



MORROW COUNTY SHERIFF

325 Willow View Drive • P.O. Box 159
Heppner, Oregon 97836
Phone: (541) 676-5317
Fax: (541) 676-5577

John A. Bowles, Sheriff
Brian L. Snyder, Undersheriff

Welcome to the Morrow County Sheriff's Office and thank you for your interest in a career with us.

Congratulations on taking the first step in joining the Sheriff's Office team. I have been part of the Sheriff's Office for over two decades and can tell you Morrow County is a great place to work, live and raise our families. This packet includes the many position opportunities with the Sheriff's Office, our Mission, Vision and Value statement, and an employment application. As Sheriff, I am looking for candidates who share my desire to help others, while serving with sympathy, empathy, and compassion. Serving and protecting our residents and visitors is paramount. Protecting people's rights, safety, security, and livability are my top priorities.

Take time completing your application and make sure all questions are answered completely and all requested information is provided. The application/ hiring process consists of the following:

Application, application review, testing (if required), interview, background investigation, psychological evaluation (if required), physical and drug test.

If you have any questions about a specific position or application process, please contact us so we can answer your questions. If you are selected for a position, you will be provided the resources, training and support needed to be successful with the Sheriff's Office.

After completing your application, please return it to: Morrow County Sheriff's Office, 325 Willow View Drive, PO Box 159, Heppner, OR 97836 or email it to Sheriff John Bowles at jbowles@co.morrow.or.us or Undersheriff Brian Snyder at bsnyder@co.morrow.or.us. If you have any questions, please call me at 541-676-5317.

I believe a career in law enforcement is a calling where you have a desire to help others and strive to make a positive difference. If you share in my passion to serve others, I would like to discuss the opportunities for a career with us. Good luck and I wish you the best in all your future endeavors. Thank you for applying with the Morrow County Sheriff's Office.

Sincerely,

John A. Bowles, Sheriff
Morrow County Sheriff Office



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Mission Statement

“The Mission of the Morrow County Sheriff’s Office is to protect the rights of all people and to promote safety, security and livability for all Morrow County citizens and visitors.” --- Sheriff John A. Bowles

Vision Statement

“Through our dedication to the public and our commitment to excellence, the Morrow County Sheriff’s Office strives to be responsive to the public, proactive in our policing and to work with other agencies to provide the best service possible for the communities we serve.”

Value Statement

“We serve the public by being reliable, respectful, accountable, efficient, and fiscally responsible. Public service provided with honesty and integrity.”

SAFETY

SECURITY

LIVABILITY





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MORROW COUNTY SHERIFF'S OFFICE

PATROL/COMMUNICATIONS/CIVIL/MARINE/PAROLE & PROBATION/RESERVE DEPUTY INFORMATION

SHERIFF: **John A. Bowles**
TOTAL AREA: 2,049 Sq. Miles
POPULATION: 12,315

PROGRAMS

Uniformed Patrol	Code Enforcement	Criminal Investigations
Search and Rescue	Reserve Program	School Resource Officer
Marine Patrol	Forest Patrol	911 Communications Center
OHV/ATV Patrol	Parole and Probation	Narcotics Task Force
Bi-County Major Crime Team	Civil Process	Records Unit

STAFF

Administration	2	Managers/Lieutenants	4
Supervisors/Sergeants	5	Patrol Deputy	14
Detective	1	Communications Dispatcher	9
School Resource Deputy	2	Parole and Probation	4
Part-Time	2	Civil/Records Deputy	1
Seasonal	3	Reserves	6

The Morrow County Sheriff's Office has 53 full-time, part-time and reserve (volunteer) employees with an annual budget of over \$8.12 Million. The collective bargaining unit is the Morrow County Sheriff's Association (affiliated with the Teamsters).



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SALARY

(Thirteen one-year step to top level depending on certification level)

	<u>Entry Level**</u>	<u>Top Level</u>
PATROL DEPUTY	\$4,748 a month / \$27.39 hourly	\$7,190 a month / \$41.48 hourly
COMMUNICATIONS DISPATCHER	\$3,822 a month / \$22.05 hourly	\$5,763 a month / \$33.25 hourly
PAROLE AND PROBATIONS	\$4,543 a month / \$26.21 hourly	\$6,876 a month / \$39.67 hourly
WORK CREW LEAD	\$3,987 a month / \$23.00 hourly	\$5,517 a month / \$31.83 hourly
CORRECTIONS SUPPORT STAFF	\$3,822 a month / \$22.05 hourly	\$5,287 a month / \$30.50 hourly
CIVIL/RECORDS DEPUTY	\$3,822 a month / \$22.05 hourly	\$5,287 a month / \$30.50 hourly
COURT SECURITY (<i>Part-time</i>)	\$3,515 a month / \$20.28 hourly	\$4,862 a month / \$28.05 hourly

