



**Michael D. Grzegorek**  
Sheriff

# Saint Joseph County Police

401 W. Sample St. South Bend, IN 46601

Telephone: (574) 245-6540

Fax: (574) 245-6574

[www.sjcpd.org](http://www.sjcpd.org)

**Timothy Decker**  
Chief

**William J. Thompson**  
Asst. Chief

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## *St. Joseph County Police Department Pre-Employment Inquiry*

This inquiry will be used to screen qualified applicants for current and future job openings as positions become available. Copies of the following items are **REQUIRED** when returning the pre-employment inquiry.

- ✓ Copy of High School Diploma or Final Transcript  
(GED Scores may be substituted for either or these)
- ✓ Copy of College Degree (if applicable)
- ✓ Copy of Driver's License (you **MUST** have a valid license)
- ✓ Copy of Birth Certificate
- ✓ Copy of Social Security Card
- ✓ Current photo of applicant, no larger than 4"x4"

To be considered for employment, you must be a United States Citizen, eighteen (18) years of age or older and possess a valid driver's license.

Please return inquiries **IN A SEALED ENVELOPE** to:

St. Joseph County Police Department  
Sgt. Cynthia Guest  
Training & Special Services  
Division 401 W. Sample St.  
South Bend, IN 46601  
(574) 245-6263

**\*\*ADDITIONAL COPIES OF THIS PACKET CAN BE DOWNLOADED/PRINTED FROM  
OUR DEPARTMENT WEBSITE AT: [www.sjcpd.org](http://www.sjcpd.org)**

# ST. JOSEPH COUNTY EMPLOYMENT INQUIRY

I UNDERSTAND THAT THIS IS ONLY AN INITIAL EMPLOYMENT APPLICATION. HOWEVER, THIS INFORMATION WILL BE REVIEWED AND MY QUALIFICATIONS CONSIDERED FOR POSSIBLE JOB OPENINGS WITH THE ST. JOSEPH COUNTY POLICE DEPARTMENT. IF THE SJCPD FINDS MY QUALIFICATIONS AND EMPLOYMENT BACKGROUND TO MATCH A CURRENT OPENING, I WILL BE CONTACTED TO COMPLETE THE APPLICATION PROCESS FOR EMPLOYMENT. INITIAL EMPLOYMENT APPLICATIONS ARE KEPT ON FILE FOR A PERIOD OF ONE YEAR.															
THE INFORMATION BELOW IS REQUIRED IN ORDER TO COMPLETE THIS REVIEW. <b>PLEASE PRINT CLEARLY.</b>															
LAST NAME:				FIRST NAME:				FULL MIDDLE NAME:			TODAY'S DATE:				
STREET ADDRESS:							SOCIAL SECURITY NUMBER:								
CITY:				STATE:				ZIP CODE:		PHONE NUMBER:					
POSITION APPLYING FOR:						DRIVER'S LICENSE #					DRIVER'S LICENSE STATE:				
EMAIL ADDRESS:						DESIRED WAGE:									
FULL TIME				PART TIME				RESERVE/ HORSE POSSE					INTERNSHIP		
<b>CURRENT EMPLOYMENT/EXPERIENCE</b>															
MOST CURRENT EMPLOYER NAME:						DATES EMPLOYED:					WAGE:				
POSITION:						REASON FOR LEAVING:									
PRIMARY DUTIES:															
PREVIOUS EMPLOYER NAME:						DATES EMPLOYED:					WAGE:				
POSITION:						REASON FOR LEAVING:									
PRIMARY DUTIES:															
<b>EDUCATIONAL BACKGROUND</b>															
CHECK THE NUMBER OF YEARS COMPLETED FOR EACH OF THE FOLLOWING:							BRIEFLY DESCRIBE COURSES OF MAJOR CONCENTRATION								
HIGH SCHOOL				UNDERGRAD COLLEGE				COLLEGE/GRADUATE							
1	2	3	4	1	2	3	4	1	2	3	4	5+	DEGREE EARNED		
LIST ANY PROFESSIONAL, TECHNICAL, TRAINING, OR LICENSES POSSESSED:															
ALL INDIVIDUALS CONSIDERED FOR EMPLOYMENT ARE EVALUATED WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATION OF ORIGIN, AGE, MARTIAL STATUS, GENDER IDENTITY, SEXUAL ORIENTATION, VETERAN STATUS, THE PRESENCE OF A NON-JOB RELATED DISABILITY OR ANY OTHER LEGALLY PROTECTED STATUS.															
I SWEAR AND AFFIRM UNDER THE PAINS AND PENALTIES OF PERJURY THAT THE INFORMATION PROVIDED IN THIS DOCUMENT IS TRUE AND CORRECT.							SIGNATURE:								
							DATE:								

