

Grant County Sheriff's Office

Reserve Deputy Application / Packet

To be considered for the assignment as a Reserve Deputy with the Grant County Sheriff's Office all applicants are required to meet a strict set of guidelines. These will include a completed application, background investigation, physical fitness test, written test, oral interview, polygraph examination, a psychological examination, successful completion of the Washington State certified Reserve Academy, and successful completion of our extensive Field Training program upon completion of the Academy.

There is an expense involved for both the applicant and this Office. Prior to completing an application to our Reserve program all applicants are asked to understand that this is a very time consuming effort as well and for that reason they must be honest with themselves in answering our questions and continuing through this process.

Additionally all applicants must:

- 1) **Understand that you serve at the discretion of the Sheriff**
- 2) **Be a U.S. Citizen**
- 3) **Be 21 years of age before completion of the Academy**
- 4) **Possess a high school diploma or equivalency degree (GED)**
- 5) **Be of good moral character and behavior**
- 6) **Be able to read, write, and speak fluently the English language**
- 7) **Possess a valid Washington State driver's license / good driving record**
- 8) **Have a good credit rating**
- 9) **Never have been convicted of a FELONY crime**
- 10) **Never have been convicted of a crime involving Domestic Violence**
- 11) **Be free from conviction of ANY crime involving moral turpitude**
- 12) **NOT have used any illegal/illicit drugs/narcotics in the past five (5) years**
- 13) **Never have sold illegal/illicit drugs/narcotics**

The Application (attached):

Must be completed and returned in the applicants own handwriting. Please use a black or blue ink pen only. Please return the application with a photocopy of your driver's license and social security card printed on a single piece of paper.

The Background Investigation:

All applicants will be fingerprinted and a criminal history check will be conducted through all local, State and Federal means.

The Grant County Sheriff's Office will be in contact with your employer and other names listed as references and/or landlords on your application.

You must understand that every attempt will be made to complete the background investigation prior to your being accepted as a Reserve Deputy however this sometimes is not the case. There may be instances when this office will become aware of information involving you that may require your dismissal from the Academy and/or the department no matter what stage of the training or status you hold with the department.

The Physical Fitness Test:

Without exception, all applicants will be required to pass a fitness test. This test will be administered as follows:

- **300-Meter Run**

You will not be allowed more than 71 seconds to complete.

- **Pushups**

Minimum of 21 pushups in succession with no time limit.

- **Sit-ups**

You will have one minute to complete a minimum of 30 sit-ups.

- **1 ½ mile Run / Walk**

You must complete within 14 minutes and 2 seconds (14:02).

For complete details as to the purpose and procedures to be utilized in this portion of our testing procedure please review the attached documentation referring to *“Preparing for the Washington State Criminal Justice Training Commission Physical Ability Test.”*

The Written Test:

This is not a test that requires you to have a great deal of knowledge about police and law enforcement procedure. It is primarily a “fill in the blank” test that may include some true/false questions. Additionally the test will require some basic math (addition, subtraction, multiplication, and division) as well as a spelling test.

The Oral Interview:

Again, this is not a test that requires you to have a great deal of knowledge of the inner workings of police and law enforcement procedures. It is designed to allow us to observe your thought process and how you will articulate your answers. In doing so we will ask you to tell us how you would react to certain law enforcement incidents understanding your limited knowledge of the real procedures and/or steps to be followed. Additionally it will allow us to evaluate the morals and ethics you should have already established for yourself. What is the right thing to do?

The Polygraph Examination:

Although self explanatory it should be noted that this is an expensive portion of the process that is paid for by the Sheriff's Office. There are a number of applicants who fail in this process primarily because they weren't honest with themselves prior to taking the exam and in return were less than honest with the polygrapher at the time of the test. Your honesty is a must in this business and it starts now. Your credibility will make or break you with everything you do from here on out.

The Psychological Examination (*if deemed necessary*):

Though it is not likely you will be asked to submit to a psychological examination, it is possible. We will generally reserve scheduling this exam unless there appears to be some conflict with the testing procedures to this point and only when we, as a department, feel it is in our best interest to continue through the process.

