KENDALL COUNTY SHERIFF’S OFFICE IS SEEKING DEDICATED VOLUNTEERS TO SERVE AS AUXILIARY DEPUTIES

The Kendall County Sheriff’s Auxiliary Deputy Unit is comprised of a group of volunteers that are dedicated to serving the citizens of Kendall County. They are individuals that have one thing in common…dedication, professionalism, and a strong sense of community service.

The Auxiliary Unit provides aid at special events, directing traffic, controlling disaster, controlling civil disorder, assisting in searches for evidence and persons and provides support to full time deputies in performing their regular duties.

Members are accepted into the Auxiliary Deputy Unit after they have completed the application process and have successfully passed a background investigation. Qualified volunteers are required to maintain an average of volunteering 3 hours per month. Other requirements are:

- Must be at least 21 years of age.
- Must be a high school graduate or have a GED equivalent
- Must not be convicted of a felony or crime of moral turpitude
- Must be of good moral character
- Must be in reasonably good physical condition
- Must be a resident of Kendall County

If you have the dedication to be a Kendall County Sheriff’s Auxiliary Deputy please read the complete job description and fill out on application which can be found on the Kendall County website.  [http://www.co.kendall.il.us/administration/volunteer-opportunities/](http://www.co.kendall.il.us/administration/volunteer-opportunities/)

Please send in your completed application to:
Kendall County Sheriff’s Office
Attn: Tracy Page
1102 Cornell Ln
Yorkville, IL 60560
KENDALL COUNTY SHERIFF’S OFFICE
AUXILIARY DEPUTY SHERIFF (VOLUNTEER)
JOB DESCRIPTION

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

GENERAL SUMMARY:

The work of this class involves responsibility to aid in special events, directing traffic, controlling disasters, controlling civil disorder, assisting in searches for evidence and persons, and in emergencies or situations that render it impractical for Full Time Deputies to perform their regular duties.

Auxiliary Deputies shall not have conservator of the peace powers, which are the statutory authority granting auxiliary deputies the authority to arrest or cause to be arrested, with or without process, all persons who break the peace and are found violating any municipal ordinance or any criminal law of the state.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

Supplement Sheriff’s Office Operations
- Observe for criminal activity, safety hazards, traffic violations, persons needing assistance and the like.
- Conducts security inspections and surveys of buildings and other locations, make recommendations regarding security, etc.
- Makes presentations to groups and individuals on subjects relating to the job's task and functions.
- Identifies and secures evidence and crime scenes.
- Collects information and either acts upon it if within the scope of their authority or routes it to the proper authority or agency.
- Searches for persons, vehicles, places and other items.
- Serves court documents.
- Aids with various jail operations.

Traffic
- Controls, regulates and directs traffic, vehicular and pedestrian.
- Assists disabled motorists.

Miscellaneous Order Maintenance
- Observes for, recognizes and corrects or reports public hazards and inconveniences such as gas leaks, traffic signals out of service, traffic obstructions, and other safety hazards.
- Administers first aid, including CPR, to sick and injured persons.
- Aids in the investigation of lost and found properties.
- Aids in the investigation of missing and found persons.
- Aids in the investigation of animal complaints which may include the apprehension and transport of stray or vicious animals.
- May direct and/or supervise other auxiliary deputies.
- Generally assists persons in distress.
- Organizational Support
- May perform desk duties including answering telephone, computer terminal, and radio, assisting persons at the counter, processing and filing reports.
- Attends training as assigned.
- Develops and maintains required skills and license/permits/certifications associated with areas of special instruction, expertise, etc.

**SCHEDULING:**

The position involves irregular hours that will be determined based on the needs of the Office. Auxiliary deputies are required to maintain an average of working 3 hours per month. This will be averaged over a six month period and will include; meetings, training, ride along, callouts, or working events.

**ENVIRONMENTAL FACTORS:**

The position involves exposure to and requires the employee to function in the presence of:
- Weather conditions: all and extreme weather conditions.
- Lighting conditions: all and extreme lighting conditions, daylight and Night/low light, with and without artificial light available, indoors and outdoors.
- Fire, smoke, chemical leaks/spills; in close proximity as necessary to provide emergency services.
- Personal danger: including but not limited to:
  - Armed and/or dangerous persons/animals.
  - Persons and/or articles with contagious/communicable disease.
  - Hazards associated with traffic control and working in and around traffic.
  - Hazards associated with natural and man-made disasters.

