

SHELBY COUNTY SHERIFF DEPARTMENT



**JAIL OFFICER
APPLICATION**

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POSITION: Jail Officer
DEPARTMENT: Shelby County Sheriff Department
DIVISION: Jail
JOB CATEGORY: Civilian

STATUS: Full-time
DATE WRITTEN: June 1995

FLSA STATUS:
DATE REVISED:

Incumbent serves as Jail Officer for the Shelby County Sheriff Department, responsible for maintaining security and order in the jail facility.

DUTIES:

Enforce local, state, and federal laws by implementing effective policy to protect the lives and property of the people.

Performs booking procedures of individuals being detained by photographing, fingerprinting and entering required information into computer terminal, receiving and receipting all money and personal property, and assuring detainees are properly showered, changed into jail clothing, and searched for weapons and other contraband.

Performs bonding procedures by completing required forms, receiving and receipting bond money, returning personal belongings and releasing detainee.

Maintains Central Control, including monitoring numerous surveillance cameras, entering and retrieving data from computer, opening and closing security doors and gates, and answering telephone calls.

Performs pod duties, including observing detainees for inappropriate behavior, opening and retrieving data from computer, opening and closing security doors, logging and releasing detainees for recreation, visitation, and other various functions, and over-seeing the provision of meals, medication, and cleanliness of individual cells.

Maintains security within court rooms by monitoring conduct of detainees and public during court hearings and trials.

Transports inmates to and from various locations such as courts, Department of Corrections, medical appointments, and hospitals.

Escorts detainees for appearances in court, recreation, visitation, library, and other meetings and activities.

Provides detainees with daily meals, assuring all trays, cups and spoons are properly removed from cell block.

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Issues prescribed medications according to standing physicians orders. Follows appropriate procedures to assure proper medical attention to detainees.

Receives, sorts and logs incoming and outgoing mail and personal items for detainees, as required.

Conducts routine "shakedowns" of all cells and dormitories for contraband, and prepares written report of findings.

Ensures compliance with facility rules and regulations, and reports all unusual and/or unruly activities to appropriate department staff officer. Properly secures and/or physically restrains violent and uncontrollable detainees as situations demand.

Supervises and directs daily activities of Trustees, including making work assignment , and assuring proper accomplishments of duties.

Responds to inquires from family member, attorneys, and members of general public regarding visitation and status of individual detainees.

Prepares and submits to superiors all required reports and summaries of activities according to established department deadlines.

Responds to detainee grievances following established chain of command procedures.

Periodically attends seminars and in-service training, as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Knowledge of and ability to make practical application of the customary practices, procedures, rules and regulations of the department to maintain effective jail operators:

Ability to meet all departments hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the work-place. Must be a high school graduate and successfully complete Indiana Law Enforcement School for Jailers.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations.

Ability to effectively perform the essential duties of the position, including, but not limited to, booking and processing detainees, monitoring jail operations, and being able to walk and

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stand for extended periods of time, and to physically restrain detainees during emergency situations.

Knowledge of the standard practices and procedures in administering first aid and ability to be certified in CPR.

Ability to qualify annually by obtaining passing score in the Handgun Course of Fire, as required by the standards of the Indiana Law Enforcement Training Board.

Knowledge of and ability to effectively use all assigned department uniforms and/or equipment, including computer terminal and printer, intercom system, radio, telephone, security cameras, and electric locking systems.

Ability to appropriately receive, maintain, and account for articles received in evidence.

Working knowledge of photography, taking latent prints, evidence collection and custody, taking statements from suspects, witnesses, etc.

Knowledge of standard English grammar, spelling and punctuation, and effectively prepare and complete all required forms and reports within established department information and reports.

Ability to effectively listen, comprehend, and communicate with the public, other officials, and detainees, by intercom system, radio, telephone or in person.

Ability to work irregular and/or extended hours as directed or required.

Ability to legally operate department vehicles.