The Reserve Academy:

This is a very time consuming effort on the part of everyone involved (students, instructors, and administrators). You will be required to attend in the neighborhood of 300 hours of training. This training is similar to the

curriculum used in the Basic Law Enforcement Academy. It is designed to provide Reserve deputies with the basic knowledge and skills required for safe, proper and effective law enforcement services. Instructional blocks will include Criminal Law, Criminal Procedure, Communication Skills, Crisis Intervention, Defensive Tactics and Use of Force, Patrol Procedures, Criminal Investigation, Evidence Law, Firearms (and range instruction), Emergency Vehicle Operations, Ethics, and First Aid.

The Field Training Program:

We utilize a number of Field Training Officers (FTO) to conduct and administer our Field Training program. This program is also time consuming and there are very rigid requirements that must be met. Those applicants who successfully complete the Academy will be assigned to three (3) FTO's who will evaluate their progress over the course of a minimum of 180 hours of in-service training. This training must be completed within the first 18 months after graduation from the Academy.

The Field Training program must also be completed prior to release to solo patrol status on our department. It must also be understood that even IF you choose to never work a solo patrol detail we require you to meet the same training standards and objectives as those who do wish to work in a solo patrol status. This is for your safety, the safety of your partner(s) and the liability inherited by this Office.

Prior to completing the Field Training program you will be assigned to one last FTO who will ensure you have met the requirements of our program through a review of your training packet and a minimum of one check ride.

Maintaining your status as a Reserve Deputy with this Office:

It must be understood that this is first and foremost a volunteer unit and no compensation (in the form of a paycheck) should be expected by you for your services. Your primary responsibility will be to augment our full time deputies in the performance of their law enforcement responsibilities.

Once released to solo-status there is the opportunity for assignment to special details where payment can be made to you for your services. These are generally details paid for by private organizations requesting your services because of the training and expertise you have in working these details. A portion of the pay received is maintained by the Reserve Association as they provide for equipment, training and other work related expenditures with these funds.

Preparing for the Grant County Sheriffs Office Regional Reserve Academy Physical Ability Test

Whereas many training routines can be used to improve performance in the Physical Ability Test (PAT), participants should keep in mind that physical training is specific. That is, one improves in activities practiced.

If one wishes to optimize push-up performance, push-ups should be included in the training program. Many other exercises can also be included to strengthen the chest, shoulders, and arms, but push-ups should be included in the routine. Ideally, muscles and the cardiovascular system should be gradually and progressively trained over several weeks or months to achieve desired fitness gains. Physical adaptations occur gradually in response to regular, consistent overloads, i.e. doing more than your body is accustomed to doing. It is important to bear in mind that every individual adapts at a different rate- a stimulus resulting in an appropriate, moderate overload to one person may be too much or too little for another person. A participant who has been inactive for a significant period of time should plan to take six to twelve weeks to train for the PAT.

The training routine should include exercises to train upper body strength and muscular endurance, abdominal muscular endurance, leg power, cardio-respiratory endurance and anaerobic power. Strength and cardio-respiratory endurance activities should be performed about every other day, or three days per week, to allow adequate recovery and positive adaptations to occur. Anaerobic (high intensity) training should be done once per week, and can be performed instead of a cardio-respiratory training session. For flexibility enhancement, good back health, and injury prevention, stretching exercises should be performed before and especially after training sessions, as well as on days off.

Law enforcement officers have unique job functions, some of which can be physically demanding and dangerous. An officer's capability to perform those functions can affect personal and public safety. Training for the required skills is often more vigorous and demanding than the day-to-day job functions that the officer faces. Physical fitness underlies an officer's ability to perform many of the frequent and critical job tasks as well as the demanded training of skills. The minimum fitness standards identified below are the requisite levels for an officer to effectively learn the frequent and critical job motor skills. Higher levels of fitness are associated with better performance of physical job tasks required by the Grant County Sheriffs Office Regional Reserve Academy.

