



Correctional Officer



Instruction Sheet

Thank you for your interest in being a Correctional Officer with the Delaware County Sheriff's Office.

Due to the nature of our business, the safety and security of you, the inmates, and the community is our number one priority. This application and orientation process will prepare you to be successful and safe.

The application process will consist of:

Step 1: Completing the attached application. Please answer all the questions truthfully. If any questions cannot not be clearly answered, you may attach any additional documentation needed to explain. Attach copies of the following documents: Driver's license, birth certificate, high school diploma or GED, (college diploma or DD 214 if applicable).

Step 2: Interview with the Jail Commander, Assistant Jail Commander, Administrative Lieutenant, Classification Officer.

Step 3: Each applicant will be administered an MMPI (this is a basic psychological test given to those who work in the law enforcement field) along with a Pre-hire Correctional Officer exam. Step 3 is usually conducted the same day as Step 2.

Step 4: Once all testing score have been calculated, you will be contacted to arrange a date and time to attend an orientation of the jail and procedures.

If you have any questions or need any clarification, please contact:

Lt. Angel Brashear

abrashear@co.delaware.in.us

Phone: 765-747-7807 Ext 416

****Completed applications can be dropped off at the Justice Center (there is a locked box for Correctional Officer applications outside of the self-help center), they can be taken to the Human Resources department at the county building downtown, or they can be emailed to abrashear@co.delaware.in.us**

**DELAWARE COUNTY SHERIFF'S
DEPARTMENT / JAIL DIVISION**



**CORRECTIONAL OFFICER
APPLICATION**

Date Issued _____

Date Returned _____

By: _____

By: _____

Return to 3100 S. Tillotson Ave Muncie, IN 47302

**DELAWARE COUNTY SHERIFF'S DEPARTMENT
POLICY STATEMENT ON BACKGROUND INVESTIGATIONS**

It is the policy of the Delaware County Sheriff's Department to recruit qualified individuals that will make the best employees from all segments of the surrounding community. In pursuing this goal, a background investigation of each applicant is conducted with respect to factors that may have a bearing upon the applicant's job performance or tend to measure job capability as a member of the Delaware County Sheriff's Department.

Members of the Delaware County Sheriff's Department are public servants and must present a good image of the Department to the public and must be of high integrity and character. Employees work long hours with their peers, and as a result, they should possess personal habits which make them compatible with other members of the Department. An employee's job often involves critical and dangerous situations and they should not be prone to external pressures that would affect their ability to perform the job.

Accordingly, the following items and circumstances surrounding such items are reviewed:

1. Contents and completeness of employment application.
2. Driver's responsibility (copy of driving summary is furnished by the Indiana Bureau of Motor Vehicles)
3. Former Employment
4. Criminal record of applicant pursuant to policy statement on employment of offenders.
5. References
6. Personal history and character of applicant.

A negative finding on any one of these factors shall not be an automatic reason for rejection of an applicant. Instead, the circumstances underlying such matters will be considered as they relate to the applicant's ability to perform the job. Although it is impossible to state all relevant and material factors to a background investigation and to the applicant's being a qualified employee. In each case the Department will consider whether the applicant's background, as set forth above, will have bearing on the applicant's job performance or tend to measure his or her job capability. The date and circumstances surrounding any negative finding in the background investigation, the requirements of the position, as well as the applicants other qualifications will be considered.

The background investigation phase of the hiring process shall be based upon objective, factual findings. Any required subjective determination shall be in accordance with the aforementioned policy and conducted in such a manner so as not to discriminate on the basis of, race, color, national origin, religion, gender, age, veteran status, or disability.

Delaware County Sheriff's Department Policy Statement on Employment of Ex-Offenders

The term ex-offender as used herein, refers to anyone convicted of any federal, state or local criminal statute or military offense while in the service.

Felony Convictions - Any individual convicted of a felony shall be ineligible for appointment as an employee. A felony is defined by Indiana law as any offense for which a person may receive one (1) year or more of confinement in a state, federal, or local institution.

