

# ***Cass County Sheriff's Office***



## ***Recruiting Informational Packet For Deputy Sheriff***



## *Mission Statement*

*The Mission of The Cass County Sheriff's Office is to serve the citizen's of Cass County; by providing law enforcement, by keeping the peace and protecting life and property, by being the servant of the courts and by maintaining custody and control of our prisoners, in and out of the jail. This must all be done in an efficient and effective manner without infringing on anyone's individual rights. This Office will conduct itself professionally and with the utmost courtesy to everyone we have contact with.*

*This Office will serve the community by providing law enforcement to everyone equally and fairly, treating all with the respect they deserve. We will make every effort to stand between criminals and their intended victim. We will be the victim's advocate when a crime has been committed. We will handle non-criminal calls with equal diligence and respect. All services must be provided in a timely manner, using all the resources we have available.*

*This Office will cooperate with every other law enforcement agency, fire department, emergency services and political entity, to ensure peace and harmony throughout the county and beyond.*

*This Office will serve the courts with diligence by serving summons, subpoenas, and court orders timely and respectfully to everyone so ordered. This Office will also provide courtroom security to judges, jurors, witnesses, attorneys, clerks and defendants or anyone having reason to appear.*

*This Office will be responsible for the care and maintenance of all prisoners in our custody never violating their rights. We will listen to prisoner requests and provide essential items needed. We will treat all prisoners with the respect they deserve.*

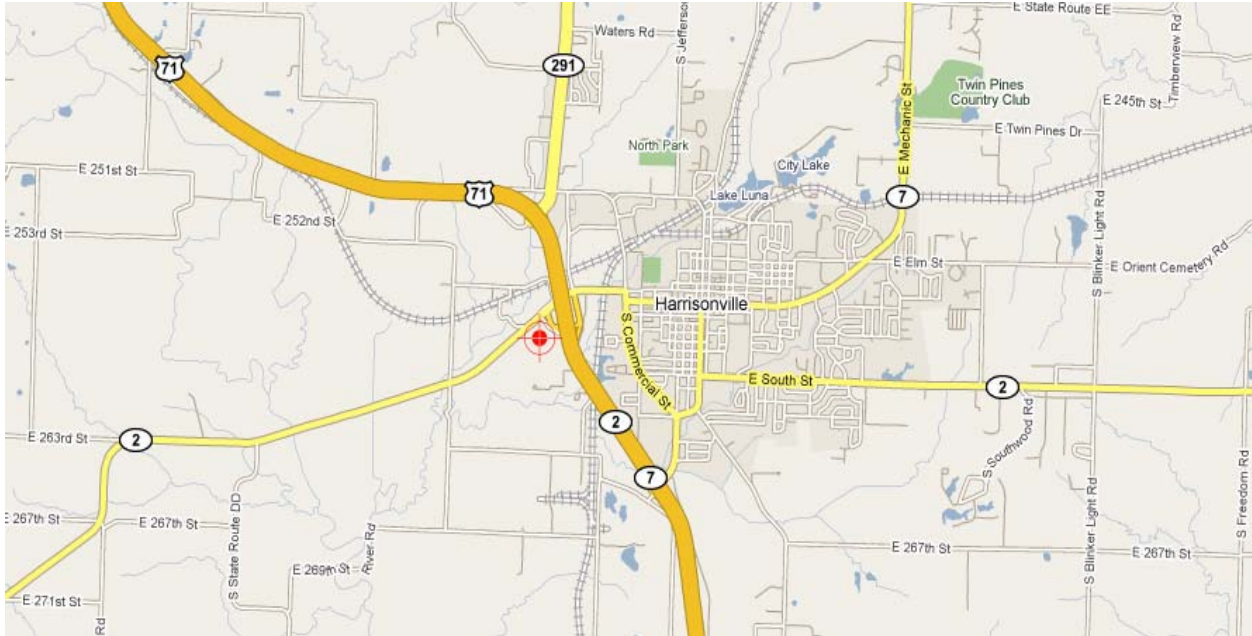
*Anything less than all we can do to accomplish our mission is inadequate.*



*Dwight Diehl, Sheriff*

# **CASS COUNTY SHERIFF'S OFFICE**

2501 W. WALL  
HARRISONVILLE, MO 64701  
(816) 380-5200



The Cass County Sheriff's Office is located in the Cass County Justice Center. The Justice Center is located at the South West corner of 71 Highway & 2 Highway in Harrisonville, Missouri. The Sheriff's Office can be accessed from 71 Highway at the Wall Street exit.

