

## The Application Process

If you apply with the Morgan County Sheriff's Office, it is asked that you read this informational brochure in its entirety before submitting your application packet. The application process is simple but structured.

### Written Testing

You must pass a written test before proceeding forward in the hiring process.

### Background Packet (Application Process)

Fill out the application neatly, thoroughly and accurately. If you rush, leave information out, or are sloppy, it will be assumed you will do your job in the same manner and in that case, we don't want you. Take your time. It's to your advantage.

### Disqualifiers

After your packet is received, it will be screened for content. Your employment opportunities may be denied for the following reasons:

- Minimum qualification standards are not met.
- History of unsatisfactory work performance.
- Conviction for a felony crime or any crime that would preclude you from effectively performing the duties of the position applied for.
- Practiced or attempted to practice deception or fraud in any portion of the selection process.
- Is a "current" user of illegal drugs. "Current" user is any use of illegal drugs or inappropriate use of prescription drugs within three (3) years of application.

### Oral Board

If your initial application is approved, you will be called for an interview with Sheriff's Office staff. There you will be asked questions about work and personal history and be further evaluated for certain character standards.

### Background Investigation

If you receive a favorable score, a background investigation will be conducted and further interviews, both group or individual, may take place

during the background process. As part of this background, we contact persons about your character, personal and job history, but we do not limit ourselves to those employers and references listed in your application packet.

### Psychological Evaluation

A pre-employment psychological interview will follow in most cases. As part of your screening, you may be required to undergo voice-stress analysis or polygraph examination as well.

### Conditional Offer of Employment and Physical Evaluation

Assuming satisfactory progress in the process, a conditional offer of employment will be presented for your approval followed by a physical screening with a county-designated physician (a follow-up psychological interview may be conducted as well).

Once all that is completed, you will be called with a start date and provided with uniforms and equipment, if filling a sworn position. You will be given an appointment with the county's human resources director to fill out payroll and benefits paperwork. Then, CONGRATULATIONS! – you are now part of our team.

## **MY EXPECTATIONS** **From Sheriff Jim Crone**

First of all, before you even fill out the packet, consider your decision carefully in applying with our agency. We are a professional law enforcement agency that performs specific functions governed by state laws, but in general provides law enforcement to unincorporated Morgan County and a jail for all local law enforcement agencies.

Law enforcement is undeniably a difficult job and is therefore suited only for specific individuals. While a rewarding profession that has a significant role in our country's society, it also carries with it a responsibility and duty probably second only to our military. Only law enforcement is entrusted by our nation's and state's constitutions and laws with the ability to take away an individual's most inalienable right – their freedom. Law enforcement has the right to detain and incarcerate persons suspected of violations of the law, literally "lock-up" people convicted of crimes, search businesses, homes and individuals without a warrant, and even legally use deadly force against

those who threaten the immediate safety of our community.

With that huge responsibility placed on an agency of the government representative of the people that we in law enforcement serve, are demands of the people who will represent the Morgan County Sheriff's Office as we serve the residents and visitors of Morgan County.

I want people who will give us a good day's work for a good day's pay, period. I want people who want to work here for the purpose of doing an important job serving their community.

I want people who are honest and will do the right thing, personally and professionally, twenty-four hours a day, seven days a week. If you are looking for an easy job with pay and benefits, or if you are looking for the "glitz and glamour" of law enforcement because of reality TV shows, STOP NOW! - you are here for the wrong reason! No offense, but please apply somewhere else.

But if you are looking to serve your fellow man (not yourself), keep your community safe and make a difference in the lives of people you have never met, then please continue on.

I demand the highest integrity of you, first as an applicant and then as one of our employees if hired, the same as I do of those who work or serve with us now. If you lie to us now, I will have every right to feel you will deceive us again - only the potential for damaging more than just the credibility of the Sheriff's Office, and other law enforcement professionals in general, is just the tip of the iceberg of harm that can occur.

We know people have made bad decisions and have done things in the past they are not proud of, but want to work past them and do good things. We do not look for people who have "spotless" records but we evaluate everyone on a case-by-case basis. Certain decisions or actions cannot be condoned, not only by state law, but also we must uphold the trust of the people we serve at all times. If you have made bad decisions in the past, be open, honest and forthcoming with such information at all times throughout this process! If you are not, you will likely be stricken from our process immediately and permanently.

## Minimum Qualifications

### Commissioned Sworn Personnel

(Road Deputies)

- At least 21 years of age
- Possess a valid Colorado drivers license at the time of employment.
- High school diploma or GED
- Successfully complete selection process
- Possess a Basic Peace Officer Level 1 Certificate from Colorado POST
- Able to perform the essential functions of the position.

### Non-Commissioned Sworn Personnel (Detention Specialists)

- At least 21 years of age
- Possess a valid Colorado drivers license at the time of employment
- High school diploma or GED
- Successfully complete selection process
- Able to perform the essential functions of the position.

### Clerical, Non-commissioned, and Volunteer Personnel

(Master Control Operators, Administrative Assistants, Kitchen Staff, Victim Assistance Coordinator)

- 18 years of age
- In some cases, possess a valid Colorado drivers license
- High school diploma or GED
- Each job description may require some acceptable experience in specific functions.