**General Information**

**Please note:** *Information provided in this section is used for identification purposes only. You may be requested to fill out a more detailed background information questionnaire as part of the complete application process.*

Height \_\_\_\_\_ Weight \_\_\_\_\_

Color of eyes \_\_\_\_\_ Color of hair \_\_\_\_\_

Scars, tattoos, or other distinguishing marks:

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Are you a U.S. Citizen? \_\_\_ Yes \_\_\_ No

Place of birth: \_\_\_\_\_

Do you possess a current and valid driver's license? \_\_\_ Yes \_\_\_ No

Have you ever served in the United States Armed Forces? \_\_\_ Yes \_\_\_ No  
(If yes, please attach a copy of your DD 214 to this application)

Have you ever been convicted of Domestic Violence, Invasion of Privacy, or ANY Felony offense? \_\_\_ Yes \_\_\_ No  
If yes, please provide details (attach additional sheets as necessary):

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Have you ever been arrested, detained or questioned by the police? \_\_\_ Yes \_\_\_ No  
If yes, please provide details (attach additional sheets as necessary):

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## St. Joseph County Jail Job Description

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Job Title: Correction Officer  
Department: St. Joseph County Police  
Division: Jail  
Reports to: Assigned Supervisor  
FLSA Status: Non-Exempt  
Prepared by: Julie Lawson/Lt. Matthew Blank  
Prepared date: June 12, 2015

### **Summary:**

Supervise inmates in the St. Joseph County Jail in accordance with established policies, regulations, orders and procedures by performing assigned duties.

Essential Duties and Responsibilities of a Corrections Officer include, but are not limited to, the following:

- Observe inmate conduct and behavior
- Treat inmates, visitors, and staff in a courteous and professional manner
- Take necessary actions according to training to prevent disturbances and escapes
- Inspect all security measures for functionality & operability
- Conduct inmates searches for contraband
- Observe and supervise inmates during work assignments
- Patrol assigned areas on foot while looking for forbidden activities or unsatisfactory performance
- Report observations in written, computerized, and verbal form
- Employ weapons or force to maintain order within the jail when necessary
- Escort inmates within the jail, to/from court, to medical treatments both in and outside the facility all while ensuring the safety of the inmate, corrections officers, and any other persons who could be in contact with the inmate
- Respond to calls for assistance by running up to ½ mile
- Possess and Maintain the ability to move people away from danger, including by carrying unconscious people and providing emergency aid
- Possess and Maintain the ability to effect a forcible arrest
- Use appropriate equipment and training to restrain people from physically striking or injuring others

**Supervisory Responsibilities:**

This policy has inmate supervision responsibilities only.

**Qualifications:**

To perform this job successfully, an individual must be able to perform listed duties in a satisfactory manner. Abilities such as multitasking and prioritization are essential. The requirements listed below are representative of the knowledge, skill and/or abilities necessary. Individual must be able to work a schedule of 6 days on-duty and 3 days off-duty. In addition, reasonable accommodations may be required of the individual to work a 12-hour shift and/or mandated overtime as needed.

**Education and/or Experience:**

High school diploma or general education degree (GED)

**Language Skills:**

Individual must be able to read and interpret documents; such as safety rules, operating and maintenance instruction materials, and policy & procedure manuals. Individual must possess the ability to communicate effectively with fellow staff and inmates through written, computerized and verbal methods.

**Mathematical Skills:**

Individual must possess basic mathematical skills such as addition, subtraction, multiplication, division, units of measure, whole numbers, fractions, and decimals.

**Reasoning Ability:**

Applicant must possess ability to solve problems in time sensitive, fluid, hectic and even chaotic situations where the level of control is often limited. Applicant must be able to quickly and correctly interpret and execute orders given by command staff.

**Certificates, Licenses, Registration:**

Applicant must possess a current and valid driver's license.

