



KITSAP COUNTY
invites applications for the position of:

CORRECTIONS OFFICER 1 - FEMALE ONLY

SALARY: \$20.86 - \$27.96 Hourly
\$43,388.80 - \$58,156.80 Annually

OPENING DATE: 02/11/13

CLOSING DATE: 03/11/13 11:59 PM

GENERAL STATEMENT:

Under the direction of the assigned supervisor, the incumbents perform booking, searching, releasing, transportation, supervision and security work for the Sheriff's Office Jail. Employees are expected to handle a variety of potentially volatile and dangerous situations in a calm and competent manner. Employees in this classification are responsible for the operation of the Sheriff's Office Jail on a 24 hour, 7 day a week basis. Work is reviewed by the Corrections Sergeant through observation and evaluation of demonstrated ability to handle a variety of work situations

Distinguishing Characteristics

The Corrections Officer is the entry level class in a two level classification series. The Corrections Officer classification is distinguished from the Corrections Officer 2 classification by performance of more first-level corrections duties with less complexity. Employees in this class perform first-level, varied correctional institution duties. It is required to work both independently and as part of a team.

QUALIFICATIONS FOR PERFORMANCE OF THE ESSENTIAL FUNCTIONS:

Required Education and Experience

- High school diploma or General Education Degree (GED).

Preferred Education, Experience and Other Qualifications

- One year of college level coursework in the area of corrections, law enforcement, law and justice, police science or social services related to correctional rehabilitation from a college or university accredited by an agency recognized by the US Department of Education.

Required Licenses, Certificates, Examinations/Tests and Other Requirements

Please note: The incumbent is responsible for obtaining and maintaining all of the following required licenses, certifications and other requirements.

- Prior to employment the successful candidate must:
- Must pass multi-phased testing process including a written examination, physical agility, oral board interview, credit and criminal background check through law enforcement agencies and a lie detection examination.
- Pass medical/physical and psychological evaluation requirements.
- Submit official transcripts from an accredited college or university.
- Submit a copy of their State employment driving record to verify their eligibility to drive for Kitsap County.
- In accordance with RCW 41.14.100, applicants must be 21 years of age, a citizen of the United States, and able to read, write and speak the English language so as to be easily understood.

At time of appointment the successful candidate must:

- Possess a valid Washington State Driver's License.
- Must be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, including possessing and maintaining a valid Washington State Driver's License and the appropriate amount of automobile insurance.

Within one year of employment the successful candidate must:

- Successfully pass probation attaining career service status.

During employment the successful candidate must:

- Complete the Washington State Criminal Justice Training Commission Corrections Officers Academy (WSCJTC COA) or equivalency if applicable.

Required Knowledge, Skills and Abilities

Knowledge of:

- The problems and attitudes of people of all ethnic and economic groups in relation to law enforcement agencies.

Skills and/or Ability to:

