

**Richland County**  
**APPLICATION FOR EMPLOYMENT**

**ALVIN S. GLENN DETENTION CENTER**



**201 JOHN MARK DIAL DRIVE**  
**COLUMBIA, SOUTH CAROLINA 29209**

**TO: APPLICANTS**

**FROM: PERSONNEL DIVISION – ALVIN S. GLENN DETENTION CENTER**

**SUBJECT: PRE-EMPLOYMENT REQUIREMENTS**

On behalf of the Alvin S. Glenn Detention Center, we welcome your application. For you to be considered for interview and employment, the following minimum qualifications must be met and all sections of the application completed.

**CORRECTIONAL OFFICER – REQUIREMENTS**

1. High School Graduate or General Educational Development (GED)
2. Minimum twenty-one (21) years of age
3. No criminal history
4. Valid SC Driver's License – Limited violations, if any
5. Drug Free Background
6. Satisfactory interview
7. Satisfactory background and financial investigation, polygraph examination, psychological test, and drug test
8. A United States citizen
9. Medical examination results must show that you are able to perform all the essential functions of the job for which you are applying with reasonable accommodation
10. Wearing of the Alvin S. Glenn Detention Center uniform on duty and meet grooming standards
11. Willingness to work rotating shifts and overtime as the job requires (day and night shifts)
12. Willingness to work at auxiliary Alvin S. Glenn Detention Center sites outside the main facility

YOU MUST FURNISH PHOTOSTATIC COPIES OF YOUR DRIVER'S LICENSE, SOCIAL SECURITY CARD, BIRTH CERTIFICATE, HIGH SCHOOL/GED/COLLEGE DIPLOMAS, DD214 (IF PRIOR MILITARY), CERTIFIED DRIVING RECORD FROM ALL STATES IN WHICH YOU HAVE BEEN LICENSED IN THE PAST FIVE (5) YEARS, AND A FINANCIAL HISTORY CHECK AT THE TIME OF APPLYING. APPLICATION MUST BE RETURNED WITH ALL REQUIRED DOCUMENTS ATTACHED.

NOTE: SOME OF THE INFORMATION REQUESTED IN THE BACKGROUND INVESTIGATION SECTION IS NECESSARY TO DETERMINE ATTENDANCE ELIGIBILITY AND BASIC JAIL CERTIFICATION WITH THE SOUTH CAROLINA DIVISION OF PUBLIC SAFETY, CRIMINAL JUSTICE ACADEMY DIVISION.

RETURN APPLICATION TO: RICHLAND COUNTY PERSONNEL, 2020 HAMPTON STREET, ROOM 3058; COLUMBIA, SC 29202, OR ALVIN S. GLENN DETENTION CENTER; 201 JOHN MARK DIAL DRIVE; COLUMBIA, SC 29209.

**ALVIN S. GLENN DETENTION CENTER**  
**SOUTH CAROLINA**

**APPLICATION FOR EMPLOYMENT**  
**Equal Opportunity Employer**

201 John Mark Dial Drive  
Columbia, South Carolina 29209

(803) 576-3216

**INSTRUCTIONS: PLEASE PRINT OR TYPE AND COMPLETE ENTIRE APPLICATION**

**Placing an application with the Alvin S. Glenn Detention Center does not imply you will be interviewed or hired.** only that you will be considered for vacancies based upon the position applied for, when vacancies exist. Applications are considered active for six (6) months unless you contact us. If you are offered employment, it will be necessary to complete a physical examination (possibly at your own expense), the results of which must be satisfactory to the Center and the South Carolina Division of Public Safety, Criminal Justice Academy.

