

# **SHELBY COUNTY SHERIFF DEPARTMENT**



**RESERVE OFFICER  
APPLICATION**

# SHELBY COUNTY SHERIFF DEPARTMENT EMPLOYMENT APPLICATION

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POSITION: Reserve Patrol Officer  
DEPARTMENT: Shelby County Sheriff Department  
DIVISION: Patrol Unit  
JOB CATEGORY: Civilian

STATUS: Part-Time

FLSA STATUS:

DATE WRITTEN: June 1995

DATES REVISED:

Incumbent serves as Reserve Patrol Officer for the Patrol Division of the Shelby County Sheriff Department, and is responsible for the enforcement of the laws of the state and protection of County residents and their property.

## **DUTIES:**

Enforces local, state, and federal laws by implementing effective policy for the prevention and investigation of crimes to protect the lives and property of the people.

Regularly patrols County roads, and other designated areas, ensuring the security of residences and businesses, investigates and reports all suspicious or unlawful activities, and performs necessary actions to ensure the proper enforcement of applicable laws.

Monitors radio and other communication devices and responds to citizens' calls of distress and complaints of alleged unlawful activity, assesses and brings situation under control, takes statements from victims and witnesses, provides appropriate assistance, and ensures the lawful apprehension and arrest of criminal offenders, as required by law.

Stops drivers of vehicles for traffic violations, verifies license and registration data, effects breathalyzer test when necessary, advises driver of safe driving practices and issues warning, citation, or effects an arrest as warranted.

Pursues, apprehends, searches, and arrests suspects using only necessary force, advises suspect of rights and transports suspect to detention area. Prevents individuals from injuring others by using physical restraint or appropriate weapons.

Responds to and investigates traffic accidents, assesses extent of personal injuries, and calls for emergency medical assistance; photographs, video tapes and measures scene of accident, and takes statement from victims and witnesses.

Assists with extracting victims, providing emergency medical care, lifting individuals onto stretchers and into medical vehicles. Directs the removal of the vehicles involved, and ensures area is clear.

Serves various legal documents, including summonses, court orders to appear and notices of hearings; returns documents to appropriate officials and courts.

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Participates in the formal investigation of crimes by searching crime scene and following prescribed procedures to preserve and protect evidence, interviewing and taking taped statements from victims and witnesses, conducting neighborhood checks, and completing all necessary case reports, as required or assigned.

Responds to residential and business alarms, investigating potential unlawful activity, initiates appropriate action to properly enforce applicable laws and/or protect the lives and property of the public.

Maintains the appearance and serviceability of all issued uniforms and/or required equipment and supplies. Submits to a department wide inspection of issued equipment and supplies when scheduled.

Investigates, located and apprehends individuals with outstanding warrants and/or mental commitments and transports to appropriate law enforcement or medical facilities.

Transports individuals detained by the County to appropriate courts, detention, or medical facilities.

Directs vehicular and pedestrian traffic when congestion occurs or as directed.

Prepares and submits to superiors all required reports and summaries of activities according to establish department deadlines.

Attends scheduled Reserve Officer meetings to receive scheduled training and share pertinent information regarding incidents and activities occurring within the County.

Testifies in court on criminal or civil cases, as required by order of court following established departmental policies and procedures.

Assists in performing duties of all division personnel, including, but not limited to, processing detainees, court security, front desk, and dispatching, and any other duty which may be assigned. May serve on specialized law enforcement teams, such as K-9, Scuba or SWAT tactical teams, engagements or police escorts.

Occasionally may assist area emergency medical services and rural fire departments in the performance of their duties and operation of equipment, as assigned or directed.

Occasionally attends prescribed in-service and/or training programs for certification in specialized law enforcement areas, as assigned or required.

Performs related duties as assigned.

