

DU PAGE COUNTY SHERIFF'S MERIT COMMISSION

Deputy Sheriff – Law Enforcement (Lateral)

Job Opportunity Updated 2/20/2024

IF YOU ARE CURRENTLY IN LAW ENFORCEMENT, the DuPage County Sheriff's Merit Commission is currently accepting applications for lateral transfers to the position of Deputy Sheriff in the **Law Enforcement Bureau** of the Office of the Sheriff of DuPage County.

EXAMPLES OF DUTIES TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS:

An employee in this class, under general supervision, preserves and protects life, property, and the rights of all citizens to live in peace; enforces the laws in a fair and impartial manner; serves and executes all legal processes; prevents crime and maintains the safety and order as well as operates in a proactive manner to prevent criminal activity; initiates and conducts investigations of criminal activity; responds to calls for service; conducts follow-up investigations; identifies and arrests criminal offenders and persons wanted on criminal warrants or Civil Court Order; assists with the prosecution of cases; patrols an assigned area for the prevention of crime and enforcement of laws and ordinances; investigates suspicious conditions, activities or persons; arrests violators of laws and ordinances; directs traffic and enforces traffic laws; searches prisoners for weapons or articles; enforces rules and regulations of the office policy and procedures; and handles other duties as assigned.

Opportunities for future growth include: general case detectives, forensic investigators (detectives), digital forensic detectives, canine team, tactical street team, community resource unit, CIU/PCRT Deputy, numerous collateral assignments (i.e. bomb team, SWAT, ILEAS WMD, road evidence technicians, crisis negotiators, peer support, drug recognition experts, arson investigations) and task-force assignments with the U.S. Marshall's Team, Department of Homeland Security Narcotics/Money Laundering group, and Secretary of State Auto Theft.

YOU MUST BE CURRENTLY WORKING AS A FULL-TIME CERTIFIED POLICE OFFICER OR DEPUTY SHERIFF IN THE STATE OF ILLINOIS AND:

- Have completed either one year of full-time continuous experience or satisfactorily completed the probationary period at your current agency (if longer than one year).
- Be in good standing with your department as of the date of application as well as the date of certification by the Commission.
- Be acceptable to the Commission following an investigation and pass a background, reputation and character examination conducted by the Sheriff's Office, or an agency or company licensed to conduct background investigations, as authorized by the Sheriff's Office.
- Pass an oral interview by the Commission.

Additionally, all applicants who are appointed from the candidate list for lateral transfer to Deputy Sheriff must successfully complete a one (1) year probationary period as a Deputy Sheriff during which time they are subject to discharge and termination by the Sheriff at will.

TO APPLY:

- Download the application packet at www.dupagesheriff.org.
- Mail your completed application along with copies of your birth certificate or naturalization certificate (U.S. citizen applicants) OR Permanent Resident card and FOID card (non-citizen applicants), high school transcript, high school diploma, or General Education Development (G.E.D.) certificate, transcripts from all post-secondary educational institutions (if applicable), DD214 (if applicable), and law enforcement certificate from the State of Illinois to:
DuPage County Sheriff's Merit Commission, 421 N. County Farm Rd., Wheaton, IL 60187

Starting salary is \$82,309 plus:

- **\$15,000 sign-on bonus (paid in \$5,000 increments at the completion of each of the first three years of service)**
- **Take-home vehicle upon completion of training**
- **Health, dental and life insurance**
- **Pension and deferred compensation**
- **Paid vacation, holidays, and sick leave upon completion of probationary period.**

Please email the Merit Commission meritcommission@dupagecounty.gov with any questions.

The Office of the Sheriff of DuPage County is an Equal Opportunity Employer



DuPage County Sheriff's Merit Commission
 421 N. County Farm Rd.
 Wheaton, Illinois 60187
 (630) 407-6252



Application for Deputy Sheriff

Instructions

- You must be 21 years or older to submit this Application.
- The application must be typewritten or clearly printed in black ink.
- Any questions that do not pertain to you please indicate with the letters "N/A," meaning "not applicable."
- If additional space is needed for any section of the application, or if you wish to furnish additional information, attach sheets of the same size as this application, and number answers to correspond to the questions.
- Birth certificates must be official, not a photocopy. Photocopies of naturalization certificates, permanent resident cards, FOID cards, and educational transcripts are acceptable.

PERSONAL INFORMATION

Name: _____ Social Security No: _____
 Last Name First Name Middle Name

Address: _____
 Street/Apt. No. City/Village State Zip Code County

Home Phone: () _____ Work Phone: () _____

Cell Phone: () _____ E-Mail Address: _____

Driver's License No.: _____ State _____ Class _____

List all other names you have used, including nicknames. If female, furnish maiden name.
 If you have ever used any surnames other than that stated above, state during what period and under what circumstances these names were used. If you have ever legally changed your name, give date, place, and court:

I will be 21 years old or older at the time this Application is received by the Commission: No Yes
If "no," you are NOT eligible to submit this Application.

