

DORCHESTER COUNTY DEPARTMENT OF CORRECTIONS

Applicant's Full Name: _____

Before completing an application for employment with the Department of Corrections, answer the questions below:

Have you received a copy of the position description? yes no

Are you a citizen of the United States? yes no

Are you at least 18 years of age? Do yes no

you have a valid driver's license? yes no

Do you have a high school diploma or a GED? yes no

Are you willing to work shift work, weekends and holidays? yes no

Are you physically and physiologically able to meet the demands for the position? yes no

If you have answered no to any of the above questions you may not be eligible for employment with Dorchester County Corrections.

APPLICANTS SIGNATURE: _____ DATE: _____

DORCHESTER COUNTY

DETENTION CENTER

POSITION DESCRIPTION

ORGANIZATION TITLE: Probationary, Correctional Officer

This is the Basic Level in the Correctional Series. Work is performed within the Facility and does not include Police-type activities or responsibilities outside the facility, except as directly concerned with Correctional assignments.

MAJOR RESPONSIBUJTY: Assumes responsibility for the custody control, safety, security, and well-being of inmates legally assigned to the Dorchester Detention Center. Responds to emergency situations within the facility.

DUTIES:

1. Reports to and works under the direction of the Shift Supervisor.
2. When assigned to the Control Center; with supervision
 - A. Ensures that Fire Alarms, Security Alarms, Cameras, Radio's, and other equipment are operative at all times; makes notification of alarms to supervisor(s).
 - B. Controls electronic door locks to interior and exterior doors of the Facility.
 - C. Remains alert to unusual or emergency situations; acts to maintain the safety and security of inmates and staff
 - D. Ensures that all entries of inmate status, activity, etc. are properly maintained on the Facility Log.
 - E. Ensures that communication, by radio or intercom, with Correctional Staff is operative at all time.
3. When assigned to floor duty; with supervision:
 - A. Patrols Pods, Cells and inmate areas within your assigned Post; continually checks Pods, Bars, Doors, Windows, Grills, Locks, Restraining Devices, Gun Lockers and other equipment, facilities to ensure that all are secure.
 - B. Distributes supplies, mail, authorized items to inmates; serves Meals; searches inmates clothing, mail, cells, pods, and body for prohibited items; continually looks for prohibited items.
 - C. Counsels inmates, to follow facility rules; assists in solving problems for inmates; breaks-up fights; restrains inmates with facility equipment.
 - D. Assists with movement of inmates in the facility; accounts for inmates during and after movement.

PROBATIONARY, CORRECTIONAL OFFICER

- E. Locks inmates in dayrooms/pods and cells; releases them; assists with transportation of inmates; guards inmates outside the facility; accounts for custody, control, safety, security, and well-being of inmates during the Shift.
- F. Maintains constant vigil over status and security of inmates; facilities, and equipment at all times; reacts immediately to unusual and emergency situations.

4. When assigned to Booking; with supervision

- A. Receives and processes inmates brought to the Facility for incarceration;- processes inmates being released.
- B. Ensures forms and records for above are in complete order prior to either receiving or release.
- C. Accounts for inmate's property and money; issues receipts to inmates.
- D.-Maintains forms and records for inmate movement, and places inmates name on all logs, Boards as directed by procedures.
- D. Evaluates health condition of inmates and ensures that inmates receives medical treatment by facility Medical Personnel.
- E. Remains alert to unusual or emergency situations; acts to maintain the safety and security of inmates and staff.
- G. Re-admits inmates returning from Work- Release Programs or authorized escorts; searches inmates and confiscates prohibited items, completes forms and records if violations occur.

5. Performs other duties as assigned; with supervision

6. Reports all unusual situations to the Supervisor

EDUCATION: High School Diploma or GED with proficiency in Language, Reading and Math is required

EXPERIENCE: None required

Skills, knowledge and abilities: Basic knowledge of CPR and First Aid, ability to certify with departmental weapons, Fire Equipment; and ability to deal with others effectively. Must maintain a Valid Maryland's Driver's License.

Responsibilities:

- * Must adhere to all Policy and Procedures /Rules and Regulations of the Detention Center.
- * Accounts for inmates at all time, conducts inmate head count as required.
- * Maintains proper sanitation of the facility at all times.