Initials \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_ Date: \_\_\_\_\_

**PERSONAL DATA**

1. NAME: \_\_\_\_\_  
Last First Middle

2. ADDRESS \_\_\_\_\_  
Number Street City State Zip County

3. TELEPHONE: \_\_\_\_\_  
Home Business Other

4. Have you worked under another name, please indicate: \_\_\_\_\_

5. Are you a United States citizen? Yes \_\_\_\_\_ No \_\_\_\_\_  
If no, Visa type \_\_\_\_\_ Immigration Number \_\_\_\_\_

6. Date available to start work \_\_\_\_\_

7. Do you possess a valid S.C. driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, give number \_\_\_\_\_ Date of issue \_\_\_\_\_

**RECORD OF EDUCATION**

<b>School</b>	<b>Name &amp; Address</b>	<b>Attendance Dates</b>	<b>Years Completed</b>	<b>Did You Graduate?</b>	<b>List Degrees</b>
<b>High School</b>					
<b>Technical College</b>					
<b>College/ University</b>					
<b>Seminars/ Institutions</b>					
<b>Other Education</b>					

8. If you did not graduate from high school, have you passed the General Educational Development (GED) test? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when and where did you complete the GED? \_\_\_\_\_

9. Indicate languages you speak, read or write \_\_\_\_\_

10. List professional licenses you hold \_\_\_\_\_ License Number \_\_\_\_\_

11. List scholarships, academic honors, honors, awards \_\_\_\_\_

12. List courses you have taken that would be particularly useful to the position for which you are applying: \_\_\_\_\_

13. List training, skills, and experience you feel would especially fit you for work with the Detention Center: \_\_\_\_\_

14. Typing speed (WPM) \_\_\_\_\_ List equipment or office machines you can operate \_\_\_\_\_

## EMPLOYMENT HISTORY

List all present and past employment, beginning with most recent:

1. Employment dates from \_\_\_\_\_ to \_\_\_\_\_ Ending Salary \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_  
Street or PO Box City State Zip

Supervisor(s) Name \_\_\_\_\_

Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Job Duties \_\_\_\_\_

2. Employment dates from \_\_\_\_\_ to \_\_\_\_\_ Ending Salary \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_  
Street or PO Box City State Zip

Supervisor(s) Name \_\_\_\_\_

Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Job Duties \_\_\_\_\_

3. Employment dates from \_\_\_\_\_ to \_\_\_\_\_ Ending Salary \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_  
Street or PO Box City State Zip

Supervisor(s) Name \_\_\_\_\_

Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Job Duties \_\_\_\_\_

4. Employment dates from \_\_\_\_\_ to \_\_\_\_\_ Ending Salary \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_  
Street or PO Box City State Zip

Supervisor(s) Name \_\_\_\_\_

Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Job Duties \_\_\_\_\_

5. Employment dates from \_\_\_\_\_ to \_\_\_\_\_ Ending Salary \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_  
Street or PO Box City State Zip

Supervisor(s) Name \_\_\_\_\_

Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Job Duties \_\_\_\_\_

May we contact the employers listed above? \_\_\_\_\_ If no, which company do you wish us to contact? \_\_\_\_\_

Explain \_\_\_\_\_

**PERSONAL REFERENCES (No relatives or former employers)**

Name	Occupation	Address	Telephone Number

**NEIGHBORS**

Names	Address	Telephone Number

**I hereby represent that the information provided is correct and complete to the best of my knowledge. I understand that any incorrect, incomplete, or false statements or information furnished by me may void this application or subject me to discharge at any time after employment.**

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Do you have relatives employed by Richland County?**

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**If so, names and relationship:** \_\_\_\_\_

**What Department?** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_



Number	Street	City	State	Zip

D. List complete names of persons residing with you.

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Last First Middle

E. Parents name: Father \_\_\_\_\_  
Last First Middle

Mother: \_\_\_\_\_  
Last First Middle

3. Date of Birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

A. Has your date of birth ever been changed on a legal document? If yes, explain \_\_\_\_\_

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4. Social Security Number: \_\_\_\_\_

