

**CORRECTIONS/COMMUNICATIONS**

**OFFICER**

**The Adams County Sheriff's Department is now accepting applications for the position of**

**Corrections/Communications Officer**

**For a NEW correctional facility currently being built.**

**Applicants must be a citizen of the United States, at least 19 years of age, possess a high school diploma or G.E.D. certificate, have a valid driver's license or state issued identification.**

**Excellent Employee Benefits**

**Health Insurance Options, Vacation, Earned Sick Leave, Wellness Incentives,**

**Retirement Options, Furnished Uniforms and Clothing Allowance**

**Starting Pay \$19.28 per hour.**

**Applications are available at:**

**Adams County Sheriff's Department**

**Adams County Courthouse**

**500 West 4<sup>th</sup> Street Ste. 126**

**Hastings, NE 68901**

**Or**

**On the Adams County website:**

**[Adamscounty.org](http://Adamscounty.org)**

# ADAMS COUNTY SHERIFF'S DEPARTMENT

Adams County Court House • 500 West 4th St., Ste 126

Hastings, Nebraska 68901

Phone: (402) 461-7181 • Fax: (402) 461-7270

TDD (402) 462-2600

JOHN RUST  
Sheriff

KEVIN MAUCK  
Chief Deputy

The Sheriff's Office of Adams County, Nebraska, will consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status. The County of Adams is an EEO/AA/Veteran's Preference Employer.

## PERSONAL

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

Pease check the position(s) desired:

- Deputy Sheriff\*
- Correction/Communications Officer \*
- Clerical/Records Clerk
- Other \_\_\_\_\_

*\* Must be at least 21 years of age and must have a high school education or equivalent.*

|                                                   |                                                 |                                              |
|---------------------------------------------------|-------------------------------------------------|----------------------------------------------|
| How did you learn about this position?            |                                                 |                                              |
| <input type="checkbox"/> Advertisement            | <input type="checkbox"/> Friend                 | <input type="checkbox"/> Walk-in             |
| <input type="checkbox"/> Employment Agency        | <input type="checkbox"/> In-House Advertisement | <input type="checkbox"/> Other _____         |
| First Name                                        | Middle Name                                     | Last Name                                    |
| Current Street Address                            | City                                            | State <span style="float: right;">Zip</span> |
| Former Addresses:                                 |                                                 |                                              |
|                                                   |                                                 |                                              |
|                                                   |                                                 |                                              |
| Telephone Number(s)<br>(Home)<br>(Work)<br>(Cell) | Driver's License No.<br><br>Issued by State of: |                                              |
| Email address:                                    |                                                 |                                              |

Are you a citizen of the United States?                      Yes                      No

Date you would be available to begin work: \_\_\_\_\_

Have you ever been employed by the County before?    Yes            No

If yes, what department and when? \_\_\_\_\_

Have you ever applied for a position with Adams County before?    Yes            No

If yes, list date and Department: \_\_\_\_\_

**ADAMS COUNTY SHERIFF'S OFFICE APPLICATION**

Are you related to any County employee? Yes No If yes, name of relative: \_\_\_\_\_ Relationship: \_\_\_\_\_ Department: \_\_\_\_\_

