

# Johnson County Sheriff's Office

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307-684-5581  
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Steve Kozisek  
Sheriff



## HIRING PROCEDURES FOR THE JOHNSON COUNTY SHERIFF'S OFFICE

### REQUIREMENTS:

1. Must be a U.S. Citizen.
2. Must have no felony or Domestic Violence convictions. If ever charged with a felony, a full explanation of charges and disposition is required.
3. Must be twenty one (21) years of age or older.
4. Must possess a high school diploma or equivalent.
5. Must pass a physical examination or have proof of a physical examination within the past six months.

### REQUIRED DOCUMENTS:

1. Certified copy of Birth Certificate.
2. Copy of Social Security Card.
3. Copy of High School Diploma or equivalent.
4. Valid Driver's License.
5. If prior military, copy of DD214.

### APPLICATION:

1. Application will be on department furnished form.
2. Application must be filled out in its entirety including attached picture.
3. Applications will be kept on file for six (6) months.

### PROCESS:

1. Applications will be reviewed by the Command Staff.
2. Criminal History checks will be conducted.
3. Applicable candidates will be notified and testing dates will be scheduled.
4. A physical fitness assessment and a written examination will be conducted.
5. Successful candidates will be scheduled for an oral interview.
6. Successful candidates will be scheduled for psychological testing.
7. Background investigations will be conducted on successful candidates.
8. Drug testing will be conducted on successful candidates.
9. Results of this process will be submitted to the Sheriff.
10. The successful candidate(s) will be offered employment with the Department.

Disclaimer: The Sheriff, at his discretion, may bypass any or all of the above steps.