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## I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Each newly appointed Reserved Officer shall be required to work and log a minimum of 50 hours of radio room procedures and operations. A minimum of 24 hours shall be worked in the jail, under the supervision of regular jail officer. These hourly logs shall be initialed by the regular radio dispatcher and jail officer for each shift worked by said Reserve Officer. These requirements shall be met prior to performing any patrol duties. It shall be the responsibility of the newly appointed person to make sure that their logs and certification sheets are initialed and signed by the radio dispatchers and jail officers on duty. Any Reserve Officer who fails to be certified by the Jail Commander in Jail Procedure and Operations shall continue in the jail until such certification is achieved. Any Reserve Officer who fails to be certified by the IDACS Coordinator in Radio Room Procedures and Operations shall continue training in the radio room until such certification is achieved. Any Reserve Officer who fails to show competence in working the jail or radio room shall be reassigned for additional training in the area needed. Each newly appointed Reserve Officer will also be required to ride with a regular patrol officer for a minimum of 24 hours, strictly as an observer. Necessary equipment and arrest powers will be issued after the above requirements are met.

Each newly appointed Reserve Officer shall be required to log a minimum of 100 hours of duty patrol prior to driving and operating any official vehicle. This training is to be logged while riding with a regular patrol officer only. During this period of time, the newly appointed Reserve Officer will be required to complete certain aspects of his/her training. These requirements are outlined in the Reserve Organization's Rules and Regulations.

Each newly appointed Reserve Officer shall be required to attend an I.L.E.A. certified pre-basis class and Reserve Officer Academy within the first year or as soon as possible thereafter.

Ability to be certified by the Indiana Law Enforcement Academy, through an approved pre-basis course, and ability to meet all department hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Through knowledge of and ability to make practical application of the customary practices, procedures, rules and regulations of the department to perform standardized patrol operations and take authoritative action as needed.

Ability to obey all written and verbal orders and directives from the Sheriff and superior officers.

Practical knowledge of area law enforcement demands, and ability to effectively respond to various circumstances while patrolling.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, and to effect forceful arrest as situations demand.

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Ability to physically perform the essential duties of the position, including, but not limited to, pursuing suspects by driving vehicle at high speed, running, climbing stairs, forcing entry, scaling walls and jumping fences.

Knowledge of and ability to use and properly maintain all assigned uniforms and/or department equipment and weapons; ability to legally operate department vehicles.

Ability to type and possess knowledge of word processor and department computer.

Ability to qualify annually by obtaining a passing score in the Handgun Course of Fire and Shotgun Course of Fire, as required by the standards of the Indiana Law Enforcement Training Board.

Knowledge of standard practices and procedures in administering first aid and CPR. Ability to recognize the signs and symptoms of some communicable diseases and be able to protect oneself from contamination and avoiding high risk environments.

Knowledge of photography, taking latent prints, and ability to appropriately receive, maintain, and account for articles received in evidence.

Knowledge of and ability to effectively perform duties and operate equipment of emergency medical services and rural fire departments.

Knowledge of standard English grammar, spelling and punctuation, and effectively prepare and complete department reports within established department deadlines. Ability to maintain confidentiality of department information and reports.

Ability to effectively listen, comprehend and communicate with the public, other officials, and agencies by radio, telephone, or in person.

Ability to adapt to changing weather conditions, work environments, and irregular and/or extended hours. Ability to appropriately respond to emergencies from off-duty status as assigned or directed.

## II. **RESPONSIBILITY:**

Incumbent performs a wide variety of patrol duties according to established departmental policies and police procedures, making independent decisions and taking authoritative actions in response to situational demands. Errors in decision or work may not be readily detected by periodic supervisory review and may lead to loss of life to self, co-workers, or public, and/or have adverse effects upon department operations and create inconvenience for members of the public.

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### **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with supervisors, offenders, and individuals detained the Shelby County jail facility, representatives of other law enforcement departments and agencies, victims of unlawful activities and/or accidents, and member of the public for variety of purposes, including coordination and direction of police patrol operations, public assistance, and enforcement of applicable laws. Non-routine relationships with law offenders to gain concurrence with full enforcement of laws in situations that jeopardize public safety.