- Appear for scheduled work with regular, predictable and punctual attendance.
- Work assigned, rotating shifts with varying days off, and are expected to be able to perform the functions and duties of all shifts in all required areas of the Sheriff's Office Jail.
- Follow a daily routine and job duties are performed according to Standard Operating Procedure (S.O.P.) and other procedures or policy changes as approved by the Superintendent of Corrections and/or Sheriff.
- Work over 40 hours in a workweek as needed.
- Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy.
- Effectively plan, prioritize, organize and complete multiple tasks within prescribed timeframes.
- Use independent judgment in deciding courses of action and to handle difficult and emergency situations without assistance.
- Analyze situations quickly and objectively, recognizing actual and potential dangers and determining an appropriate course of action.
- Communicate effectively, both in written an oral format, with a diversity of people from all racial, ethnic, and economic backgrounds, including people with social and behavioral problems.
- Read, write and speak the English language so as to be easily understood (RCW 41.14.100).
- Accept and respect the individual differences of prisoners and respond in a professional manner to their needs without the interference of personal bias.
- Be a team player that helps the organization meet its objectives.
- Positively represent the County, maintain the trust the community has placed in each of us.
- Demonstrate honest and ethical behaviors.
- Use physical restraint when necessary, but not abuse authority.
- Understand and follow verbal orders given by supervisors and written procedures and regulations.
- Maintain control of own temper to remain in charge of situation
- Make effective decisions and exercise good judgment under stressful situations or circumstances.
- Type accurately, record information correctly, answer the phone and perform any other clerical duties related to booking and releasing prisoners, court procedures, and jail record keeping. Operate a computer.
- Supervise groups of prisoners and take verbal abuse from prisoners without reacting negatively.
- Work quickly and efficiently under constantly changing job demands.
- Satisfactorily complete prescribed courses of training at the Washington State Criminal Justice Training Academy and other In-Service Training programs, within prescribed timeframes.
- Qualify in defensive tactics and hostage survival, CPR, use of an AED, and basic first aid.
- Demonstrate and exercise skill in the use, care and accurately firing firearms.
- Physically subdue and restrain inmates in a variety of volatile, possibly dangerous situations.
- Wear protective equipment as required by the Office.
- Manage face-to-face interactions and confrontations with hostile, depressed and/or otherwise emotionally distraught suspects/inmates.
- Use various equipment associated with a jail environment, in addition to equipment such as a personal computer, telephone, copiers, printers, and other applicable technical equipment.
- To drive a vehicle to off-site training facilities, seminars, academies, or in the transport of inmates to appointments.

Working Conditions/Physical Activities

(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Kitsap County provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)

Positions in this class typically require:

- Work in a jail environment, occasionally escorting inmates to court or appointments, and occasionally working in an office setting.
- Driving a vehicle and exposure to the hazards associated with all weather conditions and traffic is necessary.
- This is a 24 hours/day, 7 day a week operation and employees rotate shifts, with varying days off.
- Sitting for extended periods of time.
- Must have sufficient strength and flexibility including running, jumping, balancing, climbing, crawling, kneeling, bending, stooping, twisting, crouching, reaching, lifting, carrying, dragging, throwing, pushing/pulling in order to physically subdue and restrain inmates or other individuals in a variety of volatile, possibly dangerous situations as necessary.
- Visual acuity is required to conduct investigations of jail incidents and crime scenes and operate computer equipment. (Visual acuity cannot be worse than 20/100 in each eye without correction and corrected to 20/20 in the better eye and 20/30 in the lesser eye.) No color vision deficiencies.
- Wearing protective equipment a required by the Office.
- Hear voice communication and respond appropriately and to hear and understand two-way radio communications.
- Sitting, walking or running, standing, bending, carrying light items.
- Firing a weapon.

Incumbents may be:

- Exposed to hazardous conditions where incumbents must respond to emergencies presenting physical risks from various sources including: violent suspects/inmates, variety of potential weapons, noise, chemicals, bodily secretions, and other potential situations/dangers typical to jail settings.
- Required to work shifts, overtime, holidays and weekends, and to respond to emergencies.

ILLUSTRATIVE EXAMPLE OF DUTIES:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Essential Job Duties:

