HOW TO USE THE SHERIFF'S WEBSITE TO FILL OUT A VOLUNTEER APPLICATION

The following are the steps you need to follow to read the on-line volunteer hand book, fill out an application on line, take the volunteer test and submit your application and test score for processing.

1. GO TO: **www.mchenrysheriff.org**

2. Under the picture of the Undersheriff; on the banner below him, is the phrase "work with us"; scroll over this and a drop down menu will appear. Click on "volunteer".

3. This will direct you to the hand book and applications site. You will see the following at the bottom of the page **"download volunteer handbook form (pdf reader version)" and the phrase "if you do not have adobe's free acrobat reader, you can download it here".**

4. If your computer has adobe already installed then you may click on the "download volunteer handbook form" and proceed.

5. If you are not sure or don't know that your computer has abode reader then you will want to down load the acrobat reader; it takes a minute and will not harm your computer. Click on the word "here" and it will install it---Follow the instructions.

6. Once you are done with the above and you have the handbook form open then you may proceed with reading it and taking the tests that go with it.

7. Once you are done with the tests and the acknowledgments of your responsibility then you will come to the application and release forms.

8. Fill out the entire application (1 page) and choose which program you are coming in for; **if you come in for more than one program see #11 below**.**

9. Once you are done with the application then proceed to the last page "volunteer notice and release" read it carefully, check the box on the left and print your name in the "volunteer printed name" spot. Then click submit.

10. Once you submit the application and your test answers. You will be told if you answered all the tests correctly and filled out the application fully. If not then it will direct you back to the questions or application parts that you missed and have you answer them again. This will repeat itself until the entire tests have been answered correctly and the application is complete.

11. When it is 100% correct your computer will ask you to save the application to your desk top; please hit OK and name it whatever you want. Then attach it to an e-mail to **mchenrycojail@co.mchenry.il.us with a carbon copy to corrections@aa-nia-dist11.org.**

**IF YOU COME IN FOR MORE THAN ONE (1) TYPE OF PROGRAM PLEASE TELL ME ON THIS SAME

E-MAIL YOU ARE SENDING YOUR APPLICATION IN ON---or call 1-815-334-4910—leave a message.
12. Once your application is processed you will be sent an e-mail back or receive a phone call, telling you that you are approved or not approved. (This may take a week) if approved you will be asked to come in and get your picture taken and i.d.'s issued. You will be given dates and times to choose from to accomplish this.

13. If you are not approved you will be told when or if you may reapply in the future. **We will not tell you why so----- please do not ask**.