SHERIFF
KINGMAN COUNTY
BRENT WOOD, SHERIFF | TRAVIS SOWERS, UNDERSHERIFF
120 N. SPRUCE, KINGMAN, KS 67068
Phone: (620) 532-5133 | Fax: (620) 532-3216

Deputy Sheriff Job Application Packet

KINGMAN COUNTY SHERIFF'S OFFICE
120 NORTH SPRUCE
KINGMAN, KANSAS 67068

DEPUTY SHERIFF

Benefits Package Guide

PAY: **EVERY TWO WEEKS**

- **INTERIM DEPUTY SHERIFF**
  (No Academy)
  STARTING WAGE: $20.52
  .50 AN HOUR ADDITIONAL FOR EMT

GRADE 16

- **DEPUTY SHERIFF (With Academy)**
  STARTING WAGE: $21.10
  . 50 AN HOUR ADDITIONAL FOR EMT

- **ON-CALL PAY**

OVERTIME: **AFTER 80 HOURS PER TWO WEEKS**

INSURANCE: **BLUE-CROSS / BLUE SHIELD**
FAMILY PLAN PAID BY THE COUNTY

DENTAL – FAMILY PAID FOR BY THE COUNTY

RETIREMENT: **KANSAS PUBLIC EMPLOYEE'S RETIREMENT PLAN**

VACATION: **AFTER:**

FIRST YEAR OF SERVICE	**10 WORKING DAYS**
FIVE YEARS OF SERVICE	**12 WORKING DAYS**
TEN YEARS OF SERVICE	**15 WORKING DAYS**
FIFTEEN YEARS OF SERVICE	**17 WORKING DAYS**
TWENTY YEARS OF SERVICE	**20 WORKING DAYS**

SICK LEAVE: **ACCUMLATE SICK LEAVE AT THE RATE OF 1-DAY (8 hours) PER MONTH, TO A MAXIMUM OF 120 DAYS. BEYOND 120 DAYS, EMPLOYEE WILL RECEIVE 1/2 DAY'S PAY FOR EACH DAY OVER 120.**

HOLIDAYS: **COMPENSATED PAY FOR WORKING HOLIDAYS**

UNIFORMS: **UNIFORMS AND DUTY EQUIPMENT FURNISHED BY THE COUNTY.**

BONUS: **$1,500 RETENTION BONUS**

UPDATED 05/15/25

KINGMAN COUNTY SHERIFF'S OFFICE

JOB DESCRIPTION

Deputy Sheriff

Position Summary:

The Deputy Sheriff performs duties relating to the protection of life and property and the preservation of order in Kingman County. The employee in this position enforces all Federal, State and County laws, investigates crimes and accidents, serves civil and criminal papers, assists in the maintaining of the jail, Communication Center and provides public assistance. This employee will be required to exercise initiative and discretion when faced with emergency conditions. This work involves an element of personal danger.

The Deputy Sheriff will provide certification that they have met the qualifications set by the Kansas Law Enforcement Training Center and they must meet all requirements of the Kingman County Sheriff's Office.

Essential Functions:

- Works shifts, performing patrols, traffic control, investigations, first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct;
- Works an assigned shift, must be able to work independently and exercise independent judgment in deciding course of action, the deputy is expected to handle difficult and emergency situations without assistance at times;
- Works shifts assigned to, may work over or past shift to complete work, be available for assigned on call time, willing to be called out anytime for major emergencies or request for assistance;
- Carries out duties in conformance with Federal, State, County laws and ordinances and department polices;
- Patrols Kingman County, communities, highways and roadways, parks, commercial and residential areas to preserve the peace and protects the citizens. Enforces criminal and traffic laws, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations, and to otherwise serve and protect;
- Responds to emergencies, dispatched calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action and assists other agencies;
- Interrogates suspects, interview witnesses and victims. Preserves evidence. Arrests and issues notice to appear to violators. Investigates and renders assistance at scene of vehicular accidents;