Evaluation - With respect to all other criminal convictions, which are not felonies, in each case the department will consider whether the prior criminal conviction or military offense conviction of the applicant will have bearing on the applicant's job performance or tend to measure job capability. The date and nature of the offense, the requirements of the position for which considered, as well as the applicant's other qualifications, will be considered.

Confidentiality - As a matter of policy, every effort will be made to keep the applicant/employee's criminal record confidential. During the selection and placement process, it will be necessary to inform the appropriate persons participating in the selection process of the applicant's record.

THIS PAGE APPLIES TO APPLICANTS FOR FULL-TIME
CIVILIAN CORRECTIONAL OFFICERS ONLY.

**YOUR DELAWARE COUNTY SHERIFF'S DEPARTMENT
IS AN EQUAL OPPORTUNITY EMPLOYER**

**BASIC QUALIFICATIONS AND PROCEDURES FOR SELECTION OF
CORRECTIONS EMPLOYEES**

In order to insure the perpetuation of the prestige and reputation of the Department, each applicant will compete against other applicants in each step of the selection procedure.

A. BASIC ELIGIBILITY REQUIREMENTS

1. Must be a United States citizen.
2. Must be at least 18 years of age.
3. Weight in proportion to height, in accordance with accepted (Indiana Law Enforcement Academy) standards.
4. Must be a high school graduate, as evidenced by diploma issued by an accredited high school. An Achievement Test Certificate from an accredited high school or State Board of Education is acceptable.
5. Must possess a valid driving license.

B. SELECTION PROCESS

1. **PRE-OFFER STAGE**
 - a. Written Examination
 - b. Character Investigation
 - c. Department Interviews
 - d. Sheriff panel Interviews
2. **POST-OFFER STAGE**
 - a. Psychological Examination
 - b. Medical Examination (including Drug Test)

Applicants will be terminated for failure to meet selection requirements, including attendance at all scheduled dates. If at any time during the selection process you may require an accommodation, please notify the Sheriff in writing.

No applicant will be discriminated against, or favored, with respect to his/her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment because of his/her race, gender, color, religion, national origin, veteran status, or disability.

C. PROBATIONARY PERIOD

1. During the officer's first year as a Correctional Officer, the officer is on probation and may be discharged at any time without recourse. At completion of the first year, the officer will receive a performance evaluation to determine successful completion of the probationary period to being designated as a regular full-time Correctional Officer.

**EMPLOYMENT APPLICATION
DELAWARE COUNTY SHERIFF'S DEPARTMENT**

The Delaware County Sheriff's Department is an equal opportunity employer and does not discriminate in hiring or employment practices on the basis of race, creed, color, national origin, religion, gender, age, veteran status, disability as defined by law or political affiliation. Nor on the basis of age except when age, sex, or physical requirement constitute a bona fide occupational qualification necessary to proper and efficient administration or as provided by law. No question on this application is intended to secure information to be used for such discrimination.

This application must be filled out by the applicant only. Print in ink or type neatly, accurately and thoroughly. Attach supplements if necessary. All attachments must contain full name, current address, telephone number, and social security number. All information will be regarded as confidential. This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

Do not misstate or omit material since information made herein is subject to verification to determine your qualifications for employment.

I. PERSONAL HISTORY

A. Name in full: _____
(Last) (First) (Middle)

B. Social Security Number: _____

C. List all other names you have used including nicknames. If, female, furnish maiden name. If you have ever used any surname either than your true name, during what period and under what circumstances were these names used? If you have ever legally changed your name, give date, place and court. (This information is being collected to assist the Department in conducting a thorough background investigation, i.e., felony conviction check.)

D. List your present residence (Number, Street, City, County, State, Zip Code, and Telephone Number):

E. Are you 18 years of age? Yes No

F. Are you a U.S. citizen? Yes No

II. EDUCATION

Please specify highest grade level attained and attach transcripts from all educational institutions listed below. Information contained in this section will be used only to the extent that it is relevant to the necessary qualifications and the position for which you apply.