The PAT is comprised of four tests:

- 300-Meter Run
- Maximum Push-Ups (no time limit)
- Sit-Ups (One Minute)
- 1.5-Mile Run / Walk

Tests may be administered in the above order. While not required, the test battery process should be sequenced as follows:

1. Warm-up (5-10 minutes) may be self-directed or led by test personnel.
 - General warm-up - 2-3 minutes of easy jogging, jumping jacks, etc.
 - Stretching - 5-7 minutes, include stretches for shoulders, back, upper and lower legs.
2. PAT
 - 300-Meter Run (15 minutes rest)
 - Sit-Ups (1 Minute) (5 minutes rest)
 - Maximum Push-Ups (10 minutes rest)
3. 1.5-Mile Run / Walk
 - Cool-down (5 minutes)
 - Walking - keep walking to avoid blood pooling in legs.
 - Easy stretching.

300-METER RUN

Purpose

This test measures anaerobic capacity used in high intensity baton and defensive tactics training, and is important for performing short intense bursts of effort such as foot pursuits, rescues and use of force situations.

Score in seconds: 56 – 71 Mean: 62.5.

Equipment

- Standard track or marked level course (300 meters = 328 yds. or 984 ft.)
- Stopwatch (printing stopwatch is preferred)
- Numbered vests or other participant identifiers such as the card system explained in class.
- Video camera is strongly recommended for recording of performance and to discourage cheating.

Procedures

- Read the instructions to the participants.
- Allow participants to warm up. (see above procedures)
- Instruct participants to cover the distance as fast as possible.
- Have participants line up at the starting line. Give the verbal command "Ready, Set, Go" (adding a visual command is effective) and begin timing as you finish the word "go".
- The score is the time to the nearest half-second for completion of the run.

Sample Script

The 300-meter run measures your anaerobic power. You must complete the run without any help. At the start, you will line up behind the starting line. When I say "Go" (or describe a visual command, such as dropping a flag or clipboard) the clock will start. Your goal is to run the distance as quickly as possible. You will run (describe the course, including a clear description of the finish line) to and through the finish area and receive a numbered card (your time will be recorded only when you cross the finish line). Do not bend, fold, or otherwise mutilate this card. Do not trade or lose track of this card, as this is your finish time. Are there any questions?

Tips for the Test Administrator

Participants may finish very close to each other in this event, therefore have assistance in recording times, or run participants in heats. It is best to pair different level individuals together for each flight or sprint to avoid simultaneous finishes.

PUSH-UP TEST

Purpose

This test measures the muscular strength/endurance of the upper body muscles in the shoulders, chest, and back of the upper arms (the triceps) used in high intensity self defense and arrest simulation training. This is important for use of force involving pushing motion breaking one's fall to the ground, use of the baton, etc.

Score in repetitions: 21 – 35 Mean: 28.

Equipment

- Standard 4 inch foam cube.

Procedures

- Read the instructions to the participants.
- Demonstrate the test, pointing out common errors and proper positioning.
- Have the participant get down on the floor in the front leaning rest position and perform one test push-up to properly locate the foam cube at the costal arch and above the zyphoid.
- Have the participant lower their body until they slightly compress the foam cube and arms are at least parallel to the floor then pushes up again. The back must be kept straight, and in each extension up, the elbows should lock. Resting in the up position (only) is allowed.
- The score is the maximum number of push-ups completed with no time limit.

Sample Script

The push-up measures the muscular strength and endurance of the upper body (chest, shoulders, and triceps). Place your hands on the ground so they are in a vertical line with your shoulders (approximately 1 – 1.5 shoulder width apart). Your feet may be together, or up to 12 inches apart. Your body should be in a straight line from the shoulders to the ankles, and must remain that way throughout the exercise. When I say "Go," lower your body, by bending your elbows, until your upper arms are parallel to the ground and you compress the foam block. Your examiner will tell you when you have gone low enough. Then return to the starting position by completely straightening your arms. You may rest only in the up position. If you fail to keep your body in a straight line, touch your chest to the block, or to lock your elbows in the "up" position, you will receive a warning. After one warning, incorrect repetitions will not count. There is no time limit. Do as many correct push-ups as possible. Your score is the number of correct repetitions. Watch this demonstration. Are there any questions?