Incumbent reports directly to Officer in Charge of the Reserve Division and/or designated officer in charge of shift.

### **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties both in an office environment and in the field, and is frequently exposed to the normal hazards associated with enforcement of the law. No prolonged, extreme physical demands are associated with normal duties or assignments, but incumbent performs regular automobile patrols and must exert strenuous physical effort during emergency situations, such as chasing and apprehending offenders and assisting with emergency evacuation and care of vehicular accident victims.

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The Shelby County Sheriff Department is an equal opportunity employer and does not discriminate in hiring or employment practices on the basis of race, color, sex, religion, creed, national origin, ancestry, handicap as defined by law, political affiliation, or on the basis of age against individuals whose age is between 40 and 70, except when age, sex or physical requirement constitute a bona fide occupational qualification necessary to proper and efficient administration, or for the health, safety and welfare of the applicant and others, or as provided by law. No question on this application is intended to secure information to be used for such discrimination.

The Shelby County Sheriff Department, pursuant to and in accordance with the Americans with Disabilities Act ("ADA"), specifically Title I of the "ADA", shall not discriminate against a qualified individual with a disability because of the disability in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment. Additionally, no qualified individual with a disability may, on the basis of disability, be subjected to discrimination in employment under any service, program or activity conducted by the Shelby County Sheriff Department.

This application must be completed by the applicant only; however, the applicant may request any needed accommodation to participate in the applicant process unless such accommodation causes undue hardship to the Shelby County Sheriff Department. Print legibly in blue or black ink or type neatly, accurately, and thoroughly. Attach supplements if necessary to amplify any information requested. All information will be regarded as confidential. This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

The Shelby County Sheriff Department encourages and invites applicants to identify themselves as individuals with disabilities in order for the Department to collect and analyze information for satisfaction of affirmative action requirements, "ADA" requirements and determination of appropriate accommodations for the applicant. No qualified applicant shall be refused employment because of such person's need for an accommodation required under the "ADA", unless such accommodation causes undue hardship to the Shelby County Sheriff Department.

Because of the sensitive and important nature of law enforcement, the Shelby County Sheriff Department must select employees who possess the best physical, mental, moral, and emotional character for the performance of these duties. In order to best ascertain who those individuals are, it is necessary to gather as much information as possible about each applicant which may have bearing on his/her ability to perform the duties required with or without an accommodation. Several questions in this application are designed to give the department a complete background on each applicant. Those particular responses to

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questions marked with an asterisk (\*) shall not act as an automatic bar to selection, but will be considered along with attendant facts. No question on this application is intended to secure information to be used for unlawful discrimination.

**DO NOT MISSTATE OR OMIT MATERIAL SINCE INFORMATION MADE HEREIN IS SUBJECT TO VERIFICATION TO DETERMINE YOUR QUALIFICATIONS FOR EMPLOYMENT**

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## **POLICY STATEMENT ON EMPLOYMENT OF EX-OFFENDERS**

Consideration for employment of ex-offenders shall be given without regard to race, color, sex, religion, creed, national origin, ancestry, handicap as defined by law, political affiliation, or on the basis of age against individuals whose age is between 40 and 70, except when age, sex or physical requirements constitute a bona fide occupation qualification necessary to proper and efficient administration, or for the health, safety and welfare of the applicant and others, or as provided by law. The term "ex-offender" as used herein, refers to anyone convicted of any criminal statute or military offense while in the service.

### **FELONY CONVICTIONS**

Any individual convicted of a felony shall be ineligible for employment by the Shelby County Sheriff Department. A felony is defined by Indiana Law (35-50-2-1) as any offense for which a person may receive more than one (1) year of confinement in a state or federal institution.

### **EVALUATION**

With respect to all other criminal convictions which are not felonies, in each case the department will consider whether the prior criminal conviction or military offense conviction of the applicant will have a bearing on the applicant's job performance or tend to measure job capability. The date and nature of the offense, the requirements of the position which is being applied for, as well as the applicant's other qualifications will be considered.