5. Sex: Male \_\_\_\_\_ Female \_\_\_\_\_

6. Marital Status: \_\_\_\_\_ Single \_\_\_\_\_ Married \_\_\_\_\_ Divorced \_\_\_\_\_ Separated \_\_\_\_\_ Widowed

A. Name of Spouse: \_\_\_\_\_  
Last First Middle

B. Spouse's Occupation \_\_\_\_\_ Where employed \_\_\_\_\_

C. Name of former spouse \_\_\_\_\_  
Last First Middle

D. List all your children, including any adopted or stepchildren

Name	Date of Birth	Name/Address/with whom resides

**MILITARY SERVICE** Yes \_\_\_\_\_ No \_\_\_\_\_ Branch \_\_\_\_\_

Total Years \_\_\_\_\_ Highest Grade \_\_\_\_\_

A. Are you registered for Selective Service? Yes \_\_\_\_\_ No \_\_\_\_\_

E. What is the date and location of you last discharge? \_\_\_\_\_

C. List all medals and decorations awarded you during your military service \_\_\_\_\_

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D. If you are presently a member of the National Guard or any military reserve, give the unit, location, and describe your obligation: \_\_\_\_\_

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**FINANCIAL STATUS**

A. List income other than salary (include salary of spouse) \_\_\_\_\_

B. How many persons do you support? \_\_\_\_\_

C. Have your ever been sued? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, give details \_\_\_\_\_

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D. What is the total amount of your debts at present? \_\_\_\_\_

E. List credit references, including businesses to which you make monthly payments.

Number	Street	City	State	Zip

**WORK HISTORY**

A. Have you ever been or are you now engaged in a private business? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, list your capacity and give name of business \_\_\_\_\_

B. Have you ever been discharged or asked to resign from a job? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, explain \_\_\_\_\_

**WORK HISTORY** (cont'd)

- C. Do you object to wearing a uniform and meet all grooming standards? Yes \_\_\_\_ No \_\_\_\_
- D. Do you object to working overtime? Yes \_\_\_\_ No \_\_\_\_
- E. Do you object to working regular shifts? Yes \_\_\_\_ No \_\_\_\_
- F. Do you object to working rotating shifts? Yes \_\_\_\_ No \_\_\_\_
- G. Do you understand that you may work day or night shifts? Yes \_\_\_\_ No \_\_\_\_
- H. Do you understand that you must successfully complete all required training? Yes \_\_\_\_ No \_\_\_\_
- I. Do you understand that you must successfully complete all required probationary periods? Yes \_\_\_\_ No \_\_\_\_

**PERSONAL HISTORY**

- A. In the back of this application is a statement of the essential functions of Alvin S. Glenn Detention Center correctional officers. Read the functions of the position for which you are applying and answer the following?
  - 1. After training, could you perform the essential functions of the job for which are applying? Yes \_\_\_\_ No \_\_\_\_  
If no, explain \_\_\_\_\_  
\_\_\_\_\_
  - 2. If no, what, if any accommodation could be made so you could perform the essential function? \_\_\_\_\_  
\_\_\_\_\_

B. Have you ever illegally used, bought, or sold any of the following drugs? (Check)

Marijuana ____	Amphetamines ____	Barbiturates ____	Hallucinogens ____
Cocaine ____	Morphine ____	Pep Pills ____	Nerve Medicine ____
Hashish ____	Sleeping Pills ____	Heroin ____	Steroids ____

If indicated, explain \_\_\_\_\_

When was the last time you used any of the above \_\_\_\_\_

**CRIMINAL RECORDS**

A. Have you ever been arrested by law enforcement? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give details \_\_\_\_\_

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Offense Charged	Police Agency	State	Date	Disposition
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B. Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give details \_\_\_\_\_

C. Have you ever been bonded? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, list jobs \_\_\_\_\_

D. Have you ever been placed on probation? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain \_\_\_\_\_

E. Have you ever had any traffic violations? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain \_\_\_\_\_

F. Have you ever stolen anything? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_

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G. Have you ever been court martialled or a subject of disciplinary action while a member of the armed forces? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_

H. Can you operate a motor vehicle? Yes \_\_\_\_\_ No \_\_\_\_\_

I. Do you possess a driver's license issued by another state? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give state and number \_\_\_\_\_

I. Has your license ever been suspended or revoked? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, State \_\_\_\_\_ Reason \_\_\_\_\_ Date \_\_\_\_\_

Details \_\_\_\_\_

J. Was your license restored? Yes \_\_\_\_\_ No \_\_\_\_\_ Date restored \_\_\_\_\_

K. Are your driving privileges restricted? Yes \_\_\_\_\_ No \_\_\_\_\_ List restrictions \_\_\_\_\_

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L. Are you attempting to conceal any information about your background? Yes \_\_\_\_\_ No \_\_\_\_\_