Tips for the Test Administrator

Ensure that a non-slip surface is available. Ensure that participants maintain a slightly flexed or straight line from their shoulders to their ankles. Be alert for "head bobbles", that is, participants who move their heads up and down without lowering or raising their bodies. As well as sway back and push-ups from the waist up. The examiner should position him/herself at a 45-degree angle to the participant's head and shoulders. This allows the examiner to hold the block without interfering with the participants' head while at the same time he checks for correct body alignment. Participants' glasses should be removed. Remove or tuck-in baggy shirts so they do not obscure sight of the block.

ONE-MINUTE SIT-UP TEST

Purpose

This test measures the muscular strength/endurance of the abdominal muscles, which are used in self-defense and high intensity arrest-simulation training. Further these muscles are important for performing tasks that involve the use of force, and it helps maintain good posture and minimize lower back problems.

Score in repetitions: 30 – 38 Mean: 34.

Equipment

- Mat
- Stopwatch
- Partner

Procedures

- Read the instructions to the participants.
- Demonstrate the event, pointing out common errors.
- Have the participant lie on his or her back, knees bent, heels flat on the floor. Hands should be held behind the head, with elbows out to the sides. A partner holds down the feet.
- Have the participant perform as many correct sit-ups as possible in one minute. In the up position, the individual must touch the elbows to the knees and then return to the lying position (fingers must touch the examiner's hand) before starting the next sit-up.
- The score is the number of correct sit-ups.

Sample Script

The sit-up measures the muscular strength/endurance of the abdominal muscles. Lie on your back, with your knees bent at 90 degrees or tighter, and your heels on the edge of the mat. Your feet may be together or apart, but the heels must stay in contact with the floor. Your partner will sit on your feet and wrap their arms around your calf muscle area. It is your responsibility to inform your partner of any adjustments that need to be made in order to assure your comfort. Your fingers must stay interlocked behind your head throughout the event. If your little fingers are not touching that is considered "apart" and such performance will not be counted.

When I say "Go," lift your upper body by bending at the waist. Touch your elbows to your knees, and return to the starting position. When returning to the starting position, your fingers must touch the examiner's hand. You may rest but only in the "up" position. Do not arch your back or lift your buttocks from the mat. If you fail to keep your fingers interlocked, touch your elbows to your knees or your fingers to the examiner's hand, or if you lift your buttocks off the mat, you will receive one warning. After one warning, incorrect repetitions will not count. You will have one minute to do as many sit-ups as possible. I will give you signals at 30, 15 and 5 seconds remaining. Your score is the number of correct sit-ups. Watch this demonstration. Are there any questions?

Tips for the Test Administrator

Make sure that the hands remain interlocked behind the head. Little fingers touching are considered interlocked. The knees must remain at a 90-degree angle throughout the exercise. The buttocks must remain in contact with the floor at all times. Any resting must be done in the "up" position.

1.5-MILE RUN / WALK TEST

Purpose

This test is a measure of cardio-respiratory endurance (or aerobic capacity) used in extended control and defensive tactics training. This is important for performing tasks involving stamina and endurance (pursuits, searches, prolonged use of force situations, etc.) and for minimizing the risk of cardiovascular health problems.

Score: 13:35 – 14:31 Mean: 14:02.

Equipment

- 440-yard/400 meter track or marked level course
- Stopwatch (printing stopwatch is preferred)
- Numbered vests or other participant identifiers such as the card system explained in class.
- Video camera is strongly recommended for recording of performance and to discourage cheating.

Procedures

- Read the instructions to the participants.
- Allow participants to warm up and stretch before the run.
- Instruct participants to cover the distance as fast as possible, but to begin at a pace they think they can easily sustain for 10-15 minutes.
- Instruct participants to hold up fingers (to the video camera) indicating the number of laps completed and state their name.
- Instruct participants to line up at the starting line. Give the command "Go" and begin timing. If several participants run at once, have one administrator call out times at the finish line while an assistant records the names and respective times.
- Instruct participants to cool down after running the course by walking for an additional five minutes or so. This prevents venous pooling, a condition in which the blood pools in the legs. Walking enhances the return of blood to the heart and aids recovery.
- The score is the time it takes to finish the course to the nearest second.