**EQUIPMENT:**

The position requires the ability to operate the following equipment:
- Motor vehicles: reasonably and safely under routine and emergency conditions, sometimes for lengthy periods of time.
- Basic office equipment: including but not limited to the typewriters, telephones, computer terminals, mobile data terminals, etc.
- Writing implements and basic drawing templates: including the ability to write legible documents and produce simple diagrams.
- Basic tools and equipment necessary to perform job tasks and functions: including but not limited to 2-way radios, first aid equipment, fire extinguishers, flashlights, batons and other simple weapons, gasmasks, helmets, standard uniform, simple tools (pry bars, hydrant wrenches, tape measures,) cameras, fingerprinting equipment, etc.
Additional requirements if assigned to the Mounted Auxiliary – (Privately Owned)

- Must own or have access to a horse, as well as have means to transport the horse to functions/callouts.
- Must use only western style saddles.
- Equine used for Mounted Patrol must meet the following:
  - Must be at least 14 hands (56”) tall.
  - Must be at least four years of age or older.
  - Must be either a gelding or mare. No stallions.
  - Must have a current negative Coggins and be in compliance of all veterinary requirements.
  - Must be cosmetically satisfactory; no major scratches, cuts, open sores, growths, prominent scars and must not be underweight.
  - Must not have a tendency toward meanness; rearing, kicking, biting, etc.
  - Must demonstrate the ability to be well-mannered, sociable, non-aggressive, and controllable in situations involving individuals or crowds, noise, traffic, flashing lights, other equines, dogs or other domestic animals, and other distractions encountered.
  - Must be able to safely be transported, and stand quietly while tied.
  - Must be able to move in a variety of gaits (walk, trot, and canter), stop, back, ford creeks and cross bridges and roadways on command by the rider.
  - Equine must be able to be ponied by another equine, as well as pony another equine.

WORKER CHARACTERISTICS:

The position requires the employee to have and maintain physical condition needed to:

- Run to persons requiring emergency assistance.
- Lift and carry equipment and injured/deceased persons.
- Force entry into buildings.
- Climb flight of stairs/ladders.
- Walk, stand or sit for long periods of time (including driving).
- Endure exposure to extreme weather and disease.
- Perform life-saving procedures (CPR, first aid, etc.)
- Communicate effectively, verbally and non-verbally.
- Operate required equipment.
- Perform required job tasks and functions.
- Provide assistance to citizens and co-workers in distress, including but not limited to manually pushing a stalled motor vehicle.
- Effective audio-visual discrimination and perception needed to:
  - Make observations.
  - Read and write.
  - Drive and operate equipment safely.
- May perform the duties and responsibilities as an Interim Auxiliary Supervisor/Corporal.

Ability needed to:

- Observe analytically and objectively, analyze situations quickly, determine and take prompt, effective action.
• Understand, interpret and apply Sheriff’s Office rules and policies.
• Understand and respond quickly and accurately to written and oral directions, instructions, inquiries and requests.
• Work independently and effectively within the confines of standard operating procedures.
• Initiate appropriate interpersonal and intra- and inter-agency communications.
• Act quickly, calmly and decisively in emergencies and under stress.
• Handle situations firmly, courteously, tactfully and impartially.
• Express oneself clearly, orally and in writing.
• Record information clearly and completely.
• Facilitate effective conflict arbitration/resolution.
• Maintain confidentiality in the performance of duties.
• Assimilate, retain and effectively use geographic knowledge concerning the County its Village’s and the surrounding vicinity.
• Perform all duties and job assignments with regard to safety for both oneself and the public.

**Additional requirements if assigned to the Mounted Auxiliary**
• Must be able to mount and dismount an equine multiple times during a shift.
• Be able to work independently of other equines while under the saddle, as well as with other equines.
• Must keep equine brushed, properly trimmed, groomed, and maintained for callouts, including parades.