School Name	Address	Major Course of Study	No. of Years Attended	Degree/Diploma
High School			XXX	
College/University				
Vocational School (Excluding high school level)				
Profession Or Other				
Correspondence School or Other				

III. MILITARY RECORD

- A. Are you registered for selective service? _____ Selective Ser # _____
- B. Have you ever served on active duty in the Armed Forces of the U.S.? _____
Branch of Service _____
Dates of Active Duty (Month, Day, Year) _____
Serial Number _____
Type of Discharge (i) _____
- C. Are you currently a U.S. Reserve or National/State Guard? _____
If yes, what is your reserve obligation (if any), unit and location? _____

- D. While in military service, were you ever convicted of any offense? _____
When? _____
Explain: _____

- E. Attach a copy of your DD214.

(1) *No applicant will be automatically rejected because of a less than honorable discharge (except a dishonorable one), but the discharge may be considered in connection with other information. If discharge is less than honorable, explain on a supplemental page.*

IV. EMPLOYERS

Please print or type neatly. Starting with present or most recent employer, list complete employment history. Include part-time, temporary, or seasonal and all periods of unemployment. Please specify complete address (Number, Street, City, County, State, Zip Code and Telephone Number), and the name and job title of your immediate supervisor.

Name, Address & Telephone Number Of Company & Type of Business	Name & Job Title of Immediate Supervisor	Dates Mo/Yrs	Job Title & duties	Final Salary	Reason for Leaving
_____		From: To:			
_____		From: To:			
_____		From: To:			
_____		From: To:			
_____		From: To:			
_____		From: To:			

May we contact your present employer? Yes No

V. PERSONAL REFERENCES

List four personal character references who are not related to, and who are not former Employers or Supervisors.

Name of Reference	Address	Phone No.	How long known
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

VI. MISCELLANEOUS

- 1. How did you become aware of this position? _____
- 2. Have you ever been employed by the Delaware County Sheriff's Department? _____
If yes, when? ____ What capacity? _____
- 3. Do you have any commitments (i.e., second job, school, etc.) which might interfere with, or adversely affect, your employment should we select you for a position?
Yes No (If yes, please explain) _____

I am willing to work any shift assigned me or change shifts whenever necessary for the efficient operation of the Department.

Signed: _____

- 4. Have you ever been convicted of a felony or misdemeanor? Yes No
If YES, give date and nature of violation: _____

(Employment of persons with criminal records will be in accordance with the departments Policy Statement)

- 5. Vehicle Operator's License: (Operator's Chauffeur's, etc.) Give the following information concerning any vehicle operator's license you have held or now hold:

Type and Number of license	State or Issuing Authority	Expiration Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

- 6. Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties which you may be called upon to take or which might require further explanation? Yes No

If YES, give details _____

VII. SPECIAL SKILLS AND QUALIFICATIONS

List any experiences, skills or special qualifications, which you feel would especially fit you for work with the Delaware County Sheriff's Department. Also, list any mechanical skills, which you possess and are relevant to the job for which you are applying.

VIII. CONDITION OF EMPLOYMENT

PLEASE READ EACH OF THE FOLLOWING PARAGRAPHS CAREFULLY. INDICATE YOUR UNDERSTANDING OF, AND CONSENT TO, THE CONTENTS AND CONDITIONS OF EACH PARAGRAPH BY PLACING YOUR INITIALS AT THE END OF EACH PARAGRAPH. IF YOU HAVE ANY QUESTIONS REGARDING THESE PARAGRAPHS, CONTACT THE EMPLOYER BEFORE INITIALING THE PARAGRAPH.

1. I understand and accept that, if I am selected for employment, my employment may be conditioned upon my passing any medical and psychological examination that the employer deems necessary to determine whether I can perform the essential functions of the position, with reasonable accommodation when necessary. I understand and accept that this may include drug, alcohol and/or substance abuse testing.