- Conducts follow-up investigations of crimes committed. Seeks out and questions victims, witnesses, and suspects. Develops leads and tips. Searches and document scene of crimes for evidence. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings;
- Prepares a variety of reports and records including reports of investigation, field interrogation report, alcohol reports, use of force reports, etc;
- Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education, traffic safety, etc;
- Participates in investigating criminal law violations occurring within the County, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities;
- Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities;
- Coordinates activities with other officers or other agencies as needed, exchanges information with officers and other law enforcement agencies, and obtains advice from the County Attorney and the County Legal Adviser regarding cases, policies and procedures;
- Maintains contact with Sheriff, supervisory personnel on daily activites and to coordinate investigation activities. Provides mutual assistance during emergency situations and provides general information about department activities;
- Other duties as assigned or as needed;.
- Maintains departmental equipment, supplies and facilities;
- Maintains contacts with general public, court officials, and other county officials in the performance of sheriff operating activities;
- Serves as a member of various employee committees;
- Assists with dispatching or acts as a dispatcher in the absence of the dispatcher;
- Assists with detention of inmates or acts as a detention officer (Jailer) in the absence of the detention office;
- Must meet Federal and State requirements to possess firearms;
- Will be required to successfully complete the annual firearms qualification implemented by the Kansas Commission on Peace Officers Standards and Training;
- Will be required to successfully complete forty (40) hours of Kansas Commission on Peace Officers' Standards and Training approved courses each year.

Requirements:

- Must pass background screening as required for personnel authorized to have access to criminal history by the Kansas Criminal Justice information System security policy;
- Must be willing to take and pass pre-employment and random drug and/or alcohol test(s);
- Must maintain ability to pass psychological evaluation;
- Must be willing to work shift work, weekends, and holidays;
- Must be willing to be called out during off duty hours;
- Must obtain residence with a 60 minute response time to the Kingman County Law Enforcement Center;
- Must maintain all certification levels as required.

Skills:

- Some skill in operating the tools and equipment listed below;
- Ability to learn the apply laws, ordinances, and department rules and regulations;
- Ability to perform work requiring good physical condition;
- Ability to communicate effectively orally and in writing;
- Ability to establish and maintain effective working relationships with subordinates, peers and supervisors;
- Ability to exercise sound judgment in evaluating situations and in making decisions;
- Ability to follow verbal and written instructions;
- Ability to meet and maintain the special requirements listed below;
- Ability to learn the County's geography;
- Ability to develop and maintain minimum skills with firearms;
- Ability to act quickly and rationally in emergency situations;
- Ability to deal courteously but firmly with the general public.

Tools and Equipment:

- Sheriff vehicles;
- Police radios;
- Traffic radar;
- Handgun and other weapons as required;
- Handcuffs;
- First aid equipment.

Qualifications:**

- Is a United States citizen;
- Has been fingerprinted and a search of local, state, and national fingerprint files has been made to determine whether the applicant has a criminal record;
- Has not been convicted, does not have an expunged conviction, and on or after July 1, 1995, has not been placed on diversion by any state or the federal government for a crime which is a felony or its equivalent under the Uniform Code of Military Justice;
- Is the holder of a high school diploma or furnishes evidence of successful completion of an examination indicating an equivalent achievement;
- Is of good moral character;
- Has completed a psychological test approved by the Kansas Commission on Peace Officers' Standards and Training;
- Is free of any physical or mental condition which might adversely affect the applicant's performance of a law enforcement officer's duties;
- Is at least 21 years of age.

**These qualifications are subject to change. At the time of filing an application, the Qualifications set by the Kansas Law Enforcement Training Center will be in effect.

Experience and/or Education:

- High School Diploma or GED equivalent.

Supervision:

"Under general supervision..." Employees working under general supervision usually receive some instructions with respect to the details of most assignments but are free to develop their own work sequences within established procedures, methods and policies.

Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands and fingers, handle or feel objects, tools, or controls, reach with hands and arms, climb or balance, stop, kneel, crouch or crawl, and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate; however the employee can be subject to high noise levels at time of emergency.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment of the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have received and reviewed a copy of this Job Description for the Kingman County Sheriff's Office.