Sample Script

The 1.5-mile run measures your cardio-respiratory endurance and the endurance of your leg muscles. You must complete the course without any help. At the start, you will line up behind the starting line. When I say, "Go", the clock will start. You will begin running at your own pace. To complete the 1.5 miles, you will (tell the runners how many laps they must run, or describe the course, including the finish line, if not run on a track). Your goal is to finish the 1.5 miles in as fast a time as you can. Try not to start too fast but at a pace you can sustain for about 10 to 15 minutes. You may walk but walking will make it difficult to meet the standard. You may run alongside another runner for help with the pace, but you may not physically assist or be assisted by another runner. I will call off your time at the end of each lap (if run on a track), and will record your finishing time. At the end of the run, continue walking for 3-5 minutes to cool down. Are there any questions?

Tips for the Test Administrator

If running on a track, instruct the participants to move out of the inside lane if they decide to walk. Using an assistant test administrator will give you flexibility in case someone needs help during the event. The assistant can either take over timing duties or provide help to the participant. The assistant can also be used to assist with recording times if there are many runners. The timer should call off the times in minutes and seconds as the runners cross the finish line. Be aware of environmental conditions. Extreme heat, humidity, elevation, or poor footing will affect performance times and could increase risk of injury. Choose your testing site and schedule with these factors in mind.

If not running on a measured track, measure your course carefully. **Automobile odometers may not be accurate** therefore, a measuring wheel is strongly recommended.

SCORING THE PHYSICAL ABILITY TEST BATTERY

The Physical Ability Test score for each test item is recorded and added on the individual participant's sheet. The passing score is 160, with the range of scores for each test between 30 and 50.

Example: The below measures are merely for illustration and are only approximate values.

- Sit-Ups 34 = 40 Points.
- Push-Ups 38 = 50 Points (Note that 34 and above receives the same maximum points)
- 1.5-Mile Run 14:31 = 30 Points.
- 300 Meter Dash 60 sec. = 45 Points.
- Total Test battery score is 200 points.

The participant who scores below the 30-point level has failed the test but will be allowed to continue on the other test items with the option of re-test on any of the following: sit-ups and push-ups. The participant who scores above the 50-point level on a given test item will not be awarded more than that 50 points to apply towards the other test items.

Physical Ability Testing Card
Grant County Sheriffs Office Regional Reserve Academy

Name _____ Age _____ Sex _____ Agency _____

Date of Test _____

Test Battery Information

Event	M-M-Max	<u>Actual</u>	R/T	Points	Examiner Signature
300 Meter Sprint (Seconds)	71 63.5 56				
Push Ups, Maximum (Repetitions)	21 28 35				
Sit Ups, 60 second (Repetitions)	30 34 38				
Subtotal					
1.5 Mile Run (Minutes)	14:31 14:02 13:35				
Total					

Comments _____

Applicant met the minimum standard.

Applicant did not meet minimum standards in the circled events. Push-Ups Sit-Ups 300 meter 1.5 mile

Scoring Matrix

300 Meter Run Scoring Matrix

Seconds	Total	Seconds	Total
56	50	63.5	40
56.5	49.3	64	39.33
57	48.67	64.5	38.66
57.5	48	65	38
58	47.34	65.5	37.33
58.5	46.67	66	36.66
59	46	66.5	36
59.5	45.33	67	35.33
60	44.67	67.5	34.66
60.5	44	68	34
61	43.33	68.5	33.33
61.5	42.67	69	32.66
62	42	69.5	32
62.5	41.33	70	31.33
63	40.67	70.5	30.66
	71	30	

SIT-UPS SCORING

Reps	Total	Reps	Total
38	50	34	40.5
37	47.625	33	38.125
36	45.25	32	35.75
35	42.875	31	33.375
	30	30	

PUSH-UPS SCORING

Reps	Total	Reps	Total
35	50	28	40.04
34	48.62	27	38.61
33	47.19	26	37.18
32	45.76	25	35.75
31	44.33	24	34.32
30	42.9	23	32.89
29	41.47	22	31.46
	21	30	

