

PHONE 712-362-2639

**DEPUTIES:**

CHIEF DEPUTY JUSTIN SCHULTES  
SERGEANT JEFF MERRILL  
TONY RUTER  
DILLON FAAS  
THOMAS SCHULTES  
CALEB CREECH  
DAVID GREENWALD

**CIVIL CLERK:**

LAURIE HARVEGO



Law Enforcement Center  
114 North 6th Street  
Estherville, Iowa 51334-2229

FAX 712-362-7271

**DISPATCHERS:**

EMILY KRAUSE  
CASIE WHITACRE  
CHRIS INMAN

**JAILERS:**

JAIL ADMINISTRATOR:  
LAURIE HARVEGO

AHREN OUELLETTE  
DALTON RUCKER

## Notice of Competitive Testing

The Emmet County Sheriff's Office is now taking applications for a motivated candidate to join our team of professional law enforcement officers as a patrol deputy sheriff.

Entry level with no previous experience starts at **\$29.51** per hour or **\$61,377.17** annually.

On **July 1<sup>st</sup> 2023** this position will increase to **\$70,583.75** or **\$33.94** per hour with additional increases based upon longevity and performance.

In addition, overtime is available with this position at **1 ½** times the standard rate of pay, paid vacation, paid holidays, (approximately 4 weeks paid time off in the first year), sick benefit, paid employee health insurance, IPERS retirement system and an individually assigned take home patrol vehicle.

A successful applicant will need to be able to achieve and maintain necessary certifications as required by the State of Iowa and the Emmet County Sheriff's Office, report to work on short notice and be available to work different shift schedules as needed including nights, days, weekends and holidays, possess a high school diploma or GED as well as a safe driving record.

Lateral transfer of current Iowa certified officers will be accepted. All other applicants will be required to undergo a Civil Service Examination/POST (Police Officer Selection Test) and physical agility test. Top qualifiers must undergo a background investigation, psychological examination as well as other pre-employment testing.

Applications and complete job description are available at the Emmet County Sheriff's Office at 114 North 6<sup>th</sup> Street in Estherville, Iowa, on the web at [www.emmetcounty.iowa.gov](http://www.emmetcounty.iowa.gov) or on the Emmet County, Iowa Sheriff's Office Facebook page.

**Applications with resume must be received by the Emmet County Sheriff's Office by 4:00 pm on February 3<sup>rd</sup> 2023. Testing of eligible applicants will be conducted at 8:00 am February 11<sup>th</sup> 2023.**

Eligible applicants will be notified of the exact location prior to testing. Contact Emmet County Sheriff Mike Martens with any questions at 712-362-2639. Emmet County is an EOE.

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## Emmet County Deputy Sheriff Job Description

An Emmet County Deputy Sheriff performs work involving general duty police work in the protection of life and property through the enforcement of laws of applicable Federal, State and Local Laws, may be assigned to any specific task within the department's area of operation; and performs work under both supervised and unsupervised conditions, which involves an element of personal danger.

### **Job Duties, Responsibilities and Tasks:**

Each of the following job duties and responsibilities of the Deputy Sheriff are performed on an on-going regular basis unless otherwise noted. The duties and responsibilities of this position include, but are not necessarily limited to:

1. Enforcing of Local, State and Federal Laws.
2. Patrolling of an assigned area, checking doors and windows and examining premises of unoccupied buildings or residences in order to detect any suspicious conditions in a motorized vehicle and when necessary, while on foot patrol.
3. Investigate suspicious conditions, respond to call for service in a timely manner and make arrests of persons who violate the law.
4. Make traffic arrests and issue citations and warning citations to those who violate traffic laws, aid motorists and investigate traffic accidents.
5. Investigate, conduct or assist in the investigation of fires, accidents, rescues, hazardous materials and other disorders whether felony or misdemeanor violations of the law in the unincorporated county and in any other communities or municipalities of Emmet County as necessary.