## Common Questions

### **Do I have to be certified to apply with Cass County as a Deputy Sheriff?**

Yes, you must have a class B certification (470 hour academy) through MO POST. If you are currently attending a Police Academy you can apply and be hired contingent on your completion of the academy. If hired while in the academy you will be allowed to graduate in uniform as a Cass County Deputy Sheriff.

### **Do I have to start as a Deputy with the Jail Staff?**

Our Deputies do start their career with the Jail Staff. This sometimes makes new applicants hesitant to apply as they feel that working in the jail is a step back from their academy training. On the contrary, we have found that by starting Deputies in the jail it enhances the skills they learned in the academy and builds on this training. We have also found that with the state of the art facility, training and working environment only about one third of the Deputies from the jail staff apply for transfer to other divisions. Those that do apply for other divisions, we have found advance quicker and easier through training and have a good foundation to their career. Most, if not all of our Deputies have not regretted the time and experience gained from starting in the jail.

### **What is the criteria for transfer to the road patrol division?**

You must complete your FTO training in the jail (approximately 3 months), not be on disciplinary probation and apply for the road patrol position *when those positions become available*. You then will take a written test and oral board and are ranked based on those scores. Transfers depend on the amount of positions open and your ranking.

### **What divisions do deputies serve within the Sheriff's Office?**

Bailiff  
Jail Unit  
Civil Paper Service  
Court House Security  
Road Patrol  
Extraditions  
Detective Unit  
Narcotics/Vice  
Cell Extraction & Response Team  
Tactical Response Unit  
D.A.R.E.  
School Resource Officer  
Drug (DRE)  
Honor Guard  
Recruiting  
Criminal Apprehension Unit (CAU)  
Drug Court Tracker

### **Do I get a take home patrol car?**

Once you are transferred to Road Patrol, Civil Process or Detective Unit and reside within Cass County you will be issued a take home patrol car.

### **What kind of equipment does the Cass County Sheriff's Office use?**

Currently we use and are issued a Sig Sauer P220 .45 caliber semi automatic pistol. We also carry Asp batons, Pepper spray, Handcuffs, and X-26 Tasers.

### **What equipment does the Sheriff's Office provide?**

All uniforms, leather, body armor (road patrol), handgun, pepper spray, baton, collar brass, badge, coat, ammunition.

### **What type of in service training is available?**

Through our training coordinator requests can be made to go to any specialized training at the academy or other locations and will be granted or denied depending on cost and need of the Sheriff's Office. We also will be offering P.O.S.T. in house training in different areas monthly. Tactical, CERT teams and Honor Guard also train at least once a month. Firearms training will also take place every other month with qualifications twice a year.

### **Is the salary range different for Jail Staff Deputies and Road Staff Deputies?**

No, all deputies have the same pay structure.

### **How does the pay structure work?**

A deputy's starting pay is currently \$35,742.69. Each year for eight years a deputy will automatically receive a 2% raise. Each deputy can also receive an additional 2% each year for meeting evaluation standards. If a deputy meets evaluation standards each year he will reach the top end salary after eight years (4% each year) which is currently \$48,916.34. Additional raises are possible with promotion and cost of living raises.

### **What type of shifts do deputies work?**

Both patrol and jail deputies generally work 12 hour shifts with rotating days off each week. Week 1 a deputy would work Monday, Tuesday and Friday, Saturday and Sunday. Week 2 a deputy would work Wednesday and Thursday. Most shifts are from 0700 to 1900 and 1900 to 0700. Although you are scheduled for 168 hrs. you are assigned two 8 hour shifts during the pay period and will be paid overtime for anything worked over 160 hours.