**Physical demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk up to two miles per day. Employee may also be required to stand or sit for extended periods of time. The employee is occasionally required to run for distances of up to one half mile and must be able to climb and descend stairways unassisted. The employee must possess the ability to speak and hear. Sight abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The St. Joseph County Jail will provide specialized self-defense training. Each applicant must meet the minimum physical requirements to participate and successfully complete this training. Each applicant must maintain the physical ability to accomplish these tasks at any time required. Applicants may also be required to run for short periods of time during emergency situations.

An applicant must be able to affect a control maneuver of an unruly and potentially dangerous inmate alone until assistance from other staff members arrive.

**Work environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually very loud. While performing the duties of this job an employee may be subjected to profanity, physical and verbal abuse.

Employees are required to maintain a calm, professional manner even when subjected to extremely confusing and disorganized situations during the performance of their duties.

Signature \_\_\_\_\_



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## EMPLOYMENT STATEMENT AND AUTHORIZATION FOR RELEASE

The St. Joseph County Police Department retains the right to hire the person who appears to best fit its needs at this time. If, at any time during the employment process, you are no longer being considered for the position you will be notified in writing within 30 days of the decision. *There will not be an explanation as to what factors went into this decision unless specifically required by law.*

The background information supplied by an applicant for a position opening will be checked by the SJCPD to ensure the accuracy of the data furnished. SJCPD investigators will examine the personal character and reputation, credit record, driving and criminal history, and the past job performance record of the candidate. The candidate's home may be visited during this process. A polygraph (lie detector) examination and a drug screen are required for all persons prior to being hired at the SJCPD.

1. I hereby authorize representatives of the SJCPD to contact any and all schools, physicians, hospitals, Armed (military) Services, present and previous employers, law enforcement agencies, credit information agencies, neighbors, friends, relatives, personal references, or any person or organization/agency to furnish to the SJCDP or its designated agent, any and all information, opinions, or documents, which may be requested; to allow the visual inspection and copy of all reports, transcripts, certificates, photographs, qualifying credentials, or other documents; to authorize the SJCPD to make such investigations and inquiries as may be necessary in arriving at an employment decision.
  
2. I hereby release employers, schools, agencies/organizations, or any person from all liability in responding to inquiries in connection with my application for employment. Furthermore, I waive any objection to the release of said information and grant to the SJCPD, or its designated agents, any right I may have to said information.
  
3. My answers given to any SJCPD representatives are true and complete to the best of my knowledge. I understand that any misrepresentation, significant misstatements or omissions later discovered in my application form or during the employment process may prevent me from being hired or, in the event of employment, may be cause for my dismissal from the SJCPD. I acknowledge that I have read and understand this information and desire to continue in the employment process.

\_\_\_\_\_  
Candidate's Signature- Full Name

\_\_\_\_\_  
Printed Full Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Today's Date

**St. Joseph County  
EEO Data Sheet**

The Federal Government requires that the following information be collected in order to show compliance with Equal Employment Opportunity and affirmative action. Please complete this data sheet and return it along with your completed Employment Application. It will then be separated from the application and used for record keeping.

Position Applied For: \_\_\_\_\_

**A. Personal Data (Please Print):**

Name \_\_\_\_\_

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

Date of Birth \_\_\_\_\_

Sex: Male \_\_\_\_\_ Female \_\_\_\_\_

**B. Referral Source (check one):**

\_\_\_\_\_ Walk IN

\_\_\_\_\_ Departmental Referral

\_\_\_\_\_ Employee

\_\_\_\_\_ South Bend Tribune

\_\_\_\_\_ Indiana State Employment Service

\_\_\_\_\_ Community Agency

(Specify) \_\_\_\_\_

\_\_\_\_\_ Job Posting Notice

\_\_\_\_\_ Other, Specify: \_\_\_\_\_

**C. Ethnic Group (check one):**

\_\_\_\_\_ White

\_\_\_\_\_ Black

\_\_\_\_\_ Hispanic

\_\_\_\_\_ Asian or Pacific Islander

\_\_\_\_\_ American Indian or Alaskan Native

**D. Veteran Status:**

Are you a veteran of any branch of the U.S. Armed Forces? Yes \_\_\_\_\_ No \_\_\_\_\_



**PLEASE ATTACH REQUESTED DOCUMENTS, ADDITIONAL SHEETS (IF NEEDED)  
AND PHOTOGRAPH TO THIS PAGE**