for the law, inadequate ethical standards, a tendency toward violence, dishonesty or criminal behavior, an inability or unwillingness to follow rules and regulation or safely operate a motor vehicle or an inability to inspire public confidence and respect.
19. Have a good reputation according to contemporary community standards among family, friends, co-workers, acquaintances, neighbors and others as to honesty, fairness, patience, tolerance, financial responsibility and respect for the rights and property of others that would be characteristic of a respectable public servant.
20. Ability to stand for lengthy periods of time at fixed assignments, sit in a motor vehicle or at a desk for extended periods of time and perform surveillance where it may be impossible to eat, drink or use the bathroom for protracted periods of time.
21. Once fully trained and experienced, be able to train other employees to perform the job, and evaluate their progress.
22. Be temperamentally, emotionally and intellectually suited to operation under highly structured conditions including taking orders from superiors and following specific procedures and equally capable of operating in fast-breaking, unstructured situations with little or no supervision and making decisions involving a great deal of discretion and common sense.

**NOTE:** Deputy Sheriffs must be able to perform ALL of the above functions, unassisted, and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speech, flexibility, strength, etc.

## **LINCOLN COUNTY SHERIFF'S OFFICE**

### **JOB DESCRIPTION**

Job Title: **Detention Officer**

Standard Work Week: 40 hours

### **MINIMUM QUALIFICATIONS:**

U.S. Citizen, High School Diploma or G.E.D. certificate, minimum 19 years of age, must successfully complete an oral interview, extensive background and criminal history investigations, medical examination, drug test, psychological examination, truth verification examination and must be able to complete certification by the Nebraska Law Enforcement Training Center within one (1) year from date of initial employment. A Detention Officer must also read, legibly write and speak the English language, type and possess a basic level of computer proficiency, and possess, or be able to possess, a valid Nebraska driver's license.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES (Essential functions of the Job):**

Enforce and uphold Rules and Regulations as outlined in Nebraska State Statute, Nebraska Jail Standards, and the Lincoln County Sheriff's Office pertaining to the operation of the County Jail, effectively and professionally communicate in written and verbal forms, prevent escapes, maintain order and discipline among inmates, escort inmates to and from cells, perform periodic inspections to insure adequacy of custody and safety, housekeeping, sanitation and related functions, responds to the needs and problems of inmates as they arise, participates in processing newly incarcerated inmates, control and restrain violent inmates, inspects inmates' person and quarters for contraband, provide inmate security in un-secure areas, safely operate a motor vehicle, transport inmates to other detention, correctional and medical facilities, prepare and maintain records and reports, work various shift hours including nights, holidays and weekends.

### **SKILLS AND ABILITIES:**

In order to successfully perform the above essential job functions of a Detention Officer, the Officer must possess the following skills and abilities upon completion of the FTO program:

1. Effectively restrain an inmate, forcibly if necessary, using handcuffs and other restraints, subdue resisting inmates using maneuvers and resort to the use of hands and feet and other approved tools in self-defense.

2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations, to include filing, alphabetizing and labeling.
3. Exercise independent judgment in determining the appropriate classification of inmates and assessing and responding to the needs of special populations.
4. Communicate effectively and coherently with other officers and inmates using existing communication systems.
5. Effectively communicate with inmates and the public, including minors, by giving information and directions, mediating disputes and advising of rights and processes.
6. Effectively communicate in court and other formal settings.
7. Gather information in criminal and administrative investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers and exercise independent judgment by determining when cause exists to recommend disciplinary action.
8. Detect and collect evidence and substances that provide the basis of criminal offenses or administrative violations, and detect the presence of conditions such as smoke, unusual or excessive noise, odors, etc.
9. Pursue fleeing inmates and perform rescue operations and other duties which may involve quickly entering and exiting secured areas, lifting, carrying and dragging heavy objects, climbing through openings, jumping over obstacles, crawling in confined areas, and using body force to gain entrance.
10. Perform searches of people, vehicles, mail items, objects capable of concealing contraband, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time and detaining people.
11. Conduct visual and audio surveillance for extended periods of time.
12. Engage in functions in confined areas that include such things as preparing and serving food, working rotating shifts, extended walking on foot patrol and physically checking the doors, windows and other areas to ensure they are secure.
13. Endure verbal and mental abuse when confronted with the hostile views and opinions of inmates and other people encountered in an antagonistic environment.
14. Perform rescue functions at accidents, emergencies and disasters to include standing for long periods of time, administering basic emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from confined areas.
15. Transport and escort prisoners, detainees, and committed mental patients using hand cuffs and other appropriate restraints.

16. Put on, wear, and operate a self-contained breathing apparatus and extinguish small fires by using a fire extinguisher and other appropriate means.
17. Read and comprehend legal and non-legal documents, including the processing documents such as medical instructions, commitment orders, summons and other legal writs.
18. Process and release inmates to include taking their photographs and obtaining a legible set of fingerprint impressions.
19. Perform crisis intervention functions to include counseling, suicide prevention, recognizing abnormal behavior and taking appropriate action.
20. Break up fights and disturbances.
21. Possess sufficient dexterity to manipulate keys and keyboards, operate levers and buttons, manually operate heavy doors and to count, collect and inventory small items.
22. Read computer and camera screens, court and other legal and non-legal documents, distinguish colors, and exercise full field of vision while supervising inmates.
23. Visually inspect unclothed inmates including body cavities, with exposure to body fluids, wastes and possible encounter with deceased persons.
24. Ability to efficiently use office equipment, including computers, typewriters, copy machines and other office machines.
25. Follow orders of supervisory personnel.
26. Ability to follow the rules and regulations pertaining to the operation of the County jail facility.
27. Ability to follow the methods and techniques used in enforcing discipline of persons under restraint.
28. Maintain discipline and custody of inmates at County jail facility.
29. Ability to drive a vehicle for extended periods of time.
30. Monitor alarm system(s) and communicate necessary alarm notifications to the Communications Center when the alarm sounds.

**NOTE:** Detention Officers must be able to perform ALL of the above functions, unassisted, and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speech, flexibility, strength, etc.