- Receive prisoners into custody.
- Input personal data and information into the computer terminal and required logs.
- Check computer for outstanding warrants and serve warrants, subpoenas, writs and other legal papers, search, and take identification data such as fingerprints and photographs.
- Maintain office jail records as required by law.
- Collect, record, secure, and store personal property, including money and other valuables.
- Receive and accurately record payment of bail and money intended for inmates. Take and distribute inmate commissary requests when required.
- Use independent judgment in deciding courses of action and to handle difficult and emergency situations without assistance.
- Enforce rules and Sheriff's Office Jail regulations according to Standard Operating Procedure.
- Instruct inmates on Sheriff's Office Jail regulations and procedures.
- Restrain inmates in a variety of volatile, possibly dangerous situations.
- Participate in disciplinary proceedings and hearings as assigned.
- Summon medical attention for prisoners and render first aid as necessary.
- Assume responsibility for movement of prisoners within assigned area of Sheriff's Office Jail.
- Assign and direct work of inmate workers and other prisoners in the cleaning and maintenance of Sheriff's Office Jail areas.
- Oversee food service, and assures that all utensils are returned after meals.
- Oversee activities of inmates in regards to recreation, educational classes, visitation time and counseling.
- Refer unusual problems and situations or emergencies to the Supervisors.
- Interviews with attorneys, social workers, and other authorized personnel. Screen visitors.
- Operate control room: Monitor cameras of Sheriff's Office Jail and control all entrances, doors and gates within the Sheriff's Office Jail. Watch for potentially dangerous situations and other improper Sheriff's Office Jail conditions.
- Answer phone calls and relay approved information concerning prisoners to relatives, attorneys, probation, police officers and others.
- Coordinate with various Municipal Courts, District Courts, Superior Courts, Tribal Courts and Federal Courts to assure that prisoners appear as scheduled for trial.
- Escort and transport inmates to courts and other facilities or institutions. Operate a motor vehicle to transport prisoners.
- Release inmates according to Standard Operating Procedures and established procedures for release, such as posting bond, payment of bail, and personal recognizance, as authorized by the courts.
- Process and maintain commitments according to established procedure.
- Compose and prepare written incident reports, logically organizing details concerning any problem or emergency situations or occurrences within the Sheriff's Office Jail.
- Oversee the disbursement of medications.
- Receive training in the safety and use of firearms and other weapons. Discharge firearms and other weapons accurately.
- Testify in court or at hearings.
- Read, understand and interpret law, ordinances, rules and regulations related to correctional work.

Other Job Duties:

- May perform specialized duties depending on individual officer's background and ability, and the needs of the department.
- Perform related work as required.

OTHER POSITION RELATED INFORMATION:

This position is:

- Classified as eligible for overtime under the Fair Labor Standards Act (FLSA)
- Covered under a collective bargaining agreement. Union membership or service fee obligation is mandatory within 30 days of employment.
- Must wear the office issued uniform.
- Any conviction record may be disqualifying.
- Applicants will be disqualified who have resigned in lieu of termination or were discharged for disqualifying misconduct from a full-time, commissioned law enforcement position during their probationary period.

Note: Corrections Officers are required to use the minimum physical restraint necessary to preserve the security of the Sheriff's Office Jail and safety of staff and prisoners, and are not allowed to carry arms or other weapons within the Sheriff's Office Jail. When commissioned and authorized, Corrections Officers will carry arms while transporting prisoners outside the Sheriff's Office Jail.

IMPORTANT RECRUITMENT INFORMATION

RECRUITMENT PROCESS:

In order to qualify for a position on the Hiring Register, you are required to successfully pass the following requirements: Review of qualifications, written examination and physical agility. An applicant **must** successfully pass each examination requirement before being able to proceed to the next exam. Notification will be **emailed** to all **qualified** applicants and updated through our online hiring center. Please make sure to check your email and the online system daily for updates.

PHYSICAL AGILITY:

The physical agility is tentatively scheduled for Tuesday, April 2nd at the South Kitsap High School. The requirements are from the Washington State Criminal Justice Training Commission and include: push ups, sit ups and a 1.5 mile run. For more information please review the requirements at <https://fortress.wa.gov/cjtc/www/>

WRITTEN EXAMINATION:

The written examination is tentatively scheduled for Thursday, April 4th. The estimated cost is about \$28.00. Qualified candidates will

need to pay by cash, check or money order at the date of the tests. Checks are to be made payable to the Kitsap County Treasurer. If paying by cash, you must have the exact amount. Please be prompt, as those arriving after the examination begins will not be allowed to participate. The minimum passing score for this examination is set at 70%. However, only the top applicants with the highest passing score from the written examination will be eligible to be placed on the register.

*****If you have taken the written test in the last 6 months your previous written score will be utilized in this exam*****

BACKGROUND INVESTIGATION AND PERSONAL HISTORY QUESTIONNAIRE:

The top female candidates will be sent the Background Investigation and Personal History Questionnaire to be completed, notarized and submitted by a set deadline. Failure to return this questionnaire by the deadline will lead to removal of the applicant's name from the hiring register.