I am a citizen of the United States: No Yes **If "no", please answer the following questions:**

Are you legally authorized to under federal law to work in the United States? No Yes

Do you currently possess a valid FOID card? No Yes FOID Card Number _____

Chronologically list ALL residences in the past 3 years.

Dates:		Street Address	Apt. No.	City	State
From (Mo/Yr):	To (Mo.Yr):				

SPECIAL TRAINING/EDUCATIONAL HISTORY

Circle Highest Grade Completed:		High School				College				Post-Graduate			
		9	10	11	12	13	14	15	16	1	2	M.A.	PhD.
School	Name	Years Attended		Graduate	Majors	Degrees/Certs.	Credit Hours						
		From	To										
High School				Yes / No									
College		_____	- _____	Yes / No									
College		_____	- _____	Yes / No									
Other		_____	- _____	Yes / No									
Other		_____	- _____	Yes / No									
Post Graduate		_____	- _____	Yes / No									
Additional Training:		Length of Service:				Dates:							

Were you ever expelled, or dismissed, or suspended for more than 10 days from a school during your scholastic career?

No Yes If "yes," please provide the following:

School	Date of Discipline	Action Taken

Professional registrations, licenses, and/or certificates received, including certifying authority, location and date(s) received:

PLEASE ATTACH A PHOTOCOPY OF YOUR HIGH SCHOOL TRANSCRIPT, HIGH SCHOOL DIPLOMA, OR GENERAL EDUCATIONAL DEVELOPMENT (G.E.D.) CERTIFICATE, AS WELL AS PHOTOCOPIES OF TRANSCRIPTS FROM ALL POST-SECONDARY INSTITUTIONS.

EMPLOYMENT HISTORY

Please list all current and previous employers, starting with your current employer. If you are not currently employed, start with your most recent employer. Account for all periods of unemployment. (Be sure to include military experience, if applicable.) **For the purpose of the background investigation, do we have your permission to contact your current employer?**

Yes No

For each position listed below, attach copies of all written employee evaluations or job reviews regarding your performance.

a.	Employed from (Month/Day/Year)	Employed to (Month/Day/Year)
	Employer Name: _____	
	Address: _____ Telephone: (____) _____	
	Your Job Title: _____	
	Immediate Supervisor's Name & Title: _____	
	Immediate Supervisor's Telephone & Email: _____	

b.	Employed from (Month/Day/Year) _____	Employed to (Month/Day/Year) _____
Employer Name: _____ Address: _____ Telephone: (____) _____ Your Job Title: _____ Immediate Supervisor's Name & Title: _____ Immediate Supervisor's Telephone & Email: _____		
c.	Employed from (Month/Day/Year) _____	Employed to (Month/Day/Year) _____
Employer Name: _____ Address: _____ Telephone: (____) _____ Your Job Title: _____ Immediate Supervisor's Name & Title: _____ Immediate Supervisor's Telephone & Email: _____		

Have you ever been dismissed or asked to resign from any employment or position you have held? Yes No
If "yes," please identify employer and state reason:

Employer: _____ Reason: _____

Employer: _____ Reason: _____

Employer: _____ Reason: _____

Employer: _____ Reason: _____

Do you have any sources of income, business or other interest, which may conflict with your employment as a DuPage County Deputy Sheriff? Yes No

Specify conflict:

MILITARY RECORD

a. Have you ever served on active duty in the Armed Forces of the United States? Yes No

b. Branch of military service: _____

c. Dates of active duty (month, day, year): From _____ To _____

d. Serial number: _____

e. Member of a Reserve? Yes No Ready Standby Branch of Service: _____

f. Were you ever convicted of an offense by a court martial or in any other military administrative or adjudicative proceeding while in the service? Yes No
Details: _____

g. National Guard: Present Former None If you attend drills, meetings, or camps, give name of unit and location: _____

h. List any awards or medals you received during military service? _____

REFERENCE AND SOCIAL ACQUAINTANCES

Give three references who are NOT relatives, former or present employers, fellow employees, or teachers or instructors.