PROBATIONARY, CORRECTIONAL OFFICER

- * Accounts for the security, sanitation, and appearance of all cells, dayrooms, pods, and other assigned areas; accounts for the security and readiness of all equipment such as weapons, restraining devices, keys, telephone emergency systems and equipment, etc.
- * Accounts for inmate's funds, property, and Facility supplies.
- * Accounts for inmate meals, and basic needs in assigned area.
- * Maintains order among inmates; enforces facility rules; enforces rules of visitation; answers inquiries ensures safety of visitors and others within your assigned area.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

The employee must be physically capable of moving about in the Detention Center.

Hand-eye coordination is necessary to operate various equipment.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; and talk or hear. The employee is occasionally required to use hands and fingers, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move objects weighing up to 50 pounds. The employee must occasionally use force to restrain violent persons or defend against physical attack.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is usually performed in the secure portion of the Detention Center. While performing the duties of this job, the employee is exposed regularly to loud noise, verbal or physical abuse, stressful situations, and threats to his or her well-being or life. The noise level in the work environment is usually moderate.

DEPARTMENT OF CORRECTIONS
NOTICE TO PROSPECTIVE APPLICANTS /EMPLOYEES

EMPLOYMENT BENEFITS

SALARY:	Per Current Salary Structure as set by County
VACATION:	Standard County Vacation Package
SICK LEAVE:	15 days per year, unlimited accumulation
HOLIDAYS:	As set by the County
UNIFORMS:	Most uniforms & equipment are provided
HOSPITALIZATION:	County offered Health Plan
RETIREMENT:	Employees are enrolled in the State of Maryland Retirement System
ENROLLMENT:	Md State Employees Credit Union
FREE MEMBER.SHIP:	Blood Bank of the Eastern Shore

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

SELECTION GUIDELINES:

A formal application, rating of education and experience, oral interview, reference check, credit check, and job related tests may be required.

Applicants may be given a Conditional Offer of Employment contingent on the results of a Medical and Psychological examination to determine their ability to perform job related functions.

**** You must provide photocopies of the following documents:**

Birth Certificate, Social Security Card, High School Diploma or GED Certificate, DD214 for Military Service, Credit Check and Application Questionnaire.

Failure to submit the above documents will result in the application being rejected.

If you have a driver's license a copy will need to be submitted

All questions must be answered completely, neatly, legibly, and truthfully.

A brief job description for entry level position is provided. The Position Description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

If any information requested on the application is found to be false, incomplete, missing or misleading, then the applicant shall not be considered for employment and if hired, the person subject to be terminated.

If additional space is needed to answer a question(s), attach a separate sheet of paper to the application and number your answer(s). Each applicant is hereby advised that the contents of this application are held to be strictly confidential and no information is disseminated to any person except when essential to the conduct of proper facility business or as required or authorized by law.

Applications shall only remain active for a period of one year from the date of submission.

All persons given a Conditional Offer as a Correctional Officer, must attend mandated training, and be in compliance with the rules and regulations as specified by the Maryland Police and Correctional Training Commission.

All persons accepted for employment with the Department of Corrections shall serve at least one year probationary period.

The minimum standards for selection for the Department of Corrections are: at least eighteen years of age; citizen of the United States; high school diploma or GED certificate; acceptable results of a background investigation including, moral character, reputation, emotional stability, criminal records check, driving records check, military records check, credit reports, school reports, personal references, interviews with neighbors, past employers, and fellow employees, acceptable oral interview; pass a drug screening test.

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APPLICATION FOR EMPLOYMENT

This application is being submitted to apply for the following position.

CORRECTIONAL OFFICER - as defined by the MD Police and Correctional Training Commission, DDC Position Description

SECTION I Personal Identification

Name _____
 first middle last maiden Jr,sr

Other names you have used: _____

Complete Address: _____
 P.O. Box House No. Street or Road

 City or Town County State Zip Code

If you use a P.O. Box, what is your physical street or road number and name?