Court Security, Civil Process, Narcotics and Detectives generally work 8 or 10 hour shifts depending on their duties.

### **What type of field training does a deputy receive?**

Training for both the road patrol and jail staff is based on the San Jose field training program which consists of 3 months of training, each month with a different FTO. Every area is covered with instruction and practical application which is documented. Each trainee is also evaluated every day in order for them to receive immediate feedback of their progress. The road patrol also has a "Shadow" period of two weeks at the end of the training period where the FTO rides with the trainee in civilian clothes.

## **What other information can you tell me about the Sheriff's Office?**

Currently we are a growing agency. We have a patrol fleet that is rotated every two years. We currently have a new, state of the art Sheriff's Office and Jail. As a deputy you will also have access to our exercise room and be given a locker. The exercise room contains both weight equipment, a punching bag and cardiovascular equipment. The facility also contains an outdoor firearms range. The patrol vehicles are equipped with wireless laptop computers allowing access to Sheriff's Office records and dispatch.

### **Benefits**

**Health Insurance:** Employees are offered health insurance through Coventry. Cass County will pay \$200.00 toward the employee's monthly premium. Family coverage is available at the employee's expense.

**Pharmacy:** pharmacy benefits are offered through WMS prescription program

**Life Insurance:** The County provides at no cost to the employee, life insurance for the employee and their dependents

Employee life insurance- \$50,000.00

Spouse- \$5,000

Children over 6 months old- \$2500.00

Children under 6 months old- \$100.00

### **Retirement Plans**

Missouri Local Government Employees Retirement System (LAGERS)- provided at no cost to the employee- five years to be vested

County Employee Retirement Fund (CERF) - 4% of monthly salary tax deferred and the employee is vested after 8 years. (Also provides \$10,000 death benefit)

### **Deferred Compensation Plans**

County employees may participate in the following tax deferred compensation plans:

1. Nationwide retirement solutions
2. ING Insurance Company
3. R.P.A. (Prudential)
4. Great West (CERF) matching deferred plan.

### **Credit Union**

Employees may become a member of the Richards-Gebaur Credit Union, or the KC Police Credit Union.

### **Direct Deposit**

Employees receive their pay through direct deposit

### **Cafeteria Plan**

Cass County offers several cafeteria plans for employees:

1. AFLAC
2. American Medical (dental)
3. Blue-Cross Blue Shield dependent coverage
4. Vision Care Direct
5. Dental Source
6. Pre-paid legal

Also offered are two investment funds- American Funds and Waddell and Reed investment Programs

### **Sick Leave Pool**

Employees may become part of a county sick leave pool after 3 months of employment. Employees must donate 1 sick day a year.

### **Annual Vacation**

After 1<sup>st</sup> anniversary date--- 40 hours

After 2<sup>nd</sup> anniversary date--- 80 hours

After 7<sup>th</sup> anniversary date--- 120 hours

### **Holidays**

Cass County has 13 paid holidays per year

### **Dental/Vision Plan**

Employees may be reimbursed up to \$150.00 per calendar year for dental/vision work

### **Qualifications**

21 years of age prior to graduation from the Police Academy

Valid Missouri Driver's License

Certified MO peace officer either Class A or B certification or enrolled and attending a certified Police Academy.

High School Diploma or G.E.D.

Vision correctable to 20/20

Must be a credible witness in court

Able to successfully complete and pass all stages of the hiring procedure

Able to perform the job of Deputy Sheriff (see attached job description)

### **Disqualification or failure to pass a stage in the hiring process**

If an applicant fails a portion of the hiring process they will be allowed to re-test a year from the time of failure. If an applicant becomes disqualified they will not be allowed to re-test. An applicant becomes disqualified if they would not be able to meet the qualifications for Deputy Sheriff at any time in the future, such as a felony conviction was discovered on their record.