**Emotional and psychological stability needed to:**
• Accept constructive criticism in a mature fashion.
• Effectively communicate and interact positively with fellow employees and citizens.
• Tolerate stress.
• Function effectively under stress.
• Deal effectively with the morbid, the macabre, the repugnant, the abnormal, the morose, the psychotic, the neurotic and the otherwise unpleasant or unusual facets or results of human behavior.

**ACCEPTANCE EXPERIENCE AND TRAINING:**
• Must be at least 21 years of age.
• Must be a high school graduate or have a GED equivalent.
• Must not be convicted of a felony or crime of moral turpitude.
• Must be of good moral character.
• Must be in reasonably good physical condition.
• Must be a resident of Kendall County.

**Additional requirements if assigned to the Mounted Auxiliary**
• Must meet all qualifications listed above.
• Must have an extensive background in horseback riding and in the care, grooming, feeding, and other necessities of good equine management.

**NOTE:**

This position is a volunteer position and as such one may be removed from the volunteer Auxiliary Deputy position at the discretion of the Sheriff or designee.

**JOB DESCRIPTION APPROVAL:**

I have reviewed this job description and understand that it reflects the major tasks of my job. If I have any questions, I understand I can contact my supervisor.

______________________________
**Employee’s Signature and Badge Number**

______________________________
**Date**

I have issued this job description to the employee.

______________________________
**Volunteer Coordinator’s Signature and Badge Number**

______________________________
**Date**

The job description currently reflects the needed skills and abilities required to perform the job of an Auxiliary Deputy Sheriff.

______________________________
**Supervisor’s Signature and Badge Number**

______________________________
**Date**
Kendall County Sheriff's Office
Volunteer Application

Kendall County Sheriff's Offices does not discriminate against applicants, employees and/or volunteers on the basis of their race, color, religion, creed, ancestry, gender, pregnancy, national origin, age, disability, genetic information, marital, military or veteran status, sexual orientation, or any other basis prohibited by federal, state and/or local laws, regulations and ordinances. We are committed to complying with the Americans with Disabilities Act. If an applicant requires a reasonable accommodation for purposes of completing the job application process, please contact the Operations Commander of the Kendall County Sheriff's Office.

(PLEASE PRINT)

Division(s) Applied For:
- Auxiliary Deputy
- Mounted Patrol
- Search & Rescue
- All Divisions

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone Number(s)</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

If you are under 18 years of age, can you provide required proof of your eligibility to work?  
☐ Yes  ☐ No

Have you ever filed an application with us before?  
If Yes, give date
☐ Yes  ☐ No

Have you ever been employed with us before?  
If Yes, give date
☐ Yes  ☐ No

Are you currently employed?  
☐ Yes  ☐ No

May we contact your present employer?  
☐ Yes  ☐ No

Are you legally authorized to work in the United States?  
☐ Yes  ☐ No

On what date would you be available to start volunteering?  

Are you a resident of Kendall County?  
☐ Yes  ☐ No

Are you willing to take a drug test?  
☐ Yes  ☐ No

Can you travel if the job requires it?  
☐ Yes  ☐ No

Have you been convicted of a crime other than a traffic violation within the last 7 years?  
*If yes, please explain__________________________

*You are not obligated to disclose sealed, expunged or impounded records of conviction or arrest pursuant to Section 12 of the Illinois Criminal Identification Act, 20 ILCS 2630/12. A "yes" answer will not disqualify an applicant for consideration for a position. Such information is only relevant in determining whether the conviction is directly related to the position for which you are applying.
Are you willing to be available nights, weekends or holidays in the event of a disaster or other emergency event?

☐ Yes  ☐ No

Please indicate days and hours available to perform volunteer services:


Education:

What is the highest level of education you have attained?

☐ GED  ☐ High School  ☐ Some College  ☐ Associates  ☐ Bachelors  ☐ Masters

Field of study ________________________________

Indicate any languages other than English you can speak, read and/or write

<table>
<thead>
<tr>
<th></th>
<th>FLUENT</th>
<th>GOOD</th>
<th>FAIR</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPEAK</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>READ</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRITE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Describe any specialized training, apprenticeship, skills and extra-curricular activities that may be relevant to the volunteer work you are applying for


List any special trainings or licenses you hold:


Do you own any specialized equipment? (Horse, 4-wheel drive vehicle, snowmobile, ATV-UTV, boat, etc.)