STATE OF SOUTH CAROLINA  
COUNTY OF RICHLAND

I hereby certify that all statements on this form are true and complete and any misstatement or omission of information will subject me to disqualification or dismissal.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20

\_\_\_\_\_  
Full Signature of Applicant

**ALVIN S. GLENN DETENTION CENTER**

I, \_\_\_\_\_, permit my present and prior employers to divulge, to this organization relevant information from my personnel file(s) they possess. I also authorize this organization to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice. I authorize you to make an investigative consumer report whereby information is obtained through personal interviews with neighbors, friends, and others with whom I am acquainted.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

**APPLICANT CONSENT TO DRUG TESTING**

The undersigned applicant for employment understands and acknowledges that Richland County requires all applicants who are tentatively selected for employment to submit to and pass a drug test, and failure to take test, failure to cooperate in taking the test, failure to follow test procedures, or testing positive for the use of illegal drugs or substances will result in disqualification from employment.

The drug test will be by urinalysis and if the collector of the test sample believes that there is a reasonable possibility that the applicant has or will tamper with or substitute the urine sample or any additional sample may be collected under conditions in which a person of the same gender of the applicant may witness the collection.

The applicant consents to the foregoing.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Witness (Required only when signed by mark)

\_\_\_\_\_  
Date

# ALVIN S. GLENN DETENTION CENTER

201 John Mark Dial Drive, Columbia, South Carolina Telephone (803)576-3200 Fax (803) 576-3292 TDD (803) 576-2045



*Ronaldo D. Myers CJM*  
*Director*

I hereby authorize the Alvin S. Glenn Detention Center to receive any criminal history information pertaining to me, which may be in the files of any local, state, or federal criminal justice agency. This authorization shall remain in effect from date of signature until such time as my application is rejected or, if employed, my employment is terminated.

I also request and authorize a review and full disclosure of all records concerning me, to any authorized agent of the Alvin S. Glenn Detention Center, whether the records are of public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of education institutions; internal investigations and disciplinary records; financial or credit institutions or reporting agencies including loans, the records of commercial or retail credit agencies (including credit reports and/or ratings), and other financial statements or records whatever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the US Veterans Administration, employment and pre-employment records, and recollection of attorneys at law, or of other counsel, whether representing me or another person in any case, either civil or criminal, in which I have or have had an interest. I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining the suitability for employment by the Alvin S. Glenn Detention Center.

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

I hereby release any and all individuals, organizations, previous employers, reporting agencies, and others as stated above from any liability or damage, which may result from furnishing the requested information.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Seal

\_\_\_\_\_  
Date

## EEO Data Reporting Form

The federal government requires the following information to be collected for statistical reporting as a part of Richland County's Affirmative Action Program. All responses are voluntary. Refusal to answer will not result in adverse treatment of any applicant. This information is not used in the employment process nor released in a manner which identifies the individual. **The form will be removed by the Recruitment Office prior to being forwarded to the respective department for consideration.**

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**Today's Date:** \_\_\_\_\_

A. **Social Security No.:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

B. **Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

C. **Position for which you are applying:**

**Title:** \_\_\_\_\_ **Department:** \_\_\_\_\_

D. **Sex (check  appropriate box)**      **Male**       **Female**

E. **Race (check  appropriate box)**

White/Non Hispanic	<input type="checkbox"/>
American Indian/Alaskan native	<input type="checkbox"/>
Black/Non Hispanic	<input type="checkbox"/>
Asian/Pacific Islander	<input type="checkbox"/>
Hispanic	<input type="checkbox"/>

F. **Date of Birth:** \_\_\_\_\_

G. **Do you have any disabling conditions for which you desire reasonable accommodations?**    **Yes**     **No**

H. **Veteran: Vietnam Era Veteran Check ()**    **Yes**     **No**     **Date of last separation** \_\_\_\_\_

Disabled Veteran (Disability of 30 per centum or more administered by the VA; or discharged or released for disability)    **Yes**     **No**