| <b>ONLY COMPLETE THIS SECTION IF YOU ARE APPLYING FOR CONSIDERATION FOR DEPUTY SHERIFF OR CORRECTIONS OFFICER.</b><br>Please review each criterion and initial by each criterion which applies to you.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> I am already a certified law enforcement officer in Nebraska                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <input type="checkbox"/> I am already a certified corrections officer in Nebraska                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> My license is active and in good standing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <input type="checkbox"/> I understand that there are certain factors which make me ineligible for employment for this position.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> I have reviewed the full job description for this position.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | (See: <a href="https://nletc.nebraska.gov/admissions.html">https://nletc.nebraska.gov/admissions.html</a> for specific admissions criteria)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <input type="checkbox"/> I am at least 21 years of age.<br><input type="checkbox"/> I am a citizen of the United States<br><input type="checkbox"/> I have a high school diploma or GED.<br><input type="checkbox"/> I have a valid Nebraska driver's license.<br><input type="checkbox"/> I am able to read, write, and understand the English language.<br><input type="checkbox"/> I believe I possess good character and a thorough background investigation will confirm my good character.<br><input type="checkbox"/> I believe a background investigation will show I do not have a past indicative of incompetence, neglect of duty, or of physical, mental, or emotional incapacity.<br><input type="checkbox"/> I do not have a criminal history which shows a pattern of violations indicating I disrespect the law or rights of others.<br><input type="checkbox"/> I have not received traffic violations in the last three years with such frequency as to indicate I disrespect traffic laws and disregard the safety of others. | <input type="checkbox"/> I have not been convicted (or pardoned) of a felony, a Nebraska class I misdemeanor, or a crime in any other jurisdiction punishable by imprisonment up to one year in prison, regardless of the sentence actually received.<br><input type="checkbox"/> I have not been convicted of DUI/DWI in the last two years.<br><input type="checkbox"/> I have not received a punitive discharge from the United States Armed Forces<br><input type="checkbox"/> I have not been denied law enforcement certification status, had certification revoked, nor am I currently suspended in this State or another jurisdiction.<br><input type="checkbox"/> I have not been convicted of any crime involving the threat or actual use of physical violence that would constitute a Class I misdemeanor in Nebraska. | <input type="checkbox"/> I have not been convicted of any crime involving the threat of or actual sexual assault or abuse.<br><input type="checkbox"/> I have never been convicted of any crime of physical violence or sexual abuse against a child or children.<br><input type="checkbox"/> I have not been convicted of a crime of domestic violence which would disqualify me from possessing a firearm. (See 18 USC 922(g)(9))<br><input type="checkbox"/> I am not subject to an order of protection that would disqualify me from possessing a firearm (see 18 USC 922(g)(8))<br><input type="checkbox"/> I do not have a pattern of substance abuse. Specifically, I have not:<br><input type="checkbox"/> Used marijuana for any purpose in the last two years<br><input type="checkbox"/> Used illegal drugs or narcotics other than marijuana in the last five years. |

**EMPLOYMENT EXPERIENCE**

Please give accurate, complete employment record, start with present or most recent employer.

|                          |                    |
|--------------------------|--------------------|
| I. Company Name          | Telephone          |
| Address                  | Employed From To   |
| Name of Supervisor/Title | Annual/Hourly Wage |
| Your Job Position/Title  | Reason for Leaving |

**ADAMS COUNTY SHERIFF'S OFFICE APPLICATION**

|                          |                    |
|--------------------------|--------------------|
| 2. Company Name          | Telephone          |
| Address                  | Employed From To   |
| Name of Supervisor/Title | Annual/Hourly Wage |
| Your Job Position/Title  | Reason for Leaving |

|                          |                    |
|--------------------------|--------------------|
| 3. CompanyName           | Telephone          |
| Address                  | Employed From To   |
| Name of Supervisor/Title | Annual/Hourly Wage |
| Your Job Position/Title  | Reason for Leaving |

|                          |                    |
|--------------------------|--------------------|
| 4. Company Name          | Telephone          |
| Address                  | Employed From To   |
| Name of Supervisor/Title | Annual/Hourly Wage |
| Your Job Position/Title  | Reason for Leaving |

*Attach additional sheet if necessary.*

**We may contact the employers listed above unless you indicate those you do not want us to contact.**

**Do NOT contact Employer Number(s)**

**Reason:** \_\_\_\_\_

**EDUCATION**

|                                       | Elementary | High School | College/Tech | Graduate | Law Enforcement Certification                            |
|---------------------------------------|------------|-------------|--------------|----------|----------------------------------------------------------|
| School Name and Location              |            |             |              |          | Nebraska Law Enforcement Training Center<br>Yes No Other |
| Years completed                       | 4 5 6 7 8  | 9 10 11 12  | 1 2 3 4 5    | 1 2 3 4  | Date:                                                    |
| Diploma/Degree                        |            |             |              |          |                                                          |
| Describe course of study              |            |             |              |          |                                                          |
| Describe any honors you have received |            |             |              |          |                                                          |

