

AMENDED



Sheriff Grady Judd

Polk County

1891 Jim Keene Blvd • Winter Haven, FL 33880-8010 • Phone: 863.298.6200 • www.polksheriff.org

October 1, 2022

Dear Potential Applicant,

Thank you for giving consideration to serving on the Sheriff's Advisory Council. The purpose of the Sheriff's Advisory Council is to provide feedback to the Sheriff regarding matters affecting the functions of the Sheriff's Office, which are presented to the Council during quarterly meetings. Through exposure to the many and diverse facets of the agency, Council Members will receive insight and gain a greater understanding of the vital roles and responsibilities of the Sheriff's Office. Council Members serve a one-year term; after, they are considered Alumni and still participate in specially called meetings and an annual dinner.

Application. Please complete the enclosed application in its entirety. You will also need to schedule an appointment with Lisa Arbuthnot in our Human Resources Division at the Sheriff's Operation Center (1891 Jim Keene Blvd., Winter Haven, FL 33880) to be fingerprinted by **March 3, 2023**. You may contact Ms. Arbuthnot at 863-298-6901 or via email at larbuthnot@polksheriff.org. Please **BRING YOUR COMPLETED APPLICATION WITH YOU TO THIS APPOINTMENT**. Selected applicants will be notified of their appointment by May 1, 2023.

Orientation Session. If you are chosen to serve as a council member, you will be asked to attend a **mandatory one-day orientation session**, which is scheduled for **May 18th, 2023**, from approximately 7:30 a.m. to 5:00 p.m. This session is very important as it lays the foundation for service on the Council.

Quarterly Meetings & Assignments. The following meetings are scheduled throughout the year, at which time you will personally meet with Sheriff Judd:

Thursday, June 29th, 2023 @ 6:00 p.m.
Tuesday, October 10th, 2023 @ 6:00 p.m.

Tuesday, January 9th, 2024 @ 6:00 p.m.
Thursday, April 25th, 2024 @ 6:00 p.m. **[TENTATIVE]**

These meetings will be held at various locations across the county and will be announced at a later date. **It is important that you attend each session.** You will also be asked to complete assignments (one per quarter), including a patrol ride-along and booking process observations, at your convenience. ***Applicants should be aware that the orientation and assignments entail standing and/or sitting for long periods of time, walking, and climbing stairs.***

I appreciate your interest in assisting our agency by serving on the Sheriff's Advisory Council and look forward to hearing from you soon.

Sincerely,

Donna Parker

Donna Parker, Director
Human Resources Division

DP/dcb

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"NINE STAR ACCREDITED AGENCY"