1. Name: _____
 (Last, First, Middle)
 Address: _____
 Home/Cell Phone: (____) _____ Business Phone: (____) _____
 Years Acquainted: _____ Occupation: _____

2. Name: _____
 (Last, First, Middle)
 Address: _____
 Home/Cell Phone: (____) _____ Business Phone: (____) _____
 Years Acquainted: _____ Occupation: _____

3. Name: _____
 (Last, First, Middle)
 Address: _____
 Home/Cell Phone: (____) _____ Business Phone: (____) _____
 Years Acquainted: _____ Occupation: _____

COURT RECORD

- a. Have you ever been convicted of any felony or misdemeanor, including driving while under the influence of alcohol or drugs, driving while license suspended or revoked, leaving the scene of an accident, or reckless driving? Yes No

(Note: Except for a domestic violence conviction, a criminal conviction will not in itself disqualify your application from further consideration.)

If "yes," list all such matters.

Date	Place and Department	Charge	Disposition	Details

- b. Has your driver's license ever been revoked or suspended? Yes No

ORGANIZATION MEMBERSHIP

List your professional or trade organization memberships:

Name of Organization	City and State of Organization	Dates	List Position and Activity

SPECIAL QUALIFICATIONS AND SKILLS

- a. Do you have foreign language ability? Yes No If yes, indicate your proficiency ("slight," "good," or "fluent") in the following aspects of each foreign language.

Name of Language	Speak	Understand	Read	Write

- b. List any special skills you possess:
- c. List any special equipment you are able to use:

ALL APPLICANTS – Clip two full-face photographs of yourself, not larger than 2 1/4" X 2 1/2" here. Print your name, plainly on the back of the photographs. The photographs must have been taken not more than three (3) months prior to the date of this application.

APPROVAL FOR BACKGROUND INVESTIGATION/POLYGRAPH EXAMINATION

a. Have you previously submitted an application for employment with the DuPage County Sheriff's Office?

Yes No Date: _____ Result: _____

b. Have you made an application for employment with any other police agency? No Yes. If "yes," state name of agency and date of application:

Agency: _____ Date: _____

Result or status of application: _____

I understand that I may be requested, and hereby agree, to submit to a polygraph examination during the processing of my application, and if hired, subsequent to employment, to assist in determining my suitability for employment or to resolve issues directly related to my employment.

I understand that all appointments are probationary for a period of one (1) year, during which I must demonstrate my fitness for continued employment with the DuPage County Sheriff's Office. I also understand that, in many areas of the Sheriff's Office, it is necessary to establish regular night and midnight shifts, in view of which I must be completely available for any shift or assignments, as the need might arise. I further understand that any appointment will be contingent upon the results of a complete investigation.

I have personally read and answered each and every applicable question herein and do solemnly swear or affirm that each and every answer is full, true, and correct. I understand that the discovery of any falsity or discrepancy in this Application may result in its not being accepted or, if hired as a Deputy Sheriff, subject me to dismissal proceedings.

I do hereby agree to submit to a polygraph (lie detector) examination background investigation during the processing of my application and authorize a full background investigation and consent to the release of necessary information. I will not seek to hold any person liable who furnishes information in connection with this Application, regardless of whether I am hired.

Print Name: _____ Date: _____

Applicant's Signature: _____

The DuPage County Sheriff's Department is an Equal Opportunity Employer.

Any employee or applicant who feels they are the subject of discrimination may make a complaint to ICJIA at <https://icjia.illinois.gov/about/publications/civil-rights-discrimination-complaint-form/> or the Office for Civil Rights (OCR) at https://civilrights.justice.gov/report/?utm_campaign=d43e2eb1-f108-4164-adcd-3cd945a58093 or the EEOC at <https://www.eeoc.gov/federal-sector/filing-formal-complaint>

PERSONAL INQUIRY-AUTHORITY FOR RELEASE OF INFORMATION

Applicant's Name: _____

Date of Birth: _____

Social Security No. _____

Driver's License No. _____ State: _____

FOR OFFICE USE ONLY

To: _____

I am applying for a position with the DuPage County (Illinois) Sheriff. The DuPage County Sheriff's Merit Commission is charged under Illinois law with evaluating my application and determining my fitness for candidacy for such position.

In connection with my application, I am requesting and authorizing you to furnish the DuPage County Sheriff's Merit Commission with any and all information - laudatory, negative, or otherwise - that you may have concerning my employment record and reputation.

Specifically, I authorize you to furnish all information pertaining to awards, commendations, recommendations, evaluations, reports, disciplinary actions, written reprimands, documented verbal warnings and internal investigations, regardless of whether such is confidential or privileged, which is contained in my personnel file. Please include photocopies of such whenever possible.

The above information is to be used to assist in determining my qualifications and fitness for the position I am seeking with the Sheriff's Office.

I hereby release and waiver all claims and causes of action against you, your organization, it's agents and employees, as well as the County of DuPage, DuPage County Sheriff's Office and DuPage County Sheriff's Merit Commission, from any liability or damage which might result from furnishing or review of the requested information.

Print Name: _____ Date: _____

Applicant's Signature: _____