Social Security No: _____ Date of Birth: _____

Place of Birth: _____

Driver License No: _____ State _____ Class _____

Home telephone No: _____

Other numbers where you can be contacted: _____

Are you a U.S. Citizen? _____ By birth or naturalization? _____

SECTION II Military History

1. Branch _____ Entry Date _____ Separated _____

2. Type of Discharge / Separation _____

3. Are you now a member of a Military Reserve or National Guard Unit? _____

4. Military occupational Specialty: _____

SECTION ID Background

1. List all criminal convictions that you have received:

Date	Court	Charge	Sentence
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Are you pending any civil court action? _____ If yes, explain on the work sheet.

3. Are you on probation to any Court? _____

4. Have you ever used or gone by a different name, alias, or incorrect name?

5. List your **COMPLETE ADDRESSES** for the past ten (10) years starting with your present address and working backwards

Dates

from to street and number city, county, state, zip

SECTION IV Work Notice

1. How much notice would you require for your present employer, prior to starting work?

2. Are you laid off and subject to being called back to work? _____

3. Explain why, you would like the position you have applied for:

SECTION V Work History

1. List your complete work history, starting with your present position and work backwards.

Dates from to include COMPLETE mailing Addresses
Employer's name, address and supervisor duties

SECTION VI CO-Workers

1. List three co-workers

LIST COMPLETE MAILING ADDRESSES

NAME

COMPLETE ADDRESS

SECTION VII Education and Skills

1. Did you receive a high school diploma? _____
2. Name and Address of high school: _____

3. Do you have a G.E.D.? _____
4. Have you received a degree or certificate from a college? _____ If yes, what type of degree and date: _____
5. Give name and address of any special or trade schools you have attended, that are related to your application: _____
6. Do you have any experience with firearms?
7. Yes, list types of weapons: _____

SECTION VIII Personal References

List below the information requested for **three** personal references who are reliable persons, who you know well enough to give information concerning your background.

DO NOT INCLUDE RELATIVES OR EMPLOYERS

1. Name _____

COMPLETE Address _____

Telephone No. _____ Years Known _____

Occupation: _____

Personal References

2. Name _____

COMPLETE Address _____

Telephone No. _____ Years Known _____

Occupation: _____

3. Name _____

COMPLETE Address _____

Telephone No. _____ Years Known _____

Occupation: _____

SECTION IX Neighbors

List below the complete information requested for three neighbors.

1. Name _____

Complete address _____

2. Name _____

Complete address _____

3. Name _____

Complete address _____

AUTHORIZATION FOR THE RELEASE OF RECORDS AND CONFIDENTIAL INFORMATION

I authorize complete investigations of all statements contained in this application for employment as may be required. I authorize the Dorchester County Department of Corrections to have access to and receive copies of my school records, college records, court records, driving records, medical records, employment records, credit records, records of treatment for alcohol, drugs, and psychiatric, mental or psychological problems.

I hereby authorize a review and full disclosure of all records, or any part thereof, concerning myself by/to any duly authorized agent of the Dorchester Department of Corrections, whether the said records are public or private, and including those which may be deemed to be of a privileged or confidential nature. The intention of this authorization is to provide information which will be utilized for investigative resource material.

I authorize the full and complete disclosure of the records of educational institutions; military reports and records; financial or credit institutions; the records of commercial or retail mercantile establishments and retail credit agencies; medical and psychiatric consultation and/or treatment, including those hospitals, clinics, private doctors, the U.S. Veterans Administration and all military and psychiatric facilities; public utility companies; employment and pre-employment records including background investigation reports, the results of polygraph examinations, efficiency ratings, complaints or grievances filed by or against me; records of complaints of a civil nature made by or against me, and including, but not limited to the records and recollections of attorneys at law, or other counsel representing or who have represented myself or another person in any case in which I presently have, or have had an interest.

A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

Date	Applicant's Signature	
date of birth	SS No.	printed name

STATE OF MARYLAND, COUNTY OF _____ :to wit,
 On this _____ day of _____ 20____, before a Notary Public, the

undersigned officer, personally appeared _____
 known to me (or satisfactorily proven) to be the person whose name is subscribed to the
 within instrument and acknowledged that he/she executed the same in the capacity therein
 stated and for the purpose therein contained. In witness whereof, I hereunto set my hand
 and official seal.

place of seal	_____ Signature of Notary Public My Commission Expires _____
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