### **CONFIDENTIALITY**

As a matter of policy, every effort will be made to keep the applicant's criminal record confidential. During the selection and placement process, it will be necessary to inform the appropriate persons participating in the selection process of the applicant's criminal record.

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## **POLICY STATEMENT ON BACKGROUND INVESTIGATIONS**

It is the policy of the Shelby County Sheriff Department to recruit qualified individuals for positions in the department. In pursuing this goal, a background investigation of each applicant is conducted with respect to factors that may have a bearing upon the applicant's job performance or tend to measure job capability as a member of the Shelby County Sheriff Department.

Members of the Department are public servants. Police officers are placed in situations of public trust and must be of high integrity and character. A police officer's job often involves critical and dangerous situations and he/she should not be prone to external pressures that would affect his/her ability to perform the job.

Accordingly, the following items and the circumstances surrounding such items are reviewed:

1. Contents and completeness of employment application.
2. Driver's responsibility (copy of driving summary if furnished by the Indiana Bureau of Motor Vehicles).
3. Former employment.
4. Financial condition.
5. Criminal record of applicant pursuant to "Policy Statement on Employment of Ex-Offenders".
6. Personal character references.
7. Personal history of applicant.

A negative finding on any one of these factors shall not, in and of itself, be reason for an automatic rejection of an applicant. Instead, the circumstances underlying such matters will be considered as they relate to the applicant's ability to perform the job. The date and circumstances surrounding any negative findings in the background investigation, the requirements of the position, as well as the applicant's other qualifications, will be considered.

The background investigation phase of the hiring process shall be based upon objective, factual findings and any required subjective determination shall be in accordance with the aforementioned policy and conducted in such a manner as to not discriminate on the basis of race, color, sex, religion, creed, national origin, ancestry, handicap as defined by

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law, political affiliation, or on the basis of age against individuals whose age is between 40 and 70, except when age, sex or physical requirement constitute a bona fide occupational qualification necessary to proper and efficient administration, or for the health, safety and welfare of the applicant and others, or as provided by law.

**Once completed return pages 11 – 20 of the application to the  
Shelby County Sheriff's Department.**

**\*\*\* Make sure you have pages 11 and 20 notarized.**

**\*\*\* You will need to have a credit report ran and returned to the Sheriff's  
Department within 7 days of submitting your application.**

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Date received in Office: \_\_\_\_\_ Received by: \_\_\_\_\_

**I. PERSONAL HISTORY**

A. Name in full- Last, First, Middle \_\_\_\_\_

B. Social Security Number \_\_\_\_\_

C. List all other names you have used including nicknames. If female, furnish maiden name. If you have ever used any surname other than your true name, during what period and under what circumstances were those names used? If you have ever legally changed you name, give date, place and court. (This information is being collected to assist the Department in conducting a thorough background investigation.)

\_\_\_\_\_  
\_\_\_\_\_

D. Birthday (Month/Day/Year) \_\_\_\_\_

Birth Place (City/State) \_\_\_\_\_

Attach a copy of your birth certificate to be used to verify your age for statutory requirements and pension purposes.

E. Are you a United States Citizen? \_\_\_\_\_

F. Driver's License Number \_\_\_\_\_ State \_\_\_\_\_





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IV. JOB DATA

- A. Position Desired \_\_\_\_\_
- B. Date Available to Begin Work \_\_\_\_\_
- C. Have you ever been employed by the Shelby County Sheriff's Department? If yes, when? \_\_\_\_\_ What capacity? \_\_\_\_\_

V. ACADEMIC EDUCATION

Please specify highest grade level attained and attach transcripts from all educational institutions attended. (Information contained in this section will be used only to the extent that it is relevant to the necessary qualifications and the position for which you apply.)