_____
Printed Name

_____
Signature

_____
Date

Employment Application for Kingman County, Kansas

POSITION FOR WHICH YOU ARE APPLYING

JOB TITLE_____ **DEPARTMENT** _____

Return this application form to the **Human Resources office;** *do not return this form to any other location.*

PLEASE WRITE CLEARLY (OR TYPE) AND ANSWER ALL QUESTIONS

Social Security No._____
(Optional) (If hired, you will need to supply.)

Name_____
Last First Middle

Address_____
Apt. #, Street City State Zip Code

Telephone ( )_____ (Day) Message ( )_____

Email Address _____

Are you known to employers/references/schools by another name? If yes, name_____ No___
Have you worked for Kingman County before or do you now? If yes, dates_____ No___
Available to Start_____ Referral Source_____
Are you a citizen of the United States? Yes___ No___
Have you ever been convicted of a felony? Yes ___ No ___
Do you have a valid / non suspended driver's license? Yes___ No___ (If applicable, CDL driver license? _____)

INFORMATION REGARDING CONVICTION RECORD WILL NOT NECESSARILY BAR AN APPLICANT FROM EMPLOYMENT; INDIVIDUAL CIRCUMSTANCES WILL BE CONSIDERED RELATIVE TO THE JOB SOUGHT.

Educational Background (Attach copy of transcripts)

	Institution and City, State	Degree or Certificate Attained	Major Area of Study	Credit Hours or Academic Years Completed
High School/GED		High School/GED transcript not required		
College or University				
Graduate School				
Vocational, Technical, Business School				
Other Education				

Educational Licenses or Registrations (Attach copy of documents)

Type	License/Registration Number	Issuing Authority	Issue Date	Expiration Date

Work Experience – List your last three employers or last three positions, starting with the most recent. **Attach a summary or other pages if you want to include more positions.**

Month & Year	Name/Address of Employer	Reason for Leaving	☐ Paid Employment ☐ Unpaid Experience
From: _____ To: _____			☐ Full-time ☐ Part-time Number of hours per week: ___ Ending Pay $ _____ per ____

Title:_____ Duties: _____

Titles & number of employees you supervised, if any _____
Date you began supervising:

Month & Year	Name/Address of Employer	Reason for Leaving	☐ Paid Employment ☐ Unpaid Experience
From: _____ To: _____			☐ Full-time ☐ Part-time Number of hours per week: ___ Ending Pay $ _____ per ____

Title:_____ Duties: _____

Titles & number of employees you supervised, if any _____
Date you began supervising:

Month & Year	Name/Address of Employer	Reason for Leaving	☐ Paid Employment ☐ Unpaid Experience
From: _____ To: _____			☐ Full-time ☐ Part-time Number of hours per week:___ Ending Pay $ _____ per ____

Title:_____ Duties: _____

Titles & number of employees you supervised, if any _____
Date you began supervising:

Other employment (Account for all employment in at least the last 10 years)		
Name and Address of Company	Position held	Employment dates

Other Related Experiences Please describe here any other related professional certifications, honors, special skills, qualifications or experiences not mentioned elsewhere, i.e., equipment or machines operated, etc.

_____

_____

Computer Skills (name software and hardware) _____

_____

References Include supervisors and persons **we may contact** to verify your performance and qualifications.

Name _____ Your supervisor? Yes _____ No _____	Occupation _____ Organization _____	Mailing address _____ _____ Phone (daytime) _____
Name _____ Your supervisor? Yes _____ No _____	Occupation _____ Organization _____	Mailing address _____ _____ Phone (daytime) _____
Name _____ Your supervisor? Yes _____ No _____	Occupation _____ Organization _____	Mailing address _____ _____ Phone (daytime) _____

AFFIRMATION

I affirm that the facts set forth above in my application for employment are true, correct, and complete to the best of my knowledge. I understand that I may be required to submit information not requested on this application form; that the employing department may verify any information provided by me in the employment process; and that incomplete information or omission of my signature is just cause for refection of my application.

I understand and agree that, if hired, my employment would be contingent upon conditions specific to the position for which I am applying. I also understand that any omission of information, or erroneous information provided in any part of the employment process, would be sufficient cause for discharge.

_____ _____

SIGNATURE OF APPLICANT DATE

KINGMAN COUNTY IS AN EQUAL OPPORTUNITY/VPE EMPLOYER