Initials _____

2. If employed, I understand and accept that, depending on the department in which I am applying for employment, I may be required to work evening shifts or night shifts, including weekends and be on call and work mandatory overtime hours.

Initials _____

3. If employed, I understand I must successfully complete all required training and courses specified by the department and/or be certified by the State of Indiana Law Enforcement Academy.

Initials _____

4. I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that if I am employed by the employer, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.

Initials _____

5. I understand and accept that the employer requires a high degree of integrity and confidentiality of its employees. I also understand and accept that the various law enforcement and informational agencies that exchange information and data with the employer require that the employer's employees do not have a past record of unlawful activities. Therefore, I understand and accept that, depending on the department in which I am applying for employment, it may be necessary for the employer to investigate my background for any criminal or unlawful activity.

Initials _____

6. I hereby authorize the employers, schools and personal references named in this application to provide information regarding me to the employer. I further authorize the release of personnel, academic and other records to the employer.

Initials _____

IX. ACKNOWLEDGEMENT

APPLICANT: PLEASE READ CAREFULLY BEFORE SIGNING. IF YOU HAVE ANY QUESTIONS REGARDING THE FOLLOWING STATEMENT OR ANY QUESTIONS CONTAINED IN THIS APPLICATION, PLEASE ASK THE SHERIFF OR HIS/HER DESIGNEE BEFORE SIGNING.

I certify that the information contained in this application is correct and complete to the best of my knowledge. I agree to inform the department of any additional information relating to questions raised on the application, which occur subsequent to my completion of the application. I realize the misrepresentation of facts or the failure to update any information relating to questions on the application may be cause for rejection of this application or dismissal after employment. Final employment is contingent upon satisfactory completion of all pre-employment procedures including interviews, examinations, verification of all relevant information, physical examination and any applicable statutory provisions. I recognize that my future employment with the employer will be jeopardized if I engage in substance abuse, illegal drug use, or alcohol abuse. I acknowledge that I have read the above statement and fully understand the same.

Signature: _____ Date: _____

**COUNTY OF DELAWARE SHERIFF'S OFFICE
BACKGROUND INVESTIGATION FORM**

TO BE COMPLETED BY APPLICANT - NOT FOR INTERVIEW PURPOSES - TO BE FILED SEPARATELY FROM APPLICATION

This is to inform you that as part of our procedure for processing your employment application or in making application for employment, an investigation will be made whereby information will be obtained through a computer criminal records check from the National Crime Information Center (NCIC) and the Indiana Data Communication system (IDACS), Child Abuse Registry, court records, credential verifications, and reference verifications through personal interviews with neighbors, friends or others with whom you are acquainted. This inquiry includes information as to the existence of a criminal record, your character, general reputation, personal characteristics and mode of living. Criminal convictions other than felonies are not an absolute bar to employment, and will only be considered with respect to the specific requirements of the job for which you are applying.

The nature of services provided by the Delaware County Sheriff's Office requires that such information obtained through this background investigation will be handled in a private, confidential manner therefore, this form will be maintained separate from your application form and will be handled only by a Qualified Recipient. You have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

Understood and Agreed:

(Applicant's Signature)

(Date)

The following questions are necessary to obtain accurate information and verification of your identity on the NCIC / IDACS computer systems, and will not be used for any other purpose.

Please Print

1. Legal Name: _____
(Last) (First) (Middle)

2. Maiden Name: _____

3. Previous Married Names(s) or Alias(es): _____

4. Social Security #: _____ 5. Date of Birth *: _____
(*Attach a copy of your birth certificate. This will be used to verify your age for statutory requirements.)