### **Reasons for Disqualification**

1. Meet all qualifications stated above for deputy Sheriff
2. False Statement of material fact/deception/fraud
3. Felonies- no felony convictions
4. Protection Orders: no protection orders against applicant
5. No DWI/Hit and Run in the last 3 years or three or more chargeable or at fault accidents within the last 3 years. No valid driver's license
6. Probation and Parole: currently on probation or parole (including deferred adjudication). Pardoned for any other reason than being innocent.
7. Narcotics/Controlled Substance: Must be drug free for complete 3 years
8. Sale of Drugs: sale of illegal drugs or legal drugs without a license
9. Military Discharge/Conduct: discharge other than honorable (no conditions). No conviction or commission of a court martial offense

## Hiring Process

### 1. Pre-Employment Screening Application

Must be submitted prior to the closing date announced, approximately 1 week prior to the scheduled test. After review of qualifications and a criminal check the applicant will be contacted to confirm they are scheduled for the testing. Generally the physical ability test will be given the same day as the written test, with the physical ability test given first. The written test will be given 1 hour after all applicants have completed the physical ability test. Depending on the amount of people testing, applicants should plan on testing to take between 4 to 6 hours total.

On the Date of the Test. Applicants need to arrive ½ hour early to register for the test. The applicant will need to have a valid picture ID with them at the time of testing.

Applicants will also be given a background investigation packet to complete and return at the time of their oral board.

### 2. Physical Ability Test

The physical agility test consists of a job related course (see attached). Each applicant will be required to sign a wavier prior to taking the test. The course is pass/fail and is not timed. The course must be completed in order for the applicant to pass. Applicants will need to wear pants that will allow them to wear a paddle holster and simulation firearm. (These items will be furnished by the Sheriff's Office).

### 3. Written Test

The written test is generally given after the physical ability test and usually takes between 1 ½ to 2 ½ hours. The test is then sent off to a private agency for scoring. Results usually take about a week. You will then be contacted for a Oral Board Exam.

### 4. Oral Board

When you arrive for the oral board you will need to bring a valid picture ID and also your completed background investigation packet. The oral board consists of a panel of four to five members of the Cass County Sheriff's Department. The panel will ask the applicant 19 questions and usually takes 20 to 40 minutes. An average score of 70% is needed to pass this phase. You will usually be notified within a week if you have passed this phase.

### 5. Background Investigation Interview

If a passing score is obtained on the oral board then a background investigator will contact you for an interview regarding your background. The interview generally takes about an hour. A background investigation will then be conducted which will included but is not limited to the applicants general character, criminal history, driving history, employment, references, education and financial responsibility. The background investigation is generally completed within 2 to 3 weeks.

### 6. CVSA

Whenever possible the applicant will be scheduled for a Voice Stress Analyzer Exam on the same day as the background interview to make it more convenient for the applicant. The CVSA operator will test the applicants on job related information and the process generally takes about 1 hour.

#### 7. Interview with the Sheriff

If the applicant passes the previous stages of the employment process then they will be scheduled for an interview with the Sheriff. After meeting with all of the candidates the Sheriff will make the final determination on offers of employment.

#### 8. Post offer Medical Physical

Applicants will be required to take a medical physical after a job offered to them

### **What to expect your first week of employment**

The Cass County Sheriff's Office is committed to providing its employees with a good starting foundation for their careers with this Office. With that in mind:

On your first 4 days of employment you will be scheduled to report to the Sheriff's Office at 0900 hrs. To 1700 hrs. You will meet with our recruiting deputies who will be responsible for orientation. The orientation will consist of but, is not limited to:

1. Welcome and swearing in from the Sheriff who will issue a badge to the Deputy.  
(Note if hired prior to academy graduation this may occur at your academy Graduation)
2. Meeting and welcome with the Jail supervising Lieutenant
3. Issue of Sheriff's Office ID which is also a key card for the Sheriff's Office
4. Issuing of DSN and computer access passwords.
5. Completion of employment forms with the Cass County Clerk
6. Tour of the Sheriff's Office
7. Issuing/ordering of equipment and uniforms, issuing of locker
8. Classroom on basic Standard Operating Procedures, County Policy and Computer System Overview (general overview, these items will be covered in depth by the Deputies FTO)
9. Issue and qualification of duty weapon
10. Assignment of shifts
11. Training in equipment that is issued (Firearms, Asp etc..)