6. Conduct investigation of serious crimes and accidental deaths. While preserving the scene of the crime, interviewing victims, witnesses and suspects. Follow up on information gathered and present cases for prosecution to the Emmet County Attorney's Office.
7. Serve warrants, subpoenas, legal papers, civil processes and execute them as required by the Office of Sheriff. Conduct and supervise evictions, conduct replevins and place liens as required by law.
8. Perform the duties of a jailer as needed, including but not limited to: the booking and processing of prisoners, fingerprinting, photographing, preparing and serving meals, dispensing of medications to prisoners and other medical necessities, the screening of visitors and conducting of visitation in the jail when necessary, maintaining custody of prisoners during transportation or movement.
9. Provide for the transportation of the emergency hospitalization of mental health patients as required by law.
10. Appear in court as the arresting officer or as a witness and required.
11. Respond to medical calls for service and provide first aid as necessary.
12. Maintain order and security as needed in court proceedings.
13. Maintain records and prepare reports; and
14. Perform all other related duties as assigned by the Emmet County Sheriff or designee.

### **Knowledge, Abilities and Skills**

The knowledge, abilities and skills required of Deputy Sheriff's include: knowledge of the Iowa Criminal Code and Rules of Civil Procedures, department policies and procedures, rules and regulations, the ability to communicate effectively with the general public, have the ability to perform under stressful situations, be capable to operate various equipment such as general office equipment, fingerprint equipment, photographic equipment, computer equipment and other devices as required. In addition, a deputy sheriff must also have the knowledge of how to properly gather, preserve and store evidence.

A Deputy Sheriff must be able to successfully complete the Iowa Law Enforcement Academy training as required by Iowa Law.

### **Necessary Special Requirements**

The necessary special requirements for a Deputy Sheriff include: a valid State of Iowa Driver's License; the ability to obtain and maintain certifications including but not limited to: CPR, First Aid, Weapons qualification, less than lethal force options, Data Master Operation, Radar Unit Operation, Jail Procedures and Medication Dispensing; and other training and certifications deemed necessary and appropriate by the Emmet County Sheriff.

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## UNDERSTANDING THE APPLICATION PROCEDURE

Your application will **NOT** be processed for a deputy sheriff position with the Emmet County Sheriff's Office unless **ALL** required items are submitted.

I WILL BE **REQUIRED TO RETURN THE FORM (A) AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION AND FORM (B) APPLICATION FOR EMPLOYMENT FOR THE EMMET COUNTY SHERIFF'S OFFICE ON OR BEFORE 4:00PM** on February 3<sup>rd</sup>, 2023 **TO BE CONSIDERED FOR EMPLOYMENT.**

I further understand that I will be required to submit the **required items** below to the Emmet County Sheriff with my application. These items **must** be submitted with a completed application by **4:00pm February 3<sup>rd</sup> 2023.**

**Written and physical testing for the position of Deputy Sheriff will take place February 11<sup>th</sup>, 2023 at 0800hrs.**

Eligible candidates will be notified of the location of testing.

### Required Items to be submitted

1. A completed Authorization for Release of Personal Information form. Form (A)
2. A completed Application Form. Form (B)
3. Completed Personal Information Forms Pages 1A-8A.
4. Copies of High School Transcripts and a copy of your diploma or GED.
5. Copies of College Transcripts and a copy of your diploma.
6. Certified Copy of your birth certificate.
7. Copy of your DD-214 if applicable.
8. Copy of your Iowa Law Enforcement Academy Certification (If applicable)
9. THIS ORIGINAL FORM THAT IS SIGNED AND DATED.

I understand that I must meet and maintain all minimum qualification standards, including physical requirements and personal conduct from the time my application is submitted through the end of the selection process.

**I UNDERSTAND THAT PROVIDING FALSE, MISLEADING AND/OR INCOMPLETE INFORMATION IS GROUNDS FOR EXCLUSION FROM THE SELECTION PROCESS OR DISCHARGE SUBSEQUENT TO EMPLOYMENT.**

I understand that all submitted materials become the property of the Emmet County Sheriff's Office and will NOT be returned to me.