I. **How did you become aware of this position vacancy:** \_\_\_\_\_

## Alvin S. Glenn Detention Center Job Description

<b>Position Title:</b>	Detention Officer	<b>Reports to:</b>	Assistant Watch Commander
<b>Status:</b>	Non-Exempt	<b>Date:</b>	April 21, 2005
<b>Incumbent:</b>		<b>Analyst:</b>	

### General Summary

The Corrections Officer coordinates, controls, and directs the movement of prisoners within the jail facility. The Corrections Officer receives, processes, transports, and guards prisoners as well as performs general building maintenance duties of the facility or surrounding grounds in order to provide for care and security of prisoners confined within the correctional facility.

(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.) Transport inmates to authorized locations such as Magistrate Court, Circuit Court, medical facilities and other correctional facilities using handcuffs, leg irons, jail vehicles, court lists, movement sheets, waist chains, weapons, wheelchairs, radios, stretchers, restraints, latex gloves following Alvin S. Glenn Detention Center Standard Operating Procedures in order to ensure inmates are transported to specific destinations in the most secure manner possible and ensure weapons and contraband are not brought into inmate population when inmates return to the facility.

Control and monitor housing areas using log books, telephones, control forms, cleaning supplies, facility keys, control panels, radios and cameras following Alvin S. Glenn Detention Center Standard Operating Procedures in order to control access to housing areas and cells, monitor inmate behavior and activity, maintain accurate records of inmates in each housing area and monitor movement occurring inside the facility.

Search inmate cells using latex gloves, flashlights, shakedown forms, storage bags, mirrors, metal detectors following Alvin S. Glenn Detention Center Standard Operating Procedures in order to locate and seize contraband or weapons found in the inmate population and ensure attempts to escape are stopped or prevented.

Perform Housing Officer duties using cleaning supplies, latex gloves, razors, inmate request forms, food service gloves, food carts, facility keys, handcuffs, and restraints following the Alvin S. Glenn Detention Center Standard Operating Procedures in order to monitor inmate behavior within the housing areas and cells, inspect living conditions of inmates, ensure cells and day rooms are clean, ensure inmates receive appropriate nutrition and hygiene and ensure inmate behavior is within facility policies and procedures.

Respond to emergency situations or codes using telephones, intercoms, radios, video cameras, restraints, latex gloves, handcuffs, first-aid kits and supplies, weapons and fire extinguishers following the Alvin S. Glenn Detention Center Standard Operating Procedures in order to establish

control, de-escalate hostile or emergency situations involving inmates, and ensure the safety of co-workers and uninvolved inmates.

Perform medical officer duties using latex gloves, radios, stretchers, wheelchairs, first-aid kits, restraints, special management gowns, masks, intercoms, telephones, medical forms, food trays, facility keys, razors, linens, towels, ice packs, specimen cups, Pass-On logs and sick slips following the Alvin S. Glenn Detention Center Standard Operating Procedures in order to provide security to medical staff or other inmates as inmates are evaluated or treated.

### **General Dimension**

Graduation from a standard senior high school, preferably supplemented by college level course work in criminal justice or a related field and preferable some police or corrections related experience or training; or a combination of education and experience equivalent to these requirements.

Must be at least 21 years of age. Possession of, eligibility for a valid appropriate drivers license, permit issued by the State of South Carolina. Must complete within twelve (12) months from date of employment special training as required by the South Carolina Criminal Justice Academy, including use of firearms and first-aid.

Ability to add, subtract, multiply, divide, to include percentages as needed to calculate the number of inmates and count inmate funds.

Skill in defensive tactics as needed to control and restrain physically violent inmates.

Ability to administer basic first-aid procedures such as treatment for shock, pressure dressings, CPR and calming techniques as needed to administer initial first-aid to stabilize others until medical personnel arrive.

Ability to read and comprehend materials such as facility forms, SOPs, memos, correspondence, written orders, Pass-On logs, grievance documents and movement sheets to include the ability to recognize facility specific terminology as needed to ensure work activities are accomplished according to policy and procedure, read materials to inmates, exchange or acquire information regarding facility operation or inmates.