## ADAMS COUNTY SHERIFF'S OFFICE APPLICATION

### MILITARY

|                                                                                                                                                                                        |                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <i>Complete this section if you served in the U.S. Armed Forces</i>                                                                                                                    | Branch of Service                                     |
| Describe your duties and any special training                                                                                                                                          | Period of Active Duty<br>From                      To |
|                                                                                                                                                                                        | Rank at Discharge                                     |
|                                                                                                                                                                                        | Date of Final Discharge                               |
| Are you currently active in any Reserve program?      If Yes, name the program.<br><div style="display: flex; justify-content: space-around;"> <span>Yes</span> <span>No</span> </div> |                                                       |

This position is subject to a veteran's preference. Are you eligible for and requesting a veteran's preference?

- Yes [A veteran requesting preference must submit with his/her Application for Employment a copy of the Veteran's Department of Defense Form 214. A spouse of a veteran requesting preference must submit with his/her application for employment a copy of the Veteran's Department of Defense Form 214, a copy of the Veteran's Disability Verification form from the United States Department of Veteran Affairs demonstrating a 100 percent permanent disability rating, and proof of marriage to the veteran.]

### SPECIAL SKILLS AND QUALIFICATIONS

|                                                                                    |                                                                                                                                                      |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summarize special job-related skills acquired from employment or other experience: |                                                                                                                                                      |
|                                                                                    |                                                                                                                                                      |
|                                                                                    |                                                                                                                                                      |
| Why do you feel you would make a capable employee for the position(s) desired?     |                                                                                                                                                      |
|                                                                                    |                                                                                                                                                      |
|                                                                                    |                                                                                                                                                      |
| Have you ever had experience in Law Enforcement?<br>Where?                         | <div style="display: flex; justify-content: space-between;"> <span>Yes</span> <span>No</span> </div> Dates:                      Reason for Leaving: |

### LAW VIOLATIONS

Please list **all** convictions, other than parking tickets, regardless of severity, age, location, or perceived culpability unless you have secured a complete expungement and/or pardon for the offense. Though law violations may or may not have an impact on your qualifications as a candidate for this position, a decision to withhold information whether intentionally or in error, will likely disqualify you from consideration for this position.

| Violation | Date | Place | Court | Disposition |
|-----------|------|-------|-------|-------------|
| 1.        |      |       |       |             |
| 2.        |      |       |       |             |
| 3.        |      |       |       |             |
| 4.        |      |       |       |             |

**ADAMS COUNTY SHERIFF'S OFFICE APPLICATION**

**PERSONAL REFERENCES**

Please list references who are not related to you and are not previous employers.

|         |                     |            |
|---------|---------------------|------------|
| Name    | Years<br>Acquainted | Occupation |
| 1.      |                     |            |
| Address | Telephone No.       |            |
|         |                     |            |
| Name    | Years<br>Acquainted | Occupation |
| 2.      |                     |            |
| Address | Telephone No.       |            |
|         |                     |            |
| Name    | Years<br>Acquainted | Occupation |
| 3.      |                     |            |
| Address | Telephone No.       |            |
|         |                     |            |

**APPLICANT'S STATEMENT**

**I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.**

**I further agree and understand that any misstatement or willful omission of material fact or willful deception may constitute cause for dismissal from employment with the County of Adams. I also understand that to be considered for employment I must pass a pre-employment drug screen. I understand and agree that the County of Adams may make pre-employment inquiries into my ability to perform job-related functions, and that I may be offered employment conditioned upon the results of a medical examination.**

**I also acknowledge receipt of a job description for the position(s) I am applying for. I have read and understand all the job tasks required of the position. This application for employment shall be considered current for a period of time not to exceed six (6) months from date of application.**

**Signature:** \_\_\_\_\_

**ADAMS COUNTY SHERIFF'S OFFICE  
Hastings, NE**

**Authorization to Release Information**

Name of Applicant: \_\_\_\_\_

Please print your full name

Date of Birth: \_\_\_\_\_ SSN#: \_\_\_\_\_

This release, when presented by a duly authorized representative of the Adams County Sheriff's Office, constitutes my consent and authority to examine and obtain copies and abstracts of records and to receive statements and information regarding my background.