X \_\_\_\_\_  
(Signature of the applicant and date)

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**Authorization for Release of Personal Information**

**I, \_\_\_\_\_ do hereby authorize a review of and full disclosure of all records concerning myself to the Emmet County Sheriff’s Office whether the said records are a public, private or confidential nature, including criminal histories.**

The intent of this authorization is to give my consent for full and complete disclosure of records of educational institutions; financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings) and other financial statements of records whenever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veteran’s Administration; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me; and the recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the Emmet County Sheriff’s Office. I also certify that any person(s) who may furnish such information in good faith concerning me shall not be held accountable for providing this information; and I do hereby release Emmet County and any and all agents or employees and the Emmet County Sheriff’s Office from any and all liability which may be incurred as a result of collecting such information.

**I HEREBY SWEAR AND AFFIRM THAT EACH STATEMENT AND ALL INFORMATION IN OR SUPPLEMENTING THIS APPLICATION (PERSONAL) ARE COMPLETE, TRUE AND ACCURATELY RECORDED TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT PROVIDING FALSE OR MISLEADING AND/OR INCOMPLETE INFORMATION ON THIS APPLICATION IS GROUNDS FOR EXCLUSION FROM THE SELECTION PROCESS OR DISCHARGE IF DISCOVERED SUBSEQUENT TO EMPLOYMENT.**

A photocopy and/or copy of this release form will be valid as an original thereof, even though the said photocopy/fax does not contain an original writing of my signature.

**I have read and fully understand the contents of the “Authorization for Release of Personal Information.”**

X \_\_\_\_\_  
(Signature of Applicant and Date)

**EMMET COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

# Emmet County Iowa

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary:\$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES  NO  Degree: \_\_\_\_\_

### References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_



Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

### Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

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

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Qualified applicants are eligible to compete for all positions without regard to race, national origin, sex, creed, religion, age or marital status.

Notice: Application must be typewritten or clearly printed in ink. ALL questions must be answered and accompanying documents received PRIOR to processing. If not applicable, indicate NA (not applicable). If space provided is not sufficient for complete answers, or you wish to furnish additional information, attach sheets of the same size as this application and number answers to correspond with questions.

**PERSONAL HISTORY**

a. Name in full (last, first, middle)		b. Social Security Number	
c. List all other names you have used. Include nicknames, maiden name and previous married surname(s).		d. Have you ever applied with the Emmet Co. S.O. before? If so, when?	e. Email address and/or website
f. Birth date (month, day, year)	g. Place of birth	h. Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	
i. List all drivers license number(s) issued to you:		j. Current drivers license state of issue.	
k. List all states in which you have had a drivers license issued to you:		l. Are you currently certified by the Iowa Law Enforcement Academy? <input type="checkbox"/> Yes <input type="checkbox"/> No    Date Certified: _____	
m. Have you ever been issued a passport? If so, please list passport number and locations traveled. Passport Number: _____    Locations Traveled: _____			

**CONTACT INFORMATION**

a. Current mailing address			Telephone Numbers:	
Street address/PO Box			Residence Phone Number: (    ) _____	
Apt. No.			Cell Phone Number: (    ) _____	
City	State	Zip Code		
b. Permanent address if different from above			Office or alternate Number: (    ) _____	
Street address/PO Box				
Apt. No.				
City	State	Zip Code		

## EDUCATION RECORD

**SUBMIT BOTH HIGH SCHOOL AND COLLEGE TRANSCRIPTS WITH THIS APPLICATION.**

**\*\*\*\*\*APPLICATIONS WILL NOT BE PROCESSED WITHOUT TRANSCRIPTS\*\*\*\*\***

High School: Circle highest grade completed 8 9 10 11 12    High School diploma or equivalent (GED)?

Yes     No

Name	Address	Dates Attended		Date Graduated
		From	To	

College/University: Circle No. of years completed 1 2 3 4 5 6 or more

Name of School and Location	Dates Attended		Credit Received		Field of Study or Area of Concentration		Type of Degree	Graduated Yes/No
	mo/yr	mo/yr	Semester hours	Quarter hours	Major	Minor		

a. If you are working toward a degree, please give the anticipated completion date: \_\_\_\_\_

b. Has any disciplinary action, including probation and dismissal, ever been taken against you during your academic career?