HIRING REGISTER:

When an applicant on the hiring register is offered permanent employment that will be contingent upon the applicant successfully passing a **medical, psychological and polygraph examination, and a complete reference and background investigation, executive board interview and any other process deemed necessary by the Sheriff's Office. Any conviction record may be disqualifying.** The term of the hiring register shall normally be for six (6) months and in no event longer than two (2) years.

VETERANS PREFERENCE:

Veteran's preference granted in accordance with RCW 41.04.010 to applicants who have **not** used veteran's preference before in securing any past employment. Please submit a copy of the DD214 form and completed Kitsap County Veteran's Preference Checklist that is available online prior to physical agility for the register to reflect it in your scores.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kitsapgov.com>

Position #2013-COR
CORRECTIONS OFFICER 1 - FEMALE ONLY
CM

614 Division St, MS#23
Port Orchard, WA 98366
360.337.7185

CORRECTIONS OFFICER 1 - FEMALE ONLY Supplemental Questionnaire

- * 1. Employees in this department are considered 'essential employees' and are expected to report to duty on time and remain at work until the end of the scheduled shift even if an inclement weather event or emergency is declared. Are you able to meet this requirements?
 YES
 NO
- * 2. (REQ-1) I certify that I have read the complete job classification for this position and I am able to perform the essential functions of this position, with or without reasonable accommodations.
 YES
 NO
- * 3. I understand that all related experience must be listed under the Work Experience section of this application to quantify and qualify my application; it must include a detailed explanation of my roles and responsibilities at each relevant employer. Resumes are not rated or reviewed for minimum and preferred qualifications. I also understand that an incomplete application or lack of details will disqualify my application.
 YES
 NO
- * 4. (DRA-01) Do you have a valid driver's license? NOTE: You must possess a valid Washington State Driver's License by the time of appointment. (Required per the Fleet Risk Control Policy.)
 Yes
 No
- * 5. (DRA-02) Have you had your license for at least one year? (Required per the Fleet Risk Control Policy.)
 Yes
 No
- * 6. (DRA-03) Are you at least 18 years old? (Required per the Fleet Risk Control Policy.)
 Yes
 No
- * 7. (DRA-04) Has your driver's license been suspended for any reason in the last 3 years?
 Yes
 No
- * 8. (DRA-05) Has your driver's license been suspended for any reason more than once in the last 5 years?
 Yes
 No
- * 9. (DRA-06) Has your driver's license been revoked in the last 5 years?
 Yes
 No
- * 10. (DRA-07) Have you been convicted once in the last 3 years, or twice in the last 5 years for reckless driving or other similar offenses (e.g. careless driving)?
 Yes
 No
- * 11. (DRA-08) Have you been convicted in the last 5 years for any driving offense involving the use of drugs, alcohol or any controlled substances?
 Yes
 No
- * 12. (DRA-09) Have you been convicted in the last 5 years for a hit-and-run offense involving bodily injury or reportable property damage?
 Yes
 No
- * 13. (DRA-10) Have you been found at-fault for two or more accidents in the last five years, or found at-fault in any accident in the last five years resulting in a fatality?
 Yes
 No
- 14. (DRA-11) Your driving record for the last 5 years will be reviewed. Please list all traffic violations for the last 5 years below. Exclude any parking violations or photo enforcement tickets. Include in your response the type of citation, date of citation and disposition.
- 15. (DRA-12) Please list all pending driving related charges. Exclude any parking violations or photo enforcement tickets. Include in your response the type of citation, date of citation

and disposition.

- * 16. (DRA-13) I understand depending upon my answers to the above driving related questions and after a review of my driving record I may be disqualified for this position. I also understand that I will be required to provide a copy of my Employment Driving Record prior to appointment for verification of a safe driving record.
 Yes No

 - * 17. Did you graduate from High School or receive your GED equivalent?
 Yes No

 - * 18. (SHF) Per the Kitsap County Sheriff's Office policy candidates that smoke or have smoked in the last 3 years are not eligible for consideration for employment. Do you smoke or have you smoked in the last 3 years?
 YES
 NO
- * Required Question