



WINNEBAGO COUNTY SHERIFF'S OFFICE
AN EQUAL OPPORTUNITY EMPLOYER
216 South Clark Street, Forest City, Iowa 50436
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Website: www.winncosheriff.org

MINIMUM HIRING STANDARDS

The State of Iowa has set a standard that a police officer must be a high school graduate or hold a G.E.D. certificate. If you don't meet that requirement do not submit an application because you cannot be considered.

To become a Deputy Sheriff or Deputy Reserve for Winnebago County you must meet **EVERY ONE** of these hiring standards.

- Applicant must have graduated from high school or have a G.E.D. certificate at the time of appointment.
- Applicant must be an Iowa resident or will become an Iowa resident prior to date of appointment.
- Applicant must be at least 20 years of age at time of appointment.
- Applicant must be less than 65 years of age at time of appointment.
- Applicant must hold a valid Iowa driver license or be able to obtain an Iowa driver license before date of appointment.
- Applicant must not be a habitual criminal.
- Applicant must not be addicted to drugs or alcohol.
- Applicant must be of good moral character.
- Applicant must be able to pass the physical fitness tests adopted by the Iowa Law Enforcement Academy. (Information on the ILEA physical fitness testing is available online at www.state.ia.us/government/ilea/index.html.)
- Applicant must not be opposed to using force to fulfill the duties of a deputy sheriff within the guidelines and policies of the Winnebago County Sheriff and within the boundaries of State and Federal Laws.
- Applicant must have vision of not less than 20/100 in both eyes, which vision is corrected to at least 20/20 at time of appointment.
- Applicant must have color vision consistent with the occupational demands of law enforcement.
- Applicant must have normal hearing in each ear or with accommodation can perform the essential functions of the position.
- Applicant must be examined by a physician and meet physical requirements necessary to fulfill the responsibility of a law enforcement officer. (A Physical Examination is conducted at County expense to select applicants at the end of the hiring process and prior to appointment.)
- Applicant must undergo psychological testing and evaluation as determined by the Iowa Law Enforcement Academy. (Psychological testing is conducted through the Iowa Law Enforcement Academy by select applicants prior to appointment.)
- Applicant must pass cognitive (basic skills) testing as determined by the Iowa Law Enforcement Academy.
- Applicant must pass a pre-employment drug screen provided by the County prior to appointment.
- If hired, any use of any form of tobacco product in violation of Iowa State Code or County policies during probationary period will be cause for immediate termination.
- If hired, any use of any form of alcohol product in violation of Iowa State Code or County policies during probationary period will be cause for immediate termination.

Winnebago County Sheriff's Office

Deputy Sheriff Applicant Information

Job Summary

Winnebago County Deputy Sheriffs generally patrol by vehicle, although foot patrol is required at times. Deputies prevent crime and enforce laws; conduct investigations, write reports, interview witnesses, investigate accidents and obtain information. Becoming a Winnebago County Deputy Sheriff requires the ability to communicate clearly both orally and in writing. Observation and decision making ability under pressure play an important role in the workday of a deputy. Understanding situations clearly and accurately, and using good judgment to resolve these situations are mandatory characteristics for deputy sheriffs. A high quality of report writing and record keeping is also required. The ability to work with people in a wide range of circumstances and conditions, including the ability to diffuse difficult situations, are needed traits in a deputy sheriff. Deputy Sheriff's must also present themselves, both in appearance and conduct, as quality citizens of Winnebago County.

Department Information

- Deputy Sheriff pay scale is determined as percentages of the Sheriff's salary. Information is supplied Upon request.
- Currently uniforms and equipment are furnished by the Sheriff's Department.
- Upon appointment, all non certified employees will attend the Iowa Law Enforcement Basic Training course with tuition and salary paid by Winnebago County. Passing the Police Officer Selection Test (POST) and the ILEA Physical Fitness Test are requirements for entry in the academy. Successful completion of the ILEA Basic Police Officer Course is a requirement for employment as a deputy sheriff with the Winnebago County Sheriff's Department.
- Work schedule is determined by the Sheriff. Currently the Sheriff's Deputies are on a rotating schedule which provides 24 hour coverage. Adjustments to scheduling do occur to meet the resource needs of the Department.
- When at full staff, the Winnebago County Sheriff's Office includes the Sheriff, 5 Deputies, 2 full time Jail Staff, and the Sheriff's Secretary. The Sheriff also has a Deputy Reserve Officer Program. Police Dispatch is through the Winnebago County Communications Board which supplies dispatch for fire, police and ambulance throughout the county.
- Winnebago County is located in north central Iowa, at the border of Iowa and Minnesota. Major highways in Winnebago County include US Highway 69 (north-south) and Iowa Highway 9 (east-west). The County Seat is located in Forest City. Winnebago County is a rural farming area with a general population base of between 11,000 and 12,000 people.

**Winnebago County Sheriff
DEPUTY SHERIFF TESTING REQUIREMENTS**

The testing process for the Winnebago County Sheriff includes:
 MMPI – this is a physiological process done by the Iowa Law Enforcement Academy.
 POST – this is a written qualification test which is written to the standards of the Iowa Law Enforcement Academy.
 Physical Standards - a series of physical agility tests, including a timed distance run.
 Oral Interview – based on the information supplied by the candidate on the application, and the results of the required testing, a list of eligible candidates is determined by the Civil Service Commission. Candidates are then selected for an oral interview conducted by the Sheriff and/or the Sheriff’s Select Board.

Minimum physical fitness performance requirements as determined by the Iowa Law Enforcement Academy (ILEA) .

Males

Age	18-29	30-39	40-49	50-59	60+
Sit and Reach	16.5	15.5	14.3	13.3	12.5
1 minute sit-ups	38	35	29	24	19
1 minute push-ups	29	24	18	13	10
1.5 mile run	12:51	13:36	14:29	15:26	16:43

Females

Age	18-29	30-39	40-49	50-59	60+
Sit and Reach	19.3	18.3	17.3	16.8	15.5
1 minute sit-ups	32	25	20	14	6
1 minute push-ups	15	11	9	12	5
1.5 mile run	15:26	15:57	16:58	17:54	18:44

Sit and Reach: This test involves stretching out to touch the toes or beyond with extended arms from a sitting position. The score is inches reached on a yardstick.

1-minute sit-up: The score of this test is determined by the number of bent leg sit ups performed in one minute. Hands must remain on or about the head in the up position, elbows should touch the knees or upper thigh in the down position, and the back must come down so that the shoulder blades touch the floor. Legs may be held for assistance.

1-minute push-up: The score of this test is determined by the number of push ups performed in one minute. The body is supported by the hands and feet touching the ground, with legs straight and off the ground. The chest must come down and touch a fist placed under the individual’s chest, then the arms must go to full extension to complete a push up.

1.5 mile run: This is a timed run which is scored in minutes and seconds.