Yes     No    If yes, complete the following: \_\_\_\_\_  
School Date

Type of action taken: \_\_\_\_\_

c. List awards, honors, citations, athletic endeavors, and any other special recognition you received:

\_\_\_\_\_

d. List any special abilities, (computer skills, etc.) special interests or hobbies:

\_\_\_\_\_

e. List languages, including American Sign Language (ASL), in addition to English that you speak, read and write fluently:

f. If you are licensed or certified to practice a trade or profession, complete the following:

Specialty: \_\_\_\_\_ License issued by: \_\_\_\_\_

## INTERNSHIPS

Name of business: _____	From: (mo/yr) _____	To: (mo/yr) _____
Address: _____	City: _____	State: _____
Work supervisor: _____	Example of duties performed: _____	
Name of business: _____	From: (mo/yr) _____	To: (mo/yr) _____
Address: _____	City: _____	State: _____
Work supervisor: _____	Example of duties performed: _____	

### RESIDENCE HISTORY

List chronologically ALL of your residences in the past 10 years (include address while attending school if away from home, and all military addresses including any off military base). If additional space is needed, please attach a separate sheet.

Dates		Apt. No.	Street Address	City	County	State	Own/Rent
From	To						

### FINANCIAL RECORD

a. What is the total amount of your monthly financial obligations? \_\_\_\_\_

b. Are monthly financial obligations kept current?     Yes     No

If no, explain: \_\_\_\_\_

---

c. Do you have any sources of income other than your salary?     Yes     No

If yes, explain: \_\_\_\_\_

### COURT RECORD

a. Have you ever been arrested or charged with any violation *including traffic citations*, but not parking tickets?     Yes     No  
 (List all such matters even if not formally charged, or no court appearance, or found not guilty, or matter settled by payment of fine or forfeiture of collateral.)

Date	Place	Charge	Final Disposition	Details

b. Has any member of your immediate family (past or present), i.e., spouse, significant other, ex-spouse, parents, brother, or sister ever been arrested for any violation other than traffic?     Yes     No    If yes, list below:


c. Have you ever been a plaintiff or defendant in any court action (including divorce)?     Yes     No  
 If yes, give date, place, court names of parties involved, nature of action, and final disposition


### SELECTIVE SERVICE/MILITARY RECORD

a. Have you ever (check all that apply):

Registered with the Selective Service, if applicable?  Yes  No

Applied for a position with any branch of the Armed Forces of the United States?  Yes  No

Been rejected by any branch of the Armed Forces for any reason?  Yes  No If yes, state reason(s): \_\_\_\_\_

---

Been inducted into any branch of the Armed Forces?  Yes  No

If yes, complete sections b-h

b. Dates of Active Duty (month, day and year) From _____ To _____	c. Branch of military service _____	d. Highest rank attained _____	e. Serial Number _____
--	--	-----------------------------------	---------------------------

f. Type of discharge _____  Date DD-214 Form Recorded _____ County _____ State _____ Provide a copy of your DD-214 with application.	g. Member of Reserve/National Guard <input type="checkbox"/> Yes <input type="checkbox"/> No  Service Branch _____ Location _____
---	---

h. Was any type of disciplinary action taken against you in the service?  Yes  No

Nature of disciplinary action? \_\_\_\_\_

### ORGANIZATION MEMBERSHIP

a. Are you now, or have you ever been a member of any club, society or organization?  Yes  No

If yes, list below. *Do not abbreviate.*

Organization Membership	City and State	Dates	List position(s) held and extent of activity

### VOLUNTEER ACTIVITIES/EMPLOYMENT

Volunteer Activities (including volunteer fire fighting, police or sheriff reserve and civic activities)

Sponsoring Organization	City and State	Dates	List position(s) held and extent of activity

## EMPLOYMENT

List your work experience, starting with the most recent. Include summer and part-time employment in addition to jobs held as a teenager. ***Account for all time.*** If unemployed for a period of time, indicate and set forth dates of unemployment. If you do not recall the name of a supervisor, work address, etc, indicate such on the application.