	NAME & ADDRESS OF SCHOOL	MAJOR COURSES OF STUDY	YEARS ATTENDED FROM - TO	DEGREE/DIPLOMA EARNED
HIGH SCHOOL				
VOCATIONAL SCHOOL				
CORRESPOND. SCHOOL				
UNDERGRAD. COLLEGE/UNIV				
PROFESSION/GRADUATE				

Professional/Graduate

VI. ACTIVITIES

**Completion of this section is optional. Failure to complete this section will in no way jeopardize your employment opportunities.**

A. Social, Fraternal, Professional Organization Memberships- Past and Present

NAME	ADDRESS	TYPE OF ORGANIZATION	DATES OF MEMBERSHIP	OFFICES HELD

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**B. HOBBIES AND SPORTS**

HOBBY OR SPORT	LENGTH OF PARTICIPATION	LEVEL OF PROFICIENCY

**VII. SUBVERSIVE ORGANIZATIONS**

Are you now or have you ever been a member of any organization, association, movement, group or combination of persons which advocates the overthrow of our constitutional form of government, or which has adopted the policy of advocating or approving the commission of act of force or violence to deny other persons their rights under the Constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you now or have you ever been affiliated or associated with any organization of the type described above, as an agent, official, or employee? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you now associating with, or have you associated with any individual, including relatives, who you know or have reason to believe are or have been members of any organizations of the type described above? Yes \_\_\_\_\_ No \_\_\_\_\_

If answering **YES** to any of the questions in this section, attach a fully detailed statement describing the circumstances. If associated with any of these organizations, specify the nature and extent of association with each, including offices held. Also include dates, places, and credentials now or formerly held. If associations have been with individuals who are members of these organizations, list the individuals and the organizations with which they were or are affiliated.

**VII. MILITARY RECORD**

A. Have you ever served on active duty in the Armed Forces of the U.S.? \_\_\_\_\_

Branch of Service \_\_\_\_\_

Dates of Active Duty \_\_\_\_\_

Military Serial Number \_\_\_\_\_

Type of Discharge \_\_\_\_\_

B. Are you currently enlisted in the U.S. Reserve or National Guard? \_\_\_\_\_

If yes, what is your reserve obligation, unit, and location?

\_\_\_\_\_

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C. \* While in military service were you ever convicted of any offenses? \_\_\_\_\_  
 If yes, when? \_\_\_\_\_  
 Explanation of Conviction \_\_\_\_\_

D. \* Attach a copy of your DD214

No applicant will be automatically rejected because of a less than honorable discharge (except a dishonorable discharge), but such a discharge will be considered in conjunction with other information. If discharge is less than honorable, explain on a supplement page.

**IX. EMPLOYMENT**

Beginning with present or most recent employer, list employment history. Include part-time, temporary or seasonal and all periods of unemployment.

NAME & ADDRESS	TYPE OF BUSINESS	DATES OF EMPLOYMENT	JOB TITLE/ DUTIES	FINAL SALARY	REASON FOR LEAVING
	PHONE:				
	FAX:				
	PHONE:				
	FAX:				
	PHONE:				
	FAX:				

May we contact your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_

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**X. PERSONAL REFERENCES**

List four personal character references.

NAME	ADDRESS	PHONE NUMBER	YEARS KNOWN

**XI. SPECIAL SKILLS AND QUALIFICATIONS**

List any experiences, skills, or special qualifications which you feel make you especially well suited for work with the Shelby County Sheriff Department. Also list any mechanical skills you possess which are relevant to the job for which you are applying. Attach copies of any pertinent certificates, awards, citations, commendations, etc. which may apply to this sections.

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**XII. HEALTH RELATED QUESTIONS PERTAINING TO JOB PERFORMANCE**

To assist your answering the questions contained in this section, the job description for the position which you are applying for is attached and included here by reference.

A. Base on the attached job description for the position you are applying for, please describe how you will perform such job functions, with or without an accommodation.

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B. If your performance of the job you are applying for requires an accommodation, please fully describe what accommodations are needed.

