



# **Shelby County Sheriff's Office**

*Bill Oldham, Sheriff*

## **RESERVE APPLICANT'S INFORMATION SHEETS**

Before completing the attached application, please take a few minutes to read and digest the following information. This information is included to help you understand the time and commitment of becoming a **RESERVE OFFICER**.

### **TESTING PROCEDURES:**

1. Screening Board (personal interview)
2. Physical Agility Test (see attached)
3. Pre-employment physical by a Shelby County appointed Physician
4. Psychological Test
5. Drug Screen Urine Test

### **MINIMUM ACCEPTABLE QUALIFICATIONS:**

- Must have graduated from an accredited high school or have a GED at the time of application.
- Minimum age of 21 at the time training begins.
- Must be of high moral character.
- Discharged under honorable conditions from Armed Forces (if applicable).
- Will be screened for misdemeanor / felony record. Must not have been convicted of or plead guilty to or entered a plea of no contest to any felony charge or to any violation of any federal or state laws or city ordinances relating to any force, violence, theft, dishonesty, gambling, liquor, or controlled substances.
- Must be able to pass a diagnostic and physical evaluation and be subject to test for drugs.

### **TRAINING PERIOD:**

A minimum of 500 hours, consisting of three (3) evenings a week from 6:00 p.m. to 10:00 p.m. and eight (8) hours on Saturday from 8:00 a.m. to 4:30 p.m., for a period of approximately six (6) months.

### **NOTE:**

Reserve Deputies are **NON-PAID** employees of the Shelby County Sheriff's Office. However, Reserves can elect to participate in the county health insurance plan after successfully graduating from the academy. Monthly premiums are to be paid by the officer who elects this plan.

**DEFINITION:**

Work under direct supervision while performing necessary task to satisfy requirements legislated under the Powers and Duties of the Sheriff, found in the Tennessee Code Annotated, Chapter 8-8-20 and 8-8-213.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of the rules and regulations applicable.
2. Knowledge of traffic safety, or the use and care of firearms and police liability.
3. Ability to learn thorough on-the-job training during the first years of service.
4. Ability to deal with the public with courtesy and tact.
5. Ability to exercise good judgment and independent decision making.
6. Ability to use self-defense techniques.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

1. Properly execute and return process orders of the Court of records.
2. Aid and attend the Courts as assigned.
3. Take charge of custody of prisoners in the County Jail.
4. Serve and execute Writs and process legally issued.
5. Make initial investigations in response to dispatched calls for services.
6. Review and police high accident locations and give citations to violators.
7. Perform all other related duties as assigned to fulfill the requirements placed upon the office of the Sheriff by the Legislature of the State of Tennessee.
8. Must work sixteen (16) hours a month in an assigned division and an additional eight (8) hours on a special assignment for a total of twenty-four (24) hours a month.

We hope this information will help you to understand the commitment necessary in becoming a Reserve Officer and that you have decided to make this commitment in the interest of your community's need for more citizen involvement in providing safe streets, safe homes and a safer community.

**Please begin gathering copies of the following; each will be requested DURING the hiring process:**

1. Copy of Birth Certificate
2. Copy of Original Social Security Card
3. Copy of DD214 (if applicable)
4. Copy of High School Diploma or GED
5. Letter of general health from a Physician (medical form included)
6. Current Photograph
7. Copy of Driver's License

**PLEASE RETURN COMPLETED APPLICATIONS TO:**

Shelby County Sheriff's Office  
Attn: Reserve Division  
11670 Memphis Arlington Rd.  
Arlington, TN 38002