

**FINNEY COUNTY SHERIFF'S OFFICE**

**304 NORTH NINTH**

**GARDEN CITY, KANSAS 67846-5395**

**EMPLOYMENT PROCESS**



**KEVIN BASCUE**

**FINNEY COUNTY SHERIFF**

## **APPLICATIONS**

The Finney County Sheriff's Office is an equal opportunity employer. Prospective applicants must first complete the department's standard employment application form, which is available in the reception area of the Sheriff's Main Office. Submitted applications are acknowledged, along with information of any anticipated openings.

## **REQUIREMENTS**

Minimum age: 21 State Certified  
18 Deputized  
18 Food Service

United States citizen and no felony convictions for state certification  
High School graduate or GED equivalent  
Weight proportionate to height  
Vision correctable to 20/20  
Must not have over 20/100 uncorrected in either eye  
Color blindness must be correctable by prescription

Valid Kansas driver's license upon appointment  
Poor driving record may affect suitability for employment

Pre-employment testing for Jail Deputies  
Must score 60% or above to pass  
If failed (59% or below), may not retest for one year

No offensive tattoos, scarifications, or brands visible if in an on-duty status  
Oral interview before selection board  
Psychological evaluation  
Drug screen  
Physical examination by licensed physician  
Must be capable of performing all job related functions  
Tuberculosis screening upon appointment and annually thereafter  
Thorough background investigation  
No history of personal or criminal conduct which may affect suitability  
Applicant's history of financial stability will be considered  
Six months probationary employment period

## **BENEFITS**

Blue Cross/Blue Shield family plan w/dental rider  
County pays 75%

Forty hour work week w/compensating time off for overtime  
Uniforms furnished

**BENEFITS cont'd**

Paid vacation of twelve days annually, after six months

Paid sick leave of one day per month accumulative to 60 days

Five percent longevity after each five years of employment

Paid vacation increases a quarter day per month every five years

Mandatory retirement program (KPERs)

**PRIOR LAW ENFORCEMENT EXPERIENCE**

While there are no added salary provisions for prior Law Enforcement experience, it could be negotiable, qualifying a new employee for a higher starting salary.

**ACADEMY AND TRAINING**

Kansas law requires that within the first year of employment as a law enforcement officer, the employee must complete a fourteen-week course of basic police training at the Kansas Law Enforcement Training Center for state certification. Certified officers are periodically given advanced training at law enforcement seminars and schools, meeting the annual 40-hour training requirement.

**TRANSFER AND PROMOTIONS**

Six-month division work time is required before an officer is eligible to transfer to a different division, dependent upon position opening. Applicants are tested and interviewed by a selection board to determine and select the best qualified applicant for the position available.

Should an eligible applicant not be selected after board interview, the six-month work time is waived for the specific position opening allowing otherwise non-eligible officers to apply, along with new applicants.

Promotion to the rank of Corporal or Sergeant is attained by eligible applicants applying for a position opening, with determination made by a selection board after testing and interview.

The ranks of Lieutenant, Captain, Major and Undersheriff are appointed by the Sheriff, based upon the officer's qualification and capabilities.

## **ABOUT THE DIVISIONS**

The Finney County Sheriff's Office has one hundred plus employees assigned to eight division; Jail, Patrol, Warrants, Crime Prevention, Investigation, Records, Civil Process, Animal Control and an Administrative Staff.

The largest division within the department is the Jail. Jail Deputies are responsible for the safety and security of the jail facility, the inmates, and the officers as well as performing assigned duties. Hiring requirements for a Jail Deputy are the same as for any other law enforcement position in the department.

In addition, the Jail operates a fully equipped kitchen, staffed with a head cook and three full time assistant cooks, who plan and prepare all of the inmate meals.

The Patrol is responsible for preventing crime and maintaining peace throughout the county. As a part of routine patrol, the road deputies check suspicious incidents and persons, enforce state laws, make arrests, check businesses and residences for security, conduct criminal investigations, work with juveniles, investigate farm, industrial and traffic accidents, check clubs and taverns, and handle many other situations as they occur. The deputies must be knowledgeable of the citizens' needs and be prepared to assist at any time.

The Animal Control Division enforces all county resolutions and state statutes of animal control and vicious dog laws.

The Warrant Division executes arrest warrants on persons charged with crimes committed locally and on persons residing in Finney County charged in other jurisdictions. Warrant Officers are also responsible for juvenile matters, extradition, transportation of prisoners, and handling courtroom security for the protection of the court and observers.

Crime Prevention's objective is to promote public awareness to the prevention of crime and to offer assistance to local residents and businesses with security concerns. The crime prevention officer provides safety education presentations on drug abuse and preventive crime measures to school children and to many clubs and organizations throughout the city and county.

The Investigators conduct follow-up investigation on selected crimes, as well as conduct on-the-scene investigation of all serious and violent crimes, and are responsible for the collection and preservation of crime scene evidence.

Records personnel handle office reception, telephone, filing, maintaining victim and suspect record files, criminal history files, reporting criminal and arrest data to the Kansas and Federal Bureau of Investigation, utilizing various computer systems, and many other duties which facilitates the operation of the office.

**DIVISIONS cont'd**

Civil process deputies are responsible for the service of all civil process for Garden City and Finney County, which includes receiving, locating, serving, and making proper returns on all process as filed and issued by local and other jurisdictional courts.

Recognizing the citizens' needs are an administrative challenge in the department's continued effort to provide consistent and professional service to the community. The staff consists of the Sheriff, Undersheriff, Major, Jail Administrator, five Captains, and two Lieutenants that provide overall supervision of the Sheriff's Office to best meet the needs of the public they serve.