Specifically, I authorize the release of the following data or records to the Adams County Sheriff's Office: Employment, Educational, Medical, Psychological; Selective Service; Police and Criminal; Motor Vehicle and Driving; Financial and Credit; Polygraph Examinations; access to all Social Media Accounts and the UNDELETED copy of my military separation document and medical records from the appropriate Military Records Center and Department of Veterans Affairs.

This authorization is given in connection with a background investigation being conducted relative to my application for, or continued employment with, the Adams County Sheriff's Office. The intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing an investigation, which may provide pertinent data for the Adams County Sheriff's Office to consider my suitability for employment.

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 Adams County Sheriff's Office. I understand that all materials pertaining to this background investigation become the property of the Adams County Sheriff's Office and will not be returned to me.

I agree to indemnify and hold harmless the person to whom this request is presented and his/her agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request. I further understand that in the event my application is disapproved, the confidential information or source of information will not be revealed to me.

I understand that in the event the investigating agency finds conduct that is illegal or unbecoming of a law enforcement officer and I am currently serving in the capacity of a law enforcement officer in a jurisdiction, the investigating agency has my permission to disclose the information to my current employer.

A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature. This release is valid for any information supplied within one (1) year of the date of my signature.

Signature of Applicant: \_\_\_\_\_  
(Do NOT sign until in the presence of a Notary Public)

State of \_\_\_\_\_

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

Subscribed and sworn to before me the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Seal

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



**ADAMS COUNTY SHERIFF  
JOB DESCRIPTION  
DEPUTY SHERIFF I**

**DESCRIPTION OF WORK**

Under direction, patrols an assigned area in the enforcement of law and order and serving civil and criminal processes; take special assignments in investigations and the protection of life and property; performs related work as required.

**EXAMPLES OF DUTIES**

Operates an automobile in patrolling an assigned area for the prevention of crime and the enforcement of traffic laws and regulations; responds to radio and other modes of communication dispatches and appears at scenes of disorder or crime; notes and reports traffic hazards; assists in controlling traffic at scenes of emergencies; investigates and prepares reports on accidents, offenses and damages to property; give directions and information; make arrests; issue citations and warnings; prepare reports on arrests and property impounded; directs traffic; intervenes in private or public disputes to protect the public and maintain order; requests medical attention when necessary; testifies in court; provides security to the courts and in the courthouse in order to maintain public safety; transports prisoners; assists in the investigations of crimes involving adults or juveniles; investigates complaints, interviews persons pertaining to investigations; serves civil processes and papers; participates in training conferences and programs; writes a log of activities and case reports; performs related duties as required. Will use computers, various software programs and electronic devices.

**QUALIFICATIONS**

Ability to read and understand departmental policies, rules, instructions, laws, regulations and police literature, together with an aptitude for law enforcement work; ability to analyze situations and adopt a quick effective and reasonable course of action giving due regard to the surrounding hazards and circumstances of each situation; ability to write clean and accurate reports; physical agility; keen observation and ability to remember names, faces and details of incidents; ability to understand and follow oral and written directions; ability to learn the use and maintain the proper care of county equipment.

**EXPERIENCE AND TRAINING**

Must have high school diploma or GED  
Certified law enforcement preferred but not mandatory

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**SPECIAL REQUIREMENTS**

Must have a valid driver's license.

Must be able to pass the TABE test.

Must pass the written and physical fitness entrance exams.

Have the ability to acquire certification from the Nebraska Enforcement Training Center within one year of employment.