*** Starting salary depending on training, certification level and experience*

POSITION REQUIREMENTS

- Clean driving record
- 21 years of age
- U.S. Citizen within 18 Months of appointment
- Valid driver's license
- Minimum GED education level

Meet DPSST Physical Certification & Physical Requirements

- Shall not** have been convicted of a felony or crime in which a maximum term of imprisonment of one year may be imposed
- Shall not** have been convicted of a violation of any law involving narcotics, controlled substances or dangerous drugs

ENTRY REQUIREMENTS

- Medical examination
- Entrance examination
- Oral board interview
- In-depth background investigation
- Be able to obtain DPSST Certification

FRINGE BENEFITS

- Uniform & equipment furnished
- Medical & dental insurance
- Life insurance
- Retirement
- Holiday pay
- Sick leave
- Vacation leave
- Certification incentive pay
(Basic, Intermediate, Advanced)
- Assigned vehicle for Patrol *(3yr replacement cycle)*



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MORROW COUNTY SHERIFF'S OFFICE APPLICATION FOR EMPLOYMENT

- Patrol Deputy
 Communications Dispatcher
 Parole and Probation
 Work Crew Lead
 Corrections Support Staff
 Civil/Records Deputy
 Court Security
 OVH Patrol
 Marine
 Reserve

Morrow County is an Equal Opportunity Employer, and complies with the letter and intent of the Equal Employment and American with Disabilities Amendments Act (ADAAA) laws in the employment process. Please advise the Morrow County Sheriff's Office of any reasonable accommodation you need in order to participate in these employment related activities.

All applications received by the Sheriff's Office will remain active for one year from date receipts. After one year applications will be destroyed. If you wish to be considered for acceptance you must complete a new application after the year end.

DATE: _____

NAME: _____
Last First Middle

Other names used: _____

Street Address: _____
Street City State Zip

Mailing Address: _____
(If different than above) Mailing City State Zip

Telephone #: _____ Email: _____

Are you legally able to work in the United States? Yes: No:
(Proof of identity and eligibility to work in the United States will be required upon employment in compliance with USCIS requirements)

Have you ever applied with this Office before? Yes: No: When: _____

Have you ever worked for this Office Before? Yes No When: _____

Candidates eligible for Veterans' Preference MUST include the required Morrow County Veteran's Preference Form and appropriate documentation to receive Veterans' Preference consideration. The form is attached to the back of the application. Incomplete forms and/or incomplete documentation will not be considered for Veteran's Preference.

PREVIOUS ADDRESS

List the addresses where you have resided for the past ten (10) years, starting with your most recent address. Attach additional pages if needed. Provide both mailing and street address for each location.

Address: _____
Street Mailing City State Zip

Lived at this address from: _____ to _____ (Dates)

Address: _____
Street Mailing City State Zip

Lived at this address from: _____ to _____ (Dates)

Address: _____
Street Mailing City State Zip

Lived at this address from: _____ to _____ (Dates)

Address: _____
Street Mailing City State Zip

Lived at this address from: _____ to _____ (Dates)

Address: _____
Street Mailing City State Zip

Lived at this address from: _____ to _____ (Dates)

Address: _____
Street Mailing City State Zip

Lived at this address from: _____ to _____ (Dates)

Address: _____
Street Mailing City State Zip

Lived at this address from: _____ to _____ (Dates)

PREVIOUS WORK EXPERIENCE

List below your employers for the past ten (10) years, starting with your most recent or current employer. Attach additional pages if needed.

(1) Employer Name: _____
Date Hired: _____ to: _____
Address: _____
Total Length of Employment: _____ Positions held: _____
Supervisors Name: _____ Phone #: _____
Current Duties:

Reason for Leaving? _____
May we contact this Employer? Yes: No:

(2) Employer Name: _____
Date Hired: _____ to: _____
Address: _____
Total Length of Employment: _____ Positions held: _____
Supervisors Name: _____ Phone #: _____
Current Duties:

Reason for Leaving? _____
May we contact this Employer? Yes: No:

(3) Employer Name: _____
Date Hired: _____ to: _____
Address: _____
Total Length of Employment: _____ Positions held: _____
Supervisors Name: _____ Phone #: _____
Current Duties:

Reason for Leaving? _____
May we contact this Employer? Yes: No:

(4) Employer Name: _____
Date Hired: _____ to: _____
Address: _____
Total Length of Employment: _____ Positions held: _____
Supervisors Name: _____ Phone #: _____
Current Duties:

Reason for Leaving? _____
May we contact this Employer? Yes: No:

(5) Employer Name: _____
Date Hired: _____ to: _____
Address: _____
Total Length of Employment: _____ Positions held: _____
Supervisors Name: _____ Phone #: _____
Current Duties:

Reason for Leaving? _____
May we contact this Employer? Yes: No:

(6) Employer Name: _____
Date Hired: _____ to: _____
Address: _____
Total Length of Employment: _____ Positions held: _____
Supervisors Name: _____ Phone #: _____
Current Duties:

Reason for Leaving? _____
May we contact this Employer? Yes: No:

FORMAL EDUCATION COMPLETED

HIGH SCHOOL: _____
Name Address
Diploma? Yes: No:
GED? Yes: No:

COLLEGE(s): _____
Name Address
Degree? Yes: No: Credits: _____

_____ Name Address
Degree? Yes: No: Credits: _____

_____ Name Address
Degree? Yes: No: Credits: _____

(Verification will be confirmed during background investigation)

Please list other skills, education, and/or training that are directly related to the position you are applying for. (I.E. Trade School, on the Job training programs, volunteer experience, certificates, licenses, etc.)