<b>a. Name of employer</b>	Dates of employment	Salary
Address	Position and kind of work	
City & State	Name of supervisor	
Telephone	Reason for leaving	
<b>b. Name of employer</b>	Dates of employment	Salary
Address	Position and kind of work	
City & State	Name of supervisor	
Telephone	Reason for leaving	
<b>c. Name of employer</b>	Dates of employment	Salary
Address	Position and kind of work	
City & State	Name of supervisor	
Telephone	Reason for leaving	
<b>d. Name of employer</b>	Dates of employment	Salary
Address	Position and kind of work	
City & State	Name of supervisor	
Telephone	Reason for leaving	
<b>e. Name of employer</b>	Dates of employment	Salary
Address	Position and kind of work	
City & State	Name of supervisor	
Telephone	Reason for leaving	
<b>f. Name of employer</b>	Dates of employment	Salary
Address	Position and kind of work	
City & State	Name of supervisor	
Telephone	Reason for leaving	
<b>g. Name of employer</b>	Dates of employment	Salary
Address	Position and kind of work	
City & State	Name of supervisor	
Telephone	Reason for leaving	
<b>h. Name of employer</b>	Dates of employment	Salary
Address	Position and kind of work	
City & State	Name of supervisor	
Telephone	Reason for leaving	

## RELATIVES

Provide complete name, including middle name (no initials) and complete address

<b>a. Father</b>				Employer		
Street address				Street Address		
City		State	Zip code	City		State Zip code
Birth date		Telephone		Occupation		
<b>b. Mother</b>				Employer		
Street address				Street Address		
City		State	Zip code	City		State Zip code
Birth date		Telephone		Occupation		
<b>c. Spouse/Significant Other (if wife, include maiden name)</b>				Employer		
Street address				Street Address		
City		State	Zip code	City		State Zip code
Birth date		Telephone		Occupation		
<b>d. Children</b>						
<b>Child's Name</b>				<b>Child's Name</b>		
Street address				Street address		
City		State	Zip code	City		State Zip code
Birth date		Telephone		Birth date		Telephone
<b>Child's Name</b>				<b>Child's Name</b>		
Street address				Street address		
City		State	Zip code	City		State Zip code
Birth date		Telephone		Birth date		Telephone
<b>e. Other relatives (brothers, sisters, step parents, step sisters, ex-spouse, in-laws)</b>						
<b>Name and Relationship</b>				Employer		
Street address				Street Address		
City		State	Zip code	City		State Zip code
Birth date		Telephone		Occupation		
<b>Name and Relationship</b>				Employer		
Street address				Street Address		
City		State	Zip code	City		State Zip code
Birth date		Telephone		Occupation		
<b>Name and Relationship</b>				Employer		
Street address				Street Address		
City		State	Zip code	City		State Zip code
Birth date		Telephone		Occupation		



## RELATIVES (Continued)

Provide complete name, including middle name (*no initials*) and complete address

Name and Relationship			Employer		
Street address			Street Address		
City	State	Zip code	City	State	Zip code
Birth date	Telephone		Occupation		
Name and Relationship			Employer		
Street address			Street Address		
City	State	Zip code	City	State	Zip code
Birth date	Telephone		Occupation		
Do you have any relatives or friends currently employed with the Iowa Department of Public Safety? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Name: _____		Relationship: _____		Division: _____	
Name: _____		Relationship: _____		Division: _____	
Name: _____		Relationship: _____		Division: _____	

## References

Give three references (*not* relatives, present employers, or school teachers) who are responsible adults of reputable standing in their communities, preferably those who have known you well during the past five years. If retired, give former occupation.

a. Complete Name		Occupation	No. yrs. acquainted
Home address		Home Phone	
Business name and address		Bus. Phone	
b. Complete Name		Occupation	No. yrs. acquainted
Home address		Home Phone	
Business name and address		Bus. Phone	
c. Complete Name		Occupation	No. yrs. acquainted
Home address		Home Phone	
Business name and address		Bus. Phone	

Give three social acquaintances

a. Complete Name		Occupation	No. yrs. acquainted
Home address		Home Phone	
Business name and address		Bus. Phone	
b. Complete Name		Occupation	No. yrs. acquainted
Home address		Home Phone	
Business name and address		Bus. Phone	
c. Complete Name		Occupation	No. yrs. acquainted
Home address		Home Phone	
Business name and address		Bus. Phone	

## Writing assignment

In one page or less please tell the reader about yourself and why you believe that you are the most appropriate candidate for the position of deputy sheriff.