

# SANGAMON COUNTY SHERIFF EXPLORER APPLICATION

Our mission is to develop future leaders within Sangamon County. The Explorer Program is designed to enhance interpersonal communication skills, build confidence, and foster shared understanding. The program will challenge youth with leadership opportunities, emphasize the importance of personal responsibility, teamwork, integrity, commitment, and character. We will seek out community service opportunities to positively impact the citizens of Sangamon County and enrich the lives of participants. Youth participating in this program will walk away more confident, well-rounded, and more mature candidates for a civilian law enforcement career – or any career path they choose.

**Program Requirements:**

- Be a resident of, or attend school within, Sangamon County
- Be between 14 and 20 years of age
- Have successfully completed 8<sup>th</sup> grade
- Be enrolled in high school, or college, with a minimum 2.5 GPA
- Be of good moral character
- Have a strong interest in law enforcement
- Demonstrate a willingness to participate and exercise leadership skills
- Complete the explorer application and submit required documents
- Submit to a background investigation

Selection for the Sangamon County Sheriff’s Explorers is competitive and only a limited number of spots are available. Applicants are required to provide two character references, submit their most recent report card, and submit additional supporting documents. **Please utilize the attached applicant checklist to ensure you have submitted all required documents. Incomplete applications will not be accepted.**

The selection process generally consists of the following steps:

1. Application Review
2. Background Investigation
3. Oral Interview with Advisors
4. Appointment as a Probationary Explorer

Completed applications and supporting documents can be submitted any of the following three ways:

<p><b>Mail:</b></p> <p style="text-align: center;">Sangamon County Sheriff’s Office ATTN Deputy Matt Marass #1 Sheriff’s Plaza Springfield, IL 62701</p>	<p><b>E-Mail:</b></p> <p style="text-align: center;"><a href="mailto:matthew.marass@sangamonil.gov">matthew.marass@sangamonil.gov</a></p>
<p><b>Drop-Off:</b></p> <p style="text-align: center;">Applications in a sealed envelope can be dropped off at the Sangamon County Sheriff’s Office Records Division Monday – Friday between the hours of 8:30AM and 4:30PM. The sealed envelope should be marked “ATTN Deputy Matt Marass”.</p>	

# **SANGAMON COUNTY SHERIFF'S EXPLORER APPLICATION**

## **EXPLORER APPLICATION CHECKLIST**

(for applicant use only)

- Completed Explorer Application
- Signed Background Release Form
- Signed Photo / Video Recording Consent Form
- Current Copy of Academic Report Card (2.5 GPA required)
- Copy of Driver's License / Identification Card (if applicable)
- Letters of Recommendation (suggested)

# SANGAMON COUNTY SHERIFF'S DEPARTMENT

## EXPLORER APPLICATION

### SECTION I: PERSONAL INFORMATION

Last Name:		First Name:		Middle Name:	Suffix:
Sex:	Height:	Weight:	Hair Color:	Date of Birth:	Age:
Do you have a valid driver's license?			IL Driver's License or ID Card Number:		
Home Address: (Number, Street, Apt., City, State, Zip)				How long have you lived here?	
Current Address (if different from home): (Number, Street, Apt., City, State, Zip)				How long have you lived here?	
Do you have food or medical allergies?	If yes, explain:		Do you have any tattoos?	If yes, Explain:	
<b>Contact Information:</b>					
Primary E-Mail Address? <small>(this is the primary method of communication)</small>			Home Phone Number:	Cell Phone Number:	
<b>Emergency Contact #1:</b>					
Last Name:		First Name:		Middle Name:	Suffix:
Home Address: (Number, Street, Apt., City, State, Zip)				Relationship to Explorer	
Home Phone Number:		Cell Phone Number:		E-Mail Address:	
<b>Emergency Contact #2:</b>					
Last Name:		First Name:		Middle Initial:	Suffix:
Home Address: (Number, Street, Apt., City, State, Zip)				Relationship to Explorer:	
Home Phone Number:		Cell Phone Number:		E-Mail Address:	

## Section II: Background Questionnaire

Education Screening					
Are you currently enrolled in school?	Have you completed 8 <sup>th</sup> grade?	Do you have a 2.5 GPA, or higher?			
Education History (List all schools you have attended starting with the most recent)					
School	School Address	Dates Attended			Grade Completed
			to		
			to		
			to		
			to		
			to		
Work Experience (List all employers starting with the most recent, if not applicable, list "NONE")					
Employer #1 Information					
Employer Name	Position	Dates Employed			Avg. # hrs worked per week
			to		
Employer Address		Phone Number	Supervisor Name		May we contact employer?
Employer #2 Information					
Employer Name	Position	Dates Employed			Avg. # hrs worked per week
			to		
Employer Address		Phone Number	Supervisor Name		May we contact employer?
Employer #3 Information					
Employer Name	Position	Dates Employed			Avg. # hrs worked per week
			to		
Employer Address		Phone Number	Supervisor Name		May we contact employer?
Have you ever been fired or asked to resign by any employer? If yes, explain in detail below.					