List any public service or civic organization you have been involved in, (I.E. Boy/Girl Scout Leader, School Board Member)

CERTIFICATION AND AGREEMENT

I certify all information given on this application and any supporting information is true and complete and I authorize a complete investigation. I agree that if accepted, I may be discharged if the Sheriff's Office, at any time learns of falsification or material omission in the information I have provided and if discovered prior to acceptance, I would be ineligible for consideration for not only this position, but for all future positions as well. I authorize Morrow County Sheriff's Office to contact all former and current employer references listed and all educational institutions. All references are authorized to release to the Morrow County Sheriff's Office all information requested which they might have about me. I hereby release all references and Morrow County Sheriff's Office from any liability, which might be claimed because of information provided by such references.

I agree that, if accepted, I will follow all County policies, rules, procedures and all other directions. I agree that if I am accepted I will be utilized at the will of the Morrow County Sheriff's Office and can be terminated at any time, with or without notice, and for any reason sufficient in the judgment of the County to justify termination.

I understand the Morrow County Sheriff's Office is committed to promoting safety and high standards for performance, productivity and reliability. In order to achieve this, all finalists in safety sensitive positions shall be submitted to a drug test prior to being hired in accordance with state law.

I understand the agency reserves the right to add change and/or delete their policies, procedures, work rules, and benefits at any time and that no one in the agency has the authority to enter into any agreement, for any particular period of time, or contrary to the above terms, unless that agreement is set forth in writing and signed by the Morrow County Sheriff and/or the Morrow County Court.

Applicant Signature

Date

Social Security #

NOTE: No consideration will be given to any applicant that does not sign the above statement.

**MORROW COUNTY SHERIFF'S OFFICE
WAIVER OF LIABILITY AND RELEASE FORM**

In consideration of the Morrow County Sheriff's Office, hereinafter referred to as the Agency, processing of my application for employment, I _____ hereby irrevocably agree to the following terms and conditions.

1. The term "background investigation" as used in this document refers to any and all information and sources of information that the Agency, in its sole discretion, may deem necessary to obtain or contact to determine my fitness as a candidate for employment with the agency.
2. I hereby release from liability and promise to hold harmless, under any and all possible causes of legal action any officer, agent, or employee of the Agency who may conduct my background investigation.
3. I hereby release from liability and promise to hold harmless, under any and all possible causes of legal action, any and all persons or entities who shall furnish any information or opinion to the officers, agents or employees of the Agency who conduct my background investigation.
4. I authorize any person or entity contacted by the Agency's Officers, agent or employees during course of my background investigation, to furnish to such officers, agents, or employees my information or opinions they may have, and hereby expressly waive any and all legal privileges I may have.
5. I hereby release from liability and promise to hold harmless, under any and all possible causes of legal action, the political subdivision, the agency of any of its officers, agents, or employees for any statements, acts, or omissions in the course of my background investigation.
6. I expressly waive all of my legal rights and causes of action to the extent that the Agency background investigation may violate or infringe upon these legal rights and cause action.
7. I expressly agree that I will never, under any circumstance, attempt to obtain the results of my background investigation as conducted by this Agency, realizing that such information must of necessity remain confidential.

This release from liability given by me to the political division, the agency, its officer's, agent and employees, and all others as mentioned above, shall apply to any rights of action of any nature whatsoever that might accrue to myself, my heirs, or my personal representative.

READ CAREFULLY BEFORE SIGNING

Date Applicants Signature

Date Witness Signature

Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (copy 4). This completed form and required supporting documentation must be submitted with your application in order for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) – I served on active duty with the Armed Forces of the United States:

For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions

For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions

For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service related disability

For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs

For at least one day in a combat zone and was discharged or released from active duty under honorable conditions

And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions

And am receiving a nonservice – connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD214 or 15, Copy 4, and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or

I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or

I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

I, _____ am claiming Veterans' Preference and certify that I am eligible to do so.
 5 points 10 points

Signature: _____ **Date:** _____

Position Applied For: _____

If you have any specific questions, please contact Morrow County Sheriff's Office at 541-676-5317 or jbowles@co.morrow.or.us or bsnyder@co.morrow.or.us.

This form and supporting documentation must be received by the Morrow County Sheriff's Office no later than the closing time and date of the job posting.