



# APPLICATION FOR EMPLOYMENT

## WARREN COUNTY

### SHERIFF'S DEPARTMENT

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104 West Main Street, Suite A  
Warrenton, Missouri 63383  
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[www.wcsdmo.net](http://www.wcsdmo.net)

## BASIC REQUIREMENTS & INSTRUCTIONS

- AGE:** Deputy Sheriff – Minimum Age is 21 Years of Age  
Civilian Positions – Minimum Age is 18 Years of Age
- EDUCATION:** High School Diploma or GED Required
- CERTIFICATION:** Applicants for position of Deputy Sheriff must be certified with the Missouri Peace Officer and Standards Commission prior to employment. In order to be certified applicants must have successfully completed an approved basic training course, and have passed an examination administered by the Missouri POST Commission. For more information on Missouri P.O.S.T. certification, please visit: <http://www.dps.state.mo.us/dps/dps2002/post/index.htm>
- PHYSICAL FITNESS:** All applicants must be able to perform the essential functions of the position they are seeking, with or without reasonable accommodation, and must not pose a direct threat or significant risk of substantial harm to the safety or health of themselves or others.
- U.S. CITIZENSHIP:** All applicants must be able to legally work in the United States. Applicants for position of Deputy Sheriff must be citizens of the United States, and residents of the State of Missouri. All applicants must be able to communicate effectively in written and spoken English.
- OTHER:** All applicants who are seeking employment with this Sheriff's Department, as with any law enforcement organization, should be aware of certain requirements which are inherent within the profession. These may be identified with character traits which include honesty, maturity, self-discipline, initiative, and an exceptional ability to deal frequently with traumatic occurrences. The Warren County Sheriff's Department maintains a drug and alcohol free work environment.

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

**REQUIRED EXAMINATIONS:**

The screening process for any position within the Sheriff's Department may include a written test, an oral board interview, and a formal Sheriff's interview. Required examinations also include, upon a conditional offer of employment:

- Computer Voice Stress Analysis. (sworn positions only)
- Medical Examination.
- Drug Screen.
- Background Investigation. This will include, but is not limited to contact with the applicant's former employers, associates, neighbors, and other pertinent sources. Applicant's military history, school records, police records, and driving history may also be investigated.

All examinations are conducted by qualified individuals designated by the Sheriff, at the expense of the Warren County Sheriff's Department.

**REQUIRED ATTACHMENTS:**

Copies of the following items should be attached to the employment personal history statement which must be completed and turned in at the time of the initial interview or test date.

- High School Diploma or GED Certificate.
- College Diploma or Transcript of College Credits.
- Birth Certificate.
- Missouri Driver's License.
- Social Security Card.
- Federal Form DD214, indicating Honorable Military Service if Applicable.
- Missouri P.O.S.T. Certified Basic Training Certificate.
- All Relevant Training Certificates.

**WORK SCHEDULES:**

Employees are required to work the time periods and / or shifts, rotational and / or stationary, and location assignment, consistent with the needs of the Sheriff's Department.

**DUTY ASSIGNMENTS:**

All applicants hired by the Sheriff serve at the pleasure of the Sheriff of Warren County and may be assigned to any of the interdepartmental bureaus, sections, or units at the discretion of the Sheriff or his duly appointed representative. Employment is at the will and pleasure of the Sheriff, per Missouri State Statute 57.251. Written policies and other manuals do not alter the at will status of employment.

**MANDATORY TRAINING PROGRAM:**

The very nature of the law enforcement and corrections profession require continuous training to stay current with changes in the law, procedures, methods, and new technologies. To accomplish this, the Warren County Sheriff's Department has an ongoing training program that is mandatory for employees. All costs associated with such training are paid by the department, as well as overtime for the time spent in training. In an effort to protect the training and financial investment made by this agency in it's employees, the Warren County Sheriff's Department requires training contracts on each training session. In the event an employee does not fulfill the terms of the contract, they may be financially responsible for a pro-rated portion of the training expenses.

**COMMUNITY POLICING:**

The Warren County Sheriff's Department is committed to the implementation of the community policing concept. Community policing is an organizational strategy and philosophy which emphasizes problem solving

partnerships between the Sheriff's Department, neighborhoods, and businesses, working together to create better quality of life within the community.

**INITIAL STATUS PERIOD OF EMPLOYMENT**

Successful applicants are subject to an initial status period of employment. This initial status period is twelve (12) months for all positions. The initial status period is regarded as part of the applicant's examination process and will be utilized for purposes of employee evaluation, training, and adjustment to the demands of the profession. New employees, who fail to perform satisfactorily during this period, may be separated from the Sheriff's Department, depending on the circumstances of each case.

**SALARY AND BENEFITS OF EMPLOYMENT**

Deputy Sheriff / \$30,160.00 (\$14.50 hr)	Paid Holidays
Corrections Officer / \$22,776.00 (\$10.95 hr)	Scheduling Flexibility
Records Clerk / \$19,656.00 (\$9.45 hr)	Ongoing Continuing Education Training
Overtime Compensation	Police Academy Sponsorship Available
Medical / Dental / Vision Benefits	Uniforms Provided
Dependant Insurance Available	Equipment Provided
County Employee Retirement Fund	Assigned Take Home Patrol Car When Eligible
Paid Vacation Leave	Advancement Opportunities
Paid Sick / Personal Leave	Gym Membership

**DISQUALIFICATION FACTORS:**

Applicants are advised that areas for disqualification from further consideration include, but are not limited to, the following:

- Current use of non-prescription or illegal drugs, or abuse of prescription drugs.
- Any felony conviction, some misdemeanor convictions, to include domestic violence charges.
- Police history – type, frequency, and nature of contacts.
- Negative driving record.
- Outside activities which may be classified as a conflict of interest.
- Revelation of violent or assault like behavior via background investigation or by the admission of the applicant.
- Documented record of prior poor work performance.
- Unsuccessful completion of any basic requirement.
- Providing false or misleading information during the application / selection process.

It is the policy of the Sheriff's Department to not discuss the reasons why applicants were not selected for hire. There is no flexibility to this policy. Applicants may be notified of their disqualification at any point in the selection process. If you receive such a notice, it simply means that you do not meet our standards at this time. Receiving this notice does not indicate that you are ineligible to apply with other agencies.

**POLICY ON RE-APPLICATION**

Applicants who failed a written test may reapply immediately upon the posting of another selection process. All other applicants who are disqualified can reapply with the Sheriff's Department no sooner than six (06) months from the date of notification of non-selection.