6. Birth Place: (City, State) _____ 7. Sex: Male Female

8. Ethnic Group: Caucasian Black Asian Hispanic American Indian
 Other (If other, please state _____)

9. Drivers License Number: _____ State: _____

10: Current Phone Number and Address with Zip Code: _____

11. Have you ever been arrested or detained by a law enforcement agency? Yes No

12. Have you ever been fingerprinted for any reason (arrest, job applicant, permit, etc.)?

If the answer to either question (11 or 12) is YES, list below the date, place and full details, including the disposition of each incident:

(No applicant will be automatically rejected because of a yes answer to any of the above questions.)

POSITION DESCRIPTION - COUNTY OF DELAWARE, INDIANA

POSITION: Correctional Officer
Department

DEPARTMENT: Delaware County Sheriff's

DIVISION: Jail

STATUS: Full -Time Civilian

WRITTEN: June 1989

DATE REVISED: 08-19

FLSA STATUS: Exempt

JOB CATEGORY: POLE (Protective Occup. & Law Enforc.)

Incumbent serves as Corrections Officer for the Delaware County Sheriff's Department, Jail Division responsible for maintaining security and safety of inmates and order in the jail facility.

DUTIES: Enforces local, state and federal standards by implementing effective policy for secure and human operation of the Delaware County Jail.

Reviews arrest sheets of new inmates, determining authority to confine and initiates booking procedures, including interviewing new inmates to obtain pertinent background and medical information, photographing, fingerprinting, searching for weapons and other contraband, receiving and receipting all money and personal property as required by department policies.

Process inmates out of jail upon proper notification or verification of release, including fingerprinting and photographing individuals, checking warrants, completing proper paperwork and returning all personal property to the inmate.

Supervises inmate population under direction of the Shift supervisor, ensuring proper nutrition, medical and psychological attention, exercise, and personal hygiene in accordance with departmental policies and federal law. Supervises inmates during allowable activities, including counsel visitation, using the library and making telephone calls and commissary purchases .

Reports medical and psychological needs of inmate to Shift Supervisor, including suicide risks and other mental health problems. Coordinates handling of inmates well being and security with the Shift Supervisor and Officers on succeeding shifts.

Conducts security checks of the jail, ensured all doors are locked. Monitors, by security camera or in person, inmates activities and behaviors, ensuring compliance with rules and regulations, and reporting all unusual and/or unruly activity to appropriate Shift Supervisor

Properly secures and/or physically restrains violent and uncontrollable inmates as situations demand, according to department policy and procedure.

Appoints and assigns duties to inmate workers consistent with jail policies, replacing released inmate workers as needed. Oversees inmates in the performance of required responsibilities, including the cleanliness of cell areas. Assures all cleaning equipment and supplies issued to inmates are returned and accounted for.

Performs regular inspections of cell blocks and release areas, ensuring cleanliness and security of the cell areas; conduct routine "shakedown" of all cells and dormitories for contraband as directed by the shift Supervisor and prepares required reports.

Escorts inmates to and from processing, for appearance in court, sick calls, release and doctor or dentist appointments inside and outside the jail. Distributes meals, observes the distribution of meal trays, assuring all trays, cups and spoons are properly removed from the cellblocks.

Issues prescribed medications according to standing physicians orders under supervision of the Jail Nurse. Follows appropriate procedures to assure proper and prompt medical and psychological attention to inmates.

Regularly attends prescribed in-service and/or training programs for certification in specialized correctional areas as assigned or required. Attends shift/staff meetings as required. Attends various seminars and in-service training regarding confinement, medical, and related topics or procedures as required. Participates in the CTO program and assists with inmate disciplinary hearings, classifications and a variety of other jail programs and special projects, as assigned.

Transmits inmate grievances by following established chain of command procedures. Answer telephones, responds to inquires regarding inmates and/or routes caller to appropriate person or department, greets jail guests or visitors.

Remains alcohol and drug-free at all times while on the job or in uniform, except as lawfully prescribed for medical reasons, and with written approval in advance by the Sheriff and Jail Commander.

Occasionally testifies in court as required. Performs all duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK: Incumbent is required successful completion of Indiana Law Enforcement Training Board (ILETB) and department training for Correctional Officers. Supervisory experience preferred. Must be 18 years of age.

Ability to meet all department hiring, and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace. Have thorough knowledge of and ability to make practical application of customary practices, procedures, rules, and regulations of the department, to maintain effective jail operations. In addition to, practical knowledge of area law enforcement demands, and ability to take authoritative action as situations demand.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations and working knowledge of methods of identifying and appropriately responding to inmate medical and psychological problems, including suicide risk.

Ability to physically and effectively perform the essential duties of the position, including but not limited to, booking and processing inmates, monitoring jail operations and being able to walk and stand for extended periods of time, and to physically restrain inmates during emergency situations.

Working knowledge of and ability to properly use all assigned department uniforms, equipment and weapons, including but not limited to computer, printer, two-way radio, typewriter, fingerprint equipment, telephone, security cameras, security and restraining devices and electric locking devices, and to also receive, maintain and account for articles received in evidence.

Working knowledge of proper English grammar, spelling and punctuation, and ability to effectively prepare and complete all required forms and reports within established department deadlines. Ability to maintain confidentiality of department information and reports as required.

Ability to effectively listen, comprehend and communicate with co-workers, inmates and their families and legal counsel, other law enforcement departments/agencies, and/or public intercom system by radio, telephone and in person, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to legally operate department vehicle, serve on 24-hour call and respond swiftly, rationally and decisively as needed.

Ability to remain alcohol and drug-free at all times while on the job or in uniform, except as lawfully prescribed for medical reasons and approved in advance and in writing by the Sheriff and Jail Commander.

II. RESPONSIBILITY: Incumbent performs a wide variety of recurring duties according to standardized departmental policies and procedures, selecting applicable methods to take authoritative actions in response to situational demands. Incumbent's work is periodically reviewed at critical phases or upon completion. Undetected errors in decisions or work may result in adverse effects upon department operations, inconvenience to co-workers, injury and/or endangerment to self or others.

Incumbent works with a formal schedule of duties, determining work priorities with the Shift Supervisor for effectively addressing situational demands. Incumbent's work is periodically reviewed at critical phases, through random checks, and upon completion of specific duties for adherence to instructions and guidelines, compliance with legal requirements and department policies and procedures, technical accuracy, and soundness of judgement.

III. PERSONAL WORK RELATIONSHIPS: Incumbent maintains frequent contact with department superiors, co-workers, inmates, other law enforcement departments/agencies and members of the public for a variety of purposes including with assisting with coordination jail operations effective and safe transport of inmates and enforcement of applicable laws.

Incumbent's duties may involve non-routine relationships with inmates to gain cooperation in situations that jeopardize public's and incumbent's safety. Incumbent reports directly to the Shift Supervisor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT: Incumbent performs duties in an office and jail environment involving, sitting and walking at will, walking/standing for long periods. Hearing communication / sounds, speaking clearly, close and far vision, handling/grasping/fingering objects, and frequent exposure to normal hazards associated with jail operations, such as potentially violent/hostile individuals and communicable disease. No prolonged, extreme physical demands are associated with normal duties or assignments, but may be required during emergency situations. Incumbent serves on 24-hour call for emergencies.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Correctional Officer for the Sheriff's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

I further certify that I can perform the functions of this position as described in this job description, (*check one*) with or without accommodation.

Applicant/Employee Signature

Date

When returning your application, the following should be included.

- 1.) **Application, totally complete (no blanks)**

- 2.) **Background information completed and attached.**

- 3.) **Delaware County Correctional Officer Job Description Form, from the job description, signed – (listed above) .**

- 4.) **Copies of Required Documentation listed below, should be attached to this page.**

- Birth Certificate**
- High School Transcripts, Diploma or GED**
- Drivers License**
- and if applicable,**
- College Transcripts**
- Military Discharge Papers (DD form 214)**