II. RESPONSIBILITY:

Incumbent performs a variety of recurring duties according to standardized department post orders, policies and procedures, selecting applicable methods to take authoritative actions in response to situational demands. Errors in decisions or work are detected by periodic supervisory review and may lead to injury to self, co-workers, detainees, or public, and have adverse effects upon department operations, and inconvenience to member of the public.

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III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with department supervisors, offenders and individuals detained in the County Jail facility, representatives of other law enforcement departments and agencies, and members of the general public for variety of purposes, including assisting with coordination of jail facility operations, effective and safe housing and processing of detainees, and enforcement of housing and processing of detainees, and enforcement of applicable laws. Non-routine relationships with law offenders to gain concurrence with laws in situations that may jeopardize public's and incumbent's safety.

Incumbent reports directly to designated Officer-In-Charge of shift.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties both in a jail facility and in department vehicles while transporting detainees. The incumbent is frequently exposed to hazards associated with jail operations, such as violent individuals and communicable disease. No prolonged extreme physical demands are associated with normal duties or assignments, but may be exerted during emergency situations.

The Shelby County Sheriff Department is an equal opportunity employer and does not discriminate in hiring or employment practices on the basis of race, color, sex, religion, creed, national origin, ancestry, handicap as defined by law, political affiliation, or on the basis of age against individuals whose age is between 40 and 70, except when age, sex or physical requirement constitute a bona fide occupational qualification necessary to proper and efficient administration, or for the health, safety and welfare of the applicant and others, or as provided by law. No question on this application is intended to secure information to be used for such discrimination.

The Shelby County Sheriff Department, pursuant to and in accordance with the Americans with Disabilities Act ("ADA"), specifically Title I of the "ADA", shall not discriminate against a qualified individual with a disability because of the disability in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment. Additionally, no qualified individual with a disability may, on the basis of disability, be subjected to discrimination in employment under any service, program or activity conducted by the Shelby County Sheriff Department.

This application must be completed by the applicant only; however, the applicant may request any needed accommodation to participate in the applicant process unless such accommodation causes undue hardship to the Shelby County Sheriff Department. Print legibly in blue or black ink or type neatly, accurately, and thoroughly. Attach supplements if necessary to amplify any information requested. 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.

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The Shelby County Sheriff Department encourages and invites applicants to identify themselves as individuals with disabilities in order for the Department to collect and analyze information for satisfaction of affirmative action requirements, "ADA" requirements and determination of appropriate accommodations for the applicant. No qualified applicant shall be refused employment because of such person's need for an accommodation required under the "ADA", unless such accommodation causes undue hardship to the Shelby County Sheriff Department.

Because of the sensitive and important nature of law enforcement, the Shelby County Sheriff Department must select employees who possess the best physical, mental, moral, and emotional character for the performance of these duties. In order to best ascertain who those individuals are, it is necessary to gather as much information as possible about each applicant which may have bearing on his/her ability to perform the duties required with or without an accommodation. Several questions in this application are designed to give the department a complete background on each applicant. Those particular responses to questions marked with an asterisk (*) shall not act as an automatic bar to selection, but will be considered along with attendant facts. No question on this application is intended to secure information to be used for unlawful discrimination.

DO NOT MISSTATE OR OMIT MATERIAL SINCE INFORMATION MADE HEREIN IS SUBJECT TO VERIFICATION TO DETERMINE YOUR QUALIFICATIONS FOR EMPLOYMENT

POLICY STATEMENT ON EMPLOYMENT OF EX-OFFENDERS

Consideration for employment of ex-offenders shall be given without regard to race, color, sex, religion, creed, national origin, ancestry, handicap as defined by law, political affiliation, or on the basis of age against individuals whose age is between 40 and 70, except when age, sex or physical requirements constitute a bona fide occupation qualification necessary to proper and efficient administration, or for the health, safety and welfare of the applicant and others, or as provided by law. The term "ex-offender" as used herein, refers to anyone convicted of any criminal statute or military offense while in the service.

FELONY CONVICTIONS

Any individual convicted of a felony shall be ineligible for employment by the Shelby County Sheriff Department. A felony is defined by Indiana Law (35-50-2-1) as any offense for which a person may receive more than one (1) year of confinement in a state or federal institution.