**EMPLOYMENT EXPERIENCE**

Please begin with current or most recent employer. Do not exclude any employment. Include any applicable temporary employment. Please explain any gaps in employment. Please note, you are not required to include prior employment that indicates race, color, religion, sex, etc.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Dates Employed</th>
<th>Work Performed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone Number(s)</th>
<th>Hourly Rate/Salary</th>
<th>Starting</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Supervisor</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason for Leaving</th>
<th>May KCSO contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes or No</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Employer</th>
<th>Dates Employed</th>
<th>Work Performed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone Number(s)</th>
<th>Hourly Rate/Salary</th>
<th>Starting</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Supervisor</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason for Leaving</th>
<th>May KCSO contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes or No</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Employer</th>
<th>Dates Employed</th>
<th>Work Performed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone Number(s)</th>
<th>Hourly Rate/Salary</th>
<th>Starting</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Supervisor</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason for Leaving</th>
<th>May KCSO contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes or No</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Employer</th>
<th>Dates Employed</th>
<th>Work Performed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone Number(s)</th>
<th>Hourly Rate/Salary</th>
<th>Starting</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Supervisor</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason for Leaving</th>
<th>May KCSO contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes or No</td>
</tr>
</tbody>
</table>

---

If you need additional space, please continue on a separate sheet of paper.
REFERENCES- 2 of the 4 references must be professional references.

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Former/Alias Names:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

APPLICANT STATEMENT

By signing my name below, I certify that all information I have provided on this application, in any other volunteer documents, and/or during my interview(s) in order to volunteer is true, complete, and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient and just cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from volunteer service, whenever it is discovered.

Kendall County Sheriff's Office (KCSO) is an equal opportunity employer. I understand that KCSO does not discriminate against applicants, volunteers and/or employees on the basis of race, color, religion, gender, national origin, age, disability, veteran status, sexual orientation, pregnancy, marital status, ancestry, military status, genetic information and/or any other basis prohibited by federal, state and/or local laws, regulations and ordinances.

I understand that this application remains current for only one year from the date KCSO receives my application. At the conclusion of that time, if I have not heard from KCSO and still wish to be considered for a volunteer position, it will be necessary to reapply and complete a new application. I understand that certain information I provide to KCSO during the application process may be provided to the public as required by the Illinois Freedom of Information Act.

All volunteer members of the KCSO must submit to a background investigation as a condition of membership. A portion of this investigation may be performed by the Kendall County Sheriff's Office to determine eligibility for access to the Kendall County Public Safety Center as well as access and use of Kendall County Sheriff's Office equipment. Prior to commencing any volunteer training and/or service, the applicant will be required to complete a background check authorization form and provide all information necessary for the background check to be completed. Unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-volunteer screening will result in termination of any volunteer relationship with the KCSO. By signing below, the applicant understands and agrees that all information furnished in this application may be verified by the KCSO, the Kendall County Sheriff's Office and/or Kendall County. The applicant waives any right to be notified by any individuals and organizations named in this application prior to the release of any information the KCSO, the Kendall County Sheriff's Office and/or Kendall County.

The applicant further authorizes any and all schools, former employers, references, courts and any others who have information about the applicant to provide such information to the KCSO, the Kendall County Sheriff's Office and/or Kendall County, and the applicant releases all parties involved from any and all claims and damages that may result from providing such information. ____________________________________________________________

All volunteer members must submit Driver's License information, a photocopy of a valid Driver's License, and Proof of Insurance prior to commencing any volunteer services. Kendall County will use this information to determine eligibility to operate Kendall County owned vehicles or your own personal vehicle on authorized county business. ____________________________________________________________

Any applicant who is successfully appointed as a volunteer member with the Kendall County Sheriff's Office is subject to the successful completing of a 6 (six) month probationary period and will not be released from probationary status until all training requirements set forth in the KCSO policies and procedures have been met. However, if operational needs require immediate appointment of personnel, an applicant may be appointed as a "temporary member" prior to the completion of all training requirements. Such appointment will not constitute any offer for full membership nor will it create any right or expectation of continued membership.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant ____________________________ Date: _______________________

* Please provide the name and phone number of the person completing this form if other than the applicant.