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XIII. MISCELLANEOUS

A. How did you become aware of this position? \_\_\_\_\_

B. \* Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

C. \* Have you ever been arrested or detained by a law enforcement agency, including juvenile delinquency and traffic offenses? Yes \_\_\_\_\_ No \_\_\_\_\_

D. \* Have you ever been fingerprinted for any reason? (Arrest, job application, etc.)  
Yes \_\_\_\_\_ No \_\_\_\_\_

If **YES** to any of the questions in this section, please attach a supplement listing date, place, and full details including the disposition of each incident.

(Employment of persons with criminal records will be in accordance with the attached Policy Statement of Employment of Ex-Offenders.)

E. Have you ever been involved in an automobile or off road accident?  
If **YES** please explain. Yes \_\_\_\_\_ No \_\_\_\_\_

DATE	STATE / COUNTY	LOCATION	CIRCUMSTANCES

XIV. VEHICLE OPERATOR'S LICENSE HISTORY

Give the following information concerning any vehicle operator's license you have held or now hold.

TYPE OF LICENSE	STATE OF ISSUE	EXPIRATION DATE	RESTRICTIONS

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## XV. CREDIT REFERENCE AND OBLIGATIONS

Give name and address of the individuals, companies, or others to whom you are indebted and the extent of your debt. (including any loans on which you are co-maker, mortgages, open credit accounts, etc.)

**\*\*\* You will need to have a credit report ran and returned to the Sheriff's Department within 7 days of submitting your application.**

NAME & ADDRESS OF CREDITOR	KIND OF DEBT	AMOUNT
PHONE: _____	FAX: _____	
PHONE: _____	FAX: _____	
PHONE: _____	FAX: _____	
PHONE: _____	FAX: _____	
PHONE: _____	FAX: _____	
PHONE: _____	FAX: _____	
PHONE: _____	FAX: _____	
PHONE: _____	FAX: _____	

Do you have income from any source other than your principal occupation? Yes \_\_\_\_ No \_\_\_\_  
 If yes, list the source, amount and frequency received. \_\_\_\_\_

\_\_\_\_\_

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**APPLICANT:** Please read the following statement carefully before signing. If you have any questions regarding the following statement or any questions contained in this application, please ask them of a qualified representative of the Shelby County Sheriff Department before signing.

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AGREE TO INFORM THE DEPARTMENT OF ANY ADDITIONAL INFORMATION RELATING TO QUESTIONS RAISED ON THE APPLICATION WHICH OCCUR SUBSEQUENT TO MY COMPLETION OF THE APPLICATION. I REALIZE THAT MISREPRESENTATION OF FACTS OR THE FAILURE TO DATE ANY INFORMATION RELATING TO QUESTIONS ON THE APPLICATION MAY BE CAUSE FOR REJECTION OF THIS APPLICATION OR DISMISSAL AFTER EMPLOYMENT. FINAL EMPLOYMENT IS CONTINGENT UPON SATISFACTORY COMPLETION OF ALL PRE-EMPLOYMENT PROCEDURES INCLUDING INTERVIEW, EXAMINATIONS, VERIFICATION OF ALL RELEVANT INFORMATION, PHYSICAL EXAMINATION AND ANY APPLICABLE STATUTORY PROVISION, AND THE SHELBY COUNTY SHERIFF DEPARTMENT SHALL PROVIDE THE APPLICANT WITH ALL REASONABLE ACCOMMODATIONS IN THE APPLICATION PROCESS UPON NOTIFICATION AND REQUEST OF SUCH ACCOMMODATIONS REQUIRED BY THE APPLICANT. I ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND THIS STATEMENT.

Signature \_\_\_\_\_ Date \_\_\_\_\_

STATE OF INDIANA        )  
  ) SS:  
COUNTY OF SHELBY     )

Subscribed and sworn to before me, a Notary Public, in and for said County and State this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

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

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

\_\_\_\_\_  
County of Residence

My Commission expires:  
\_\_\_\_\_