This orientation will get the deputy prepared and familiar with the basics of the Sheriff's Office so they can be released to their FTO's without feeling completely overwhelmed.

We also see all of our employees as a team and value their input. Therefore at the end of their field training, the new deputy will be scheduled for an informal meeting with the recruiting deputies to offer a chance for feedback to the hiring and training process.

## **Cass County Physical Ability Test**

### **Introduction**

This guide is designed to give you an overview of the physical ability course you will be required to pass at the first stage of the hiring procedure.

### **Overview**

Deputies of the Cass County Sheriff's Office are required during the course of their duty to safely perform certain physical functions which are critical to the duties they are sworn to uphold. Many of these essential functions are included in the physical ability test described below.

The test is not a timed test however each applicant needs to complete each phase of the course without stopping. If the applicant cannot successfully complete any section of the course they will be disqualified.

A large part of deputies' duties is the ability to follow instructions and remember instructions during stress. Applicants will be required to follow all directions given prior to and during the test or disqualification could also result.

A waiver will need to be signed by the applicant prior to taking the test.

### **Start**

At the start of the test the applicant will be given a description of a "suspect" example- red shirt. The applicant will need to remember the description for stage 4 of the course.

### **Stage 1- Vehicle Exit**

Deputies must be able to quickly exit a patrol vehicle without assistance and be able to run on foot on a variety of surfaces (grass, sidewalk, and pavement). The applicant will start seated in the driver's seat of a patrol car with the door shut and his seatbelt fastened. On the command to start, the applicant will remove the seatbelt and exit the vehicle. The applicant will then run to the second stage of the course.

### **Stage 2- Stair Climb**

Deputies as part of their duties will be required to climb and descend flights of stairs. During this event the applicant will enter the stair well and climb to the second floor where they will place both feet on the landing. The applicant will then descend the staircase. The applicant is not required to climb the stairs in any particular manner and is allowed to use the railing. The applicant will then continue to the next stage.

### **Stage 3- Barrier**

Deputies must as part of their duties have the ability to climb over obstacles, up and down ladders and fences. In this portion of the physical ability test the applicant will be required to climb over a 4 foot barrier.

#### **Stage 4- Trigger Pull**

Deputies, as part of their duties, must be able to hold their handgun on target after physical exertion and then be able to pull the trigger with both hands. For this event the applicant will line up in front of two targets. A proctor will then hand the applicant an unloaded Sig-Sauer P-220 pistol affixed with a FX barrel for safety. The applicant will need to pick the target based upon the description given at the start of the test and keep their weapon on target ready to fire for approximately 1 minute. The proctor will then yell “threat” at which time the applicant will pull the trigger 9 times with their dominate hand. The proctor will then tell the applicant to switch hands and continue. The applicant will then switch the weapon to their non-dominate hand and pull the trigger 9 more times. The applicant will then at the Proctor’s command, give the proctor back the firearm. The applicant will then continue the course.

#### **Stage 5- Dummy Drag**

Deputies as part of their duties are sometimes required to pull or drag subjects out of danger. During this event the applicant will be required to pull a 150 pound dummy 25 feet. The applicant can drag the dummy any way they wish. The test is completed when both the applicant and dummy cross the finish line entirely.

The proctor or EMS personnel may end the test at any time they feel that an applicant’s health is in danger or an injury is likely to result. Applicants that stop at any time during the course for more than 5 seconds will result in a disqualification unless extenuating circumstances develop that are beyond the applicant’s control. If during the test an applicant does not follow directions the applicant will also be disqualified. The proctor will warn the applicant if the applicant does stop during the course.

Applicants will only be allowed to run the course once. If the applicant does not complete all sections of the course they will need to re-apply during the next hiring phase.

# Cass County Physical Ability Course