1.5 MILE SCORING

Seconds	Total	Seconds	Total
13:35	50	14:03	39.996
13:36	49.635	14:04	39.639
13:37	49.278	14:05	39.282
13:38	48.921	14:06	38.925
13:39	48.564	14:07	38.568
13:40	48.207	14:08	38.211
13:41	47.85	14:09	37.854
13:42	47.493	14:10	37.497
13:43	47.136	14:11	37.14
13:44	46.779	14:12	36.783
13:45	46.422	14:13	36.426
13:46	46.065	14:14	36.069
13:47	45.708	14:15	35.712
13:48	45.351	14:16	35.355
13:49	44.994	14:17	34.998
13:50	44.637	14:18	34.641
13:51	44.28	14:19	34.284
13:52	43.923	14:20	33.927
13:53	43.566	14:21	33.57
13:54	43.209	14:22	33.213
13:55	42.852	14:23	32.856
13:56	42.495	14:24	32.499
13:57	42.138	14:25	32.142
13:58	41.781	14:26	31.785
13:59	41.424	14:27	31.428
14:00	41.067	14:28	31.071
14:01	40.71	14:29	30.714
14:02	40.353	14:30	30.357
	14:31	30	

Grant County Sheriff's Office

Reserve Deputy Application

Today's Date: _____

Name: _____			Date of Birth: ____/____/____		
FIRST	MIDDLE	LAST	MONTH / DAY / YEAR		
Social Security #: _____			Driver's License #: _____		
Address (street): _____			(mailing if different): _____		
City: _____		State: _____	ZIP: _____		
Home Phone: _____			Work Phone: _____		
Cell Phone: _____			E-Mail: _____		
List ANY other names you have used (married, maiden, other) including nicknames:					

Employer: _____	Occupation: _____
Supervisor's Name: _____	Employer Phone #: _____

References – List those persons (not relatives) who you would like to serve as your references:

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Years Known</u>
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____

Are you aware of any physical limitations you have? Yes () or No ()

If YES Please describe: _____

Have you been advised by a doctor or other medical professional to avoid any specific physical activities? Yes () or No ()

If YES Please describe: _____

Do you have any other limitations that you feel could affect your performance as a law enforcement officer with this agency? Yes () or No ()

If YES Please explain: _____

Residence History (list addressed occupied within the last three years if different from your current address):

	<u>From/To</u>	<u>Address</u>	<u>Owner/Landlord</u>	<u>Phone #</u>
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____

Emergency Services Background (list all organizations which you have or have had an association with that involve emergency services such as fire, other law enforcement, medical aid, search and rescue, etc.):

	<u>Agency</u>	<u>Address</u>	<u>Phone</u>	<u>From/To</u>
1)	_____	_____	_____	_____
	Reason for leaving: _____			
2)	_____	_____	_____	_____
	Reason for leaving: _____			
3)	_____	_____	_____	_____
	Reason for leaving: _____			
4)	_____	_____	_____	_____
	Reason for leaving: _____			
5)	_____	_____	_____	_____
	Reason for leaving: _____			

Legal Issues (list and describe the circumstances of ANY and ALL arrests and/or citations involving you as a suspect or defendant):

	<u>Date</u>	<u>Charge</u>	<u>Disposition</u>
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____

4) _____

5) _____

Education and Training (list all high school, college, graduate school, trade school, military, or other training studied and/or completed):

School or Course of Instruction

Degree/Certificate

From/To

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

7) _____

Are you First Aid/CPR certified? Yes () or No ()

Date last certified: _____

Please attach a photo copy of your certification (front and back) to your application

List any other skills or training that you feel would enhance your abilities as a law enforcement officer with this agency.

Statement of Personal Interest (briefly state your reasons for applying for the position of Reserve Deputy with the Grant County Sheriff's Office):

I certify that the answers given herein are true and correct to the best of my knowledge.

By my signature below I authorize the Grant County Sheriff's Office and their representative(s) to make such investigative inquiries of my personal, criminal, financial, and/or medical histories and other related matters as may be necessary in determining my qualifications for acceptance as a Reserve Deputy with the Grant County Sheriff's Office. I hereby release all persons from any and all liability in responding to inquiries in connection with my application.

I understand that false and misleading statements and/or information given by me in my application will result in a refusal by the Grant County Sheriff's Office to consider my application further. I also understand that I am required to abide by all of the rules and regulations of the Grant County Sheriff's Office as established in their policy and procedure manual including those of the Reserve Association.

Signature of Applicant

Date

Place signed (City/State)

Sponsor (GCSO Staff)