**Volunteer Experience** (Examples: Church organizations, charitable functions, youth outreach, etc.)

Volunteer Experience #1		
Organization Name	Address	Phone Number
Dates Volunteered	Organization Leader	Number of Hours Volunteered
to		
Provide a description of the duties, roles, and responsibilities you performed for the volunteer organization listed above:		

Volunteer Experience #2		
Organization Name	Address	Phone Number
Dates Volunteered	Organization Leader	Number of Hours Volunteered
to		
Provide a description of the duties, roles, and responsibilities you performed for the volunteer organization listed above:		

Volunteer Experience #3		
Organization Name	Address	Phone Number
Dates Volunteered	Organization Leader	Number of Hours volunteered
to		
Provide a description of the duties, roles, and responsibilities you performed for the volunteer organization listed above:		

Additional Volunteer Information	
Have you ever been asked to leave, or not return, to a volunteer event?	
If yes, explain in detail below:	

Have you ever been a member of <u>any</u> explorer post before?	
If yes, what post did you belong to?	

Social Media Accounts		
(List all social media sites you are on, i.e. Facebook, Twitter, TikTok, Snapchat, Instagram, etc)		
Name of Social Media Platform	Username(s) / Alias	Do you actively post on this acct?

**Citations and Criminal Charges** (Disclose any/all traffic citations, ordinance violations, and criminal charges below)

**Offense #1 Information**

Offense	Were you arrested?	Law Enforcement Agency	Date of Offense

Explain in detail below: (include all charges, case number if known, and a narrative describing the incident)

**Offense #2 Information**

Offense	Were you arrested?	Law Enforcement Agency	Date of Offense

Explain in detail below: (include all charges, case number if known, and a narrative describing the incident)

**Offense #3 Information**

Offense	Were you arrested?	Law Enforcement Agency	Date of Offense

Explain in detail below: (include all charges, case number if known, and a narrative describing the incident)

**Gang Affiliations**

Are you, or anyone you are affiliated with, a member of a gang? (includes family, friends, and associates)

If yes, explain your affiliation below in detail:

**Alcohol and Drug Use**

Have you ever knowingly used illegal narcotics or drugs?

Have you ever knowingly used prescription medications not prescribed to you?

Have you ever knowingly consumed alcoholic beverages?

If you answered "YES" to any of the questions above, explain your answer below. List all substances and the last time you used them:

**Character References** (Include a minimum of two references. Examples include teachers, coaches, clergy, neighbors, etc.)

**Character Reference #1**

Name		Address		Phone Number
Relationship	E-Mail Address	Years Known	May we contact this person?	

**Character Reference #2**

Name		Address		Phone Number
Relationship	E-Mail Address	Years Known	May we contact this person?	

**Character Reference #3**

Name		Address		Phone Number
Relationship	E-Mail Address	Years Known	May we contact this person?	

**Character Reference #4**

Name		Address		Phone Number
Relationship	E-Mail Address	Years Known	May we contact this person?	

**Character Reference #5**

Name		Address		Phone Number
Relationship	E-Mail Address	Years Known	May we contact this person?	

**Utilize space below for any additional comments:**

### Section III: Program Acknowledgements

Acknowledgements (place your initials next to each section)	
Acknowledgement	Initials
All the information I have provided in this application is truthful and complete. I understand submission of false or deceptive statements may prevent my selection as an Explorer or be grounds for dismissal from the program at any time, upon appointment.	
I understand submission of this application alone does not guarantee acceptance into the Sangamon County Sheriff Explorer Post.	
I understand I may be added to a wait list, based off the availability of slots within the program, and will be contacted in the order in which applications are received.	
I understand if I am accepted into the explorer post I am expected to actively attend explorer functions and volunteer events. Failure to do so may result in my dismissal.	
I understand it is my responsibility to provide and/or coordinate for transportation to and from explorer events.	
I understand as an explorer I will be held to a higher standard. I understand I will be expected to conduct myself in a manner which reflects favorably upon the Sangamon County Sheriff's Office. Failure to do so may result in my dismissal at any time.	
I understand e-mail is the primary method of communication about upcoming meetings and other explorer events. I understand I am expected to monitor the e-mail address provided above for communications from explorer advisors and explorer leadership.	



# SANGAMON COUNTY SHERIFF'S EXPLORER APPLICATION

## BACKGROUND RELEASE FORM

I, \_\_\_\_\_ give permission to the Sangamon County Sheriff's  
(Full Legal Name)

Office and its Agents to conduct a background investigation to determine if I am a suitable candidate for the Sangamon County Sheriff's Office Law Enforcement Explorer Post. The investigative inquiry may include, but is not limited to criminal arrests, criminal convictions, motor vehicle history, education transcripts, and other reports of any nature and type, including information contained within the public domain. These reports may contain information on my character, work habits, performance, and experience.

I authorize, without reservation, all corporations, companies, municipalities, persons, educational institutions, law enforcement agencies, and former employers to release information they may have about me and release them from all liability for doing so.

I hereby authorize an investigation of all statements made by me with no liability arising there from.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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Printed Name of Parent/Guardian (if under 18): \_\_\_\_\_

Signature: \_\_\_\_\_

# SANGAMON COUNTY SHERIFF'S EXPLORER APPLICATION

## PHOTO/VIDEO RECORDING CONSENT FORM

I \_\_\_\_\_ grant permission for the Sangamon County Sheriff's  
(Full Legal Name)

Office and their agents to photograph and video record my participation in explorer-related events. I understand this material may be utilized to promote the Sangamon County Sheriff's Explorer Program on social media and the department's website.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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Printed Name of Parent/Guardian (if under 18): \_\_\_\_\_

Signature: \_\_\_\_\_