Ability to think logically as needed to prioritize, organize and perform work tasks, follow instructions or orders and identify strategies to accomplish tasks.

Ability to use standard Correctional Officer equipment such as handcuffs, flashlights, keys, radios, leg irons, telephones, intercoms, restraints and straight jackets to include operating procedures, preventive maintenance, when to use and the capabilities and limitations of each as needed to search cells, unlock doors, control contraband, restrain physically violent inmates, control inmate movement behavior, control TVs and communicate with officers and inmates.

Ability to function under stress to include maintaining one's composure and controlling one's emotions, or temper as needed to respond constructively when inmates are verbally abusive, make effective decisions when inmates are being disruptive and communicate and interact effectively with co-workers, inmates, and superiors.

Ability to write legibly, clearly, accurately and concisely as needed to exchange information with co-workers, inmates, general public, or document work activities when completing facility forms.

Ability to read and comprehend charts and log books such as Pass-On books, code charts, calendars, court lists, chain lists, visitation lists, evaluation lists, medical lists, and housing books as needed to exchange information between shifts regarding facility operations and ensure work activities are documented and performed in compliance with facility policy.

Ability to pay attention to details as needed to detect unusual behavior or activity, monitor inmate activities, identify work areas that require attention and remember circumstances surrounding incidents.

Ability to learn from past experience as needed to minimize the potential for repeating errors or problems.

Skill in the use of firearms and weapons in order to follow the Alvin S. Glenn Detention Center Standard Operating Procedures.

Ability to communicate orally to include the ability to communicate information accurately as needed to exchange information with inmates, co-workers, superiors, other law enforcement agencies, court officials, and the general public.

Ability to interact with individuals from varying socio-economic and cultural backgrounds to include the ability to recognize commonly used slang terms among the inmate population as needed to explain court and law enforcement technical terms to inmates or the general public and encourage or enforce inmate compliance with procedures.

Ability to instruct and give orders to include the ability to use tact, give instructions clearly and concisely as needed to motivate others to learn or comply with facility policies and procedures.

Ability to counsel individuals to include the ability to provide constructive feedback, listen to others' points of view, display empathy and compassion as needed to inform individuals when they are in violation of facility policies and procedures, and assist inmates or officers in resolving personal or professional problems.

The ability to communicate in writing to include the ability to write legibly, clearly and concisely as needed to exchange information in writing with co-workers, inmates or general public and to document facilities work activities.

Ability to operate fire emergency equipment such as breathing apparatus and fire extinguishers to include the ability to locate and operate, and the capabilities and limitation of each as needed to extinguish small fires and prevent smoke inhalation.

Knowledge of facility forms such as officer narratives, counseling forms, administrative segregation forms, payroll sheets, first injury forms, inmate inventory sheets, disciplinary forms, investigative forms, lockdown forms, daily housing supply forms to include completing procedures, routing and proper authorization as needed to document work activities and facility operations, exchange information with others in the facility and document disciplinary incidents.

Knowledge of facility layout to include location of emergency exits, north, south, east and west directions, location of housing areas and sally ports and medical facilities, authorized inmate areas,

mezzanine area, stairways, docket, property room, kitchen, and release area as needed to respond to codes, escort inmates to specific locations, report to work stations, and implement emergency evacuation procedures.

Knowledge of cell search procedures to include procedural steps and the capabilities and limitations as needed to locate and seize contraband or identify rule infractions in the inmate population, along facility perimeter, or in the recreation yard.

Knowledge of strip search procedures to include procedural steps and the capabilities and limitations as needed to locate and seize contraband or identify rule infractions in the inmate population, along facility perimeter, or in recreation yard.

Knowledge of pat search procedures to include procedural steps and the capabilities and limitations as needed to locate and seize contraband or identify rule infractions in the inmate population, along facility perimeter, or in the recreation yard.

Knowledge of suicide prevention techniques to include behavioral contract, special management, restraints, available psychiatric services, 15 minute checks to include suicide procedures, and the capabilities and limitations of each prevention technique required equipment as needed to minimize potential for inmate suicides or suicide attempts.

Knowledge of Standard Operating Procedures such as booking procedures, housing control procedures, classification procedures, transportation procