

Noble County Sheriff's Department

Reserve Officer

Application

Applicant Name

Date Submitted

If I become a member of the Noble County Sheriff's Reserve, what is expected of me?

The Reserves hold monthly meetings where vital information and training are available for our officers. The organization's requirements mandate that all Reserves attend a minimum of 4 meetings in each half of the calendar year.

New Reserve Officers must serve a probationary period of at least one year.

All new law enforcement officers, including Reserve Officers, must attend a mandatory 40 hour pre-basic training course before they can make an arrest, conduct a search or seizure of person or property, or carry a firearm.

Reserve Officers are normally scheduled to work "on the road" one shift per month. This duty is normally with a partner, and probationary officers may not operate a vehicle alone or work road duty alone during their probationary period, except by express consent of the Sheriff or Chief Deputy. Organization requirements mandate that every Reserve Officer work a minimum of 24 hours of road duty in each quarter of the calendar year. Extra hours within a quarter do not carry over to the next quarter.

All department officers must accumulate 16 hours of training each year; much of this is available at the monthly meetings. This requirement will include and count state mandated training. Compliance to the training hour requirement will be reviewed at mid-year.

Mandatory firearms training and qualifications are held periodically each year. These are imperative to protect the individual officer and the department in the event of litigation, and are required by the state.

Reserve Officers do not receive individual compensation, but the Reserve, as a group, undertakes selected money raising projects to benefit their treasury. Reserve Officers are expected to share in the time required to complete this duty. It is usually of a security nature, such as providing security for the Noble County Fair and the Apple Festival. Reserves are credited with hours worked on such details and are compensated for clothing and equipment wear and tear on a system based on hours worked on these and other special details.

The first time a Reserve does not meet basic requirements; they will be given a written warning. The second time, half of any credited clothing allowance will be forfeited. With a third warning, all allowances will be forfeited. A fourth warning will result in the Reserve being asked to resign their commission.

Reserve Deputies are expected to maintain an appearance and life style, both on and off duty, consistent with their position of responsibility as sworn law officers and public servants. The public sees a law enforcement officer as always on duty, and you will be viewed as "the" sheriff when subject to public scrutiny a field. Reserves may be subject to dismissal at any time and for any reason, at the discretion of the Sheriff.

NOBLE COUNTY SHERIFF'S DEPARTMENT

APPLICATION FOR RESERVE OFFICER

Date of application _____

Name _____ Phone # _____
Last First Middle

Residence _____
Street or Rural Address Apt. No.

City County State Zip Code

Business Address _____
Street

City State Zip Code

NOTICE

Applications will not be considered until complete in every respect and any misrepresentation of facts will disqualify the applicant.

- This form must be filled out in black ink in the handwriting of the applicant.
- Answer all questions. If the question does not apply, state: "none" or "does not apply".
- Any further information you wish to add may be placed on separate pages with proper identifying reference marks.
- It is important that you clearly and correctly indicate your mailing address. In the event you change your address after filing application, mail notification of new address immediately.
- Do not make inquiry regarding status of your application, as you will receive appropriate information concerning your application routinely and in due time.

Items needed to complete application should be attached to this page. They are: (1) Birth Certificate, (2) High School transcript (in case of GED diploma, be sure transcript notes issuance of diploma), most high schools will insist on mailing transcript direct to prospective employer (this is acceptable), (3) Transcript showing courses of study and grades obtained from any college or university attended, and (4) If you have had military service, Provide proof of honorable discharges.

RETURN TO:
Sheriff of Noble County
210 7th Street, Noble County
PO Box 22
Albion, IN 46701

Initial Requirement Data

Are you a US Citizen? _____ SS# _____

Your age _____ Date of Birth _____

Your height (without shoes) Feet _____ Inches _____

Your weight (stripped) Pounds _____

Are you a regular graduate of an accredited high school? _____
If no, have you been issued an equivalency diploma from an accredited high school?

Do you currently possess a valid automobile driving license? _____
License # _____ State _____

Is your license restricted? _____ If yes, for what reason? _____

Have you ever held a driving license in another state? _____
If so, what state? _____

Number of years driving experience _____

Are you a resident of Noble County? _____ How Long? _____

List your last address prior to the one listed in this application _____

Family Data

Marital

Status: Married _____ Single _____ Widowed _____ Divorced _____ Separated _____

Dependents:

Name	Age	Relationship

	Full Name (include maiden name)	Where Born	Present Address (if living)
Father			
Mother			
Spouse			

Is spouse employed? _____ Where? _____

Education Data

High School(s) attended:

Name of School	From	To	Grade Completed

College or University:

Name of School	From	To	Grade Completed	Major	Degree

Employment Data

Record below your employment starting with graduation from high school

Dates of Employment From – To	Name of Employer	Address of Employer	Position Held	Annual Salary	Reason for Leaving

Have you ever left a position because of ill health, the nature of which was either mental or physical? _____ If yes, explain fully on separate page.

Have you ever been discharged from a position of employment? _____
If yes, explain fully on separate page.

References (please do not list relatives as references) (Information must be complete.)

Name	Phone #	Street	City/State

Residences last five years other than present

Street Address	City	State

Military History and Status

Military History

Organization	Dates of Service From – To	Rank or Grade	Reason for Leaving Service

Military citations or other awards received _____

Are you now a member of Organized Reserves? _____ If so, rank _____

Give name and location of unit to which assigned _____

List weekly/monthly/yearly obligations of your time to this activity _____

Physical Status

Have you visited or received treatment from a physician or other practitioner during the past three years? _____

If so, explain and give reason _____

Are you, to the best of your knowledge, of sound health and physically fit in every respect? _____

Miscellaneous

Are you engaged in any volunteer or paid activity with any fire department, EMS organization, law enforcement agency or other public service activity? _____

If so, list agency and your position _____

List weekly/monthly/yearly average time devoted to this activity _____

List past or present membership in clubs or organizations, (political, social, etc.) _____

With what church are you affiliated? _____

Have you had any law enforcement related experience? _____

If so, list same _____

Vehicle Accident and Arrest Record

List vehicle accidents you have been involved in as a driver. Give date and location.

Date	Location	What Happened

Have you ever been arrested or received a ticket for a traffic offense? _____

If yes, describe below

Date	Location	Charge	Fine or Sentence

Have you ever been arrested for a criminal offense? _____ If yes, describe below.

Date	Location	Charge	Disposition of Case

Do you own your home or are you renting? _____

A home phone is a prerequisite to acceptance of any candidate. Is this an acceptable condition to you? _____

Are you a proprietor or part owner of any business or firm? _____ If yes, describe nature of business _____

What special skills have you developed through hobbies, education, occupation, or other special interests? _____

May we contact your employer in connection with this application? _____

Mount Photograph
In
This
Space.

Affix Securely.

Photograph to be front
View, head and shoulders,
2 1/2 inches square, and
taken within past six
months.

STATE OF INDIANA
COUNTY OF _____

_____ being duly sworn deposes and
says that he is the applicant above named and that the statements of fact contained in the
foregoing application are true.

(signature of applicant)

Subscribed and sworn to before me this _____ day of _____, 20____.

My commission expires _____, 20____.

Notary Public

Check application carefully.

Be certain all items are complete before mailing.

Items listed at bottom of page one must be attached at time of application.

**Mail to: Sheriff of Noble County
Noble County Jail
210 South 7th Street
PO Box 22
Albion, IN 46701**

INVESTIGATIVE CONSENT FORM

I hereby certify that, in connection with an application for membership in the Noble County Sheriff's Reserve, I have been advised through receipt of this form that:

- (1) An investigative report as to my character, general reputation, personal characteristics, police record and mode of living may be made; and,
- (2) I have the right to make a written request within a sixty-day period of time for a complete and accurate disclosure of the nature and scope of the investigation requested.

For purpose of this statement, I also acknowledge that any report or other information required by federal or state laws now and hereafter in effect shall be deemed received by me if addressed to:

_____ (print name)

_____ (street address)

_____ (city, state, zip)

_____ (birth date)

_____ (social security number)

_____ (home phone)

_____ (applicant signature)

Dated _____

Note: this statement is required by Federal Law (P.L. #91-505)