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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 a 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 which is being applied for, 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'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 criminal record.

POLICY STATEMENT ON BACKGROUND INVESTIGATIONS

It is the policy of the Shelby County Sheriff Department to recruit qualified individuals for positions in the department. 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 Shelby County Sheriff Department.

Members of the Department are public servants. Police officers are placed in situations of public trust and must be of high integrity and character. A police officer's job often involves critical and dangerous situations and he/she should not be prone to external pressures that would affect his/her ability to perform the job.

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

1. Contents and completeness of employment application.
2. Driver's responsibility (copy of driving summary if furnished by the Indiana Bureau of Motor Vehicles).
3. Former employment.
4. Financial condition.
5. Criminal record of applicant pursuant to "Policy Statement on Employment of Ex-Offenders".
6. Personal character references.

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7. Personal history of applicant.

A negative finding on any one of these factors shall not, in and of itself, be reason for an automatic 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. The date and circumstances surrounding any negative findings in the background investigation, the requirements of the position, as well as the applicant's other qualifications, will be considered.

The background investigation phase of the hiring process shall be based upon objective, factual findings and any required subjective determination shall be in accordance with the aforementioned policy and conducted in such a manner as to not discriminate on the basis of race, color, sex, religion, creed, national origin, ancestry, handicap as defined by law, political affiliation, or on the basis of age against individuals whose age is between 40 and 70, except when age, sex or physical requirement constitute a bona fide occupational qualification necessary to proper and efficient administration, or for the health, safety and welfare of the applicant and others, or as provided by law.

**Once completed return pages 9 – 18 of the application to the
Shelby County Sheriff's Department.**

***** Make sure you have pages 10 and 18 notarized.**

***** You will need to have a credit report ran and returned to the Sheriff's
Department within 7 days of submitting your application.**

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Date received in Office: _____ Received by: _____

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 other than your true name, during what period and under what circumstances were those names used? If you have ever legally changed you name, give date, place and court. (This information is being collected to assist the Department in conducting a thorough background investigation.)

D. Birthday (Month/Day/Year) _____

Birth Place (City/State) _____

Attach a copy of your birth certificate to be used to verify your age for statutory requirements and pension purposes.

E. Are you a United States Citizen? _____

F. Driver's License Number _____ State _____

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IV. JOB DATA

- A. Position Desired _____
- B. Date Available to Begin Work _____
- C. Have you ever been employed by the Shelby County Sheriff's Department? If yes, when? _____ What capacity? _____

V. ACADEMIC EDUCATION

Please specify highest grade level attained and attach transcripts from all educational institutions attended. (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.)

	NAME & ADDRESS OF SCHOOL	MAJOR COURSES OF STUDY	YEARS ATTENDED FROM - TO	DEGREE/DIPLOMA EARNED
HIGH SCHOOL				
VOCATIONAL SCHOOL				
CORRESPOND. SCHOOL				
UNDERGRAD. COLLEGE/UNIV				
PROFESSION/GRADUATE				

Professional/Graduate

VI. ACTIVITIES

Completion of this section is optional. Failure to complete this section will in no way jeopardize your employment opportunities.

A. Social, Fraternal, Professional Organization Memberships- Past and Present

NAME	ADDRESS	TYPE OF ORGANIZATION	DATES OF MEMBERSHIP	OFFICES HELD

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C. * While in military service were you ever convicted of any offenses? _____
 If yes, when? _____
 Explanation of Conviction _____

D. * Attach a copy of your DD214

No applicant will be automatically rejected because of a less than honorable discharge (except a dishonorable discharge), but such a discharge will be considered in conjunction with other information. If discharge is less than honorable, explain on a supplement page.

IX. EMPLOYMENT

Beginning with present or most recent employer, list employment history. Include part-time, temporary or seasonal and all periods of unemployment.

NAME & ADDRESS	TYPE OF BUSINESS	DATES OF EMPLOYMENT	JOB TITLE/ DUTIES	FINAL SALARY	REASON FOR LEAVING
	PHONE: _____				
	FAX: _____				
	PHONE: _____				
	FAX: _____				
	PHONE: _____				
	FAX: _____				

May we contact your present employer? Yes _____ No _____

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X. PERSONAL REFERENCES

List four personal character references.

NAME	ADDRESS	PHONE NUMBER	YEARS KNOWN

XI. SPECIAL SKILLS AND QUALIFICATIONS

List any experiences, skills, or special qualifications which you feel make you especially well suited for work with the Shelby County Sheriff Department. Also list any mechanical skills you possess which are relevant to the job for which you are applying. Attach copies of any pertinent certificates, awards, citations, commendations, etc. which may apply to this sections.

XII. HEALTH RELATED QUESTIONS PERTAINING TO JOB PERFORMANCE

To assist your answering the questions contained in this section, the job description for the position which you are applying for is attached and included here by reference.

A. Base on the attached job description for the position you are applying for, please describe how you will perform such job functions, with or without an accommodation.

B. If your performance of the job you are applying for requires an accommodation, please fully describe what accommodations are needed.

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XIII. MISCELLANEOUS

A. How did you become aware of this position? _____

B. * Have you ever been convicted of a felony? Yes _____ No _____

C. * Have you ever been arrested or detained by a law enforcement agency, including juvenile delinquency and traffic offenses? Yes _____ No _____

D. * Have you ever been fingerprinted for any reason? (Arrest, job application, etc.)
Yes _____ No _____

If **YES** to any of the questions in this section, please attach a supplement listing date, place, and full details including the disposition of each incident.

(Employment of persons with criminal records will be in accordance with the attached Policy Statement of Employment of Ex-Offenders.)

E. Have you ever been involved in an automobile or off road accident?

If **YES** please explain. Yes _____ No _____

DATE	STATE / COUNTY	LOCATION	CIRCUMSTANCES

XIV. VEHICLE OPERATOR'S LICENSE HISTORY

Give the following information concerning any vehicle operator's license you have held or now hold.

TYPE OF LICENSE	STATE OF ISSUE	EXPIRATION DATE	RESTRICTIONS

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XV. CREDIT REFERENCE AND OBLIGATIONS

Give name and address of the individuals, companies, or others to whom you are indebted and the extent of your debt. (including any loans on which you are co-maker, mortgages, open credit accounts, etc.)

***** You will need to have a credit report ran and returned to the Sheriff's Department within 7 days of submitting your application.**

NAME & ADDRESS OF CREDITOR	KIND OF DEBT	AMOUNT
PHONE: _____	FAX: _____	
PHONE: _____	FAX: _____	
PHONE: _____	FAX: _____	
PHONE: _____	FAX: _____	
PHONE: _____	FAX: _____	
PHONE: _____	FAX: _____	
PHONE: _____	FAX: _____	
PHONE: _____	FAX: _____	

Do you have income from any source other than your principal occupation? Yes ____ No ____
 If yes, list the source, amount and frequency received. _____

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APPLICANT: Please read the following statement carefully before signing. If you have any questions regarding the following statement or any questions contained in this application, please ask them of a qualified representative of the Shelby County Sheriff Department 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 THAT MISREPRESENTATION OF FACTS OR THE FAILURE TO DATE 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 INTERVIEW, EXAMINATIONS, VERIFICATION OF ALL RELEVANT INFORMATION, PHYSICAL EXAMINATION AND ANY APPLICABLE STATUTORY PROVISION, AND THE SHELBY COUNTY SHERIFF DEPARTMENT SHALL PROVIDE THE APPLICANT WITH ALL REASONABLE ACCOMMODATIONS IN THE APPLICATION PROCESS UPON NOTIFICATION AND REQUEST OF SUCH ACCOMMODATIONS REQUIRED BY THE APPLICANT. I ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND THIS STATEMENT.

Signature _____ Date _____

STATE OF INDIANA)
) SS:
COUNTY OF SHELBY)

Subscribed and sworn to before me, a Notary Public, in and for said County and State this _____ day of _____, 20 _____.

Notary Public

Printed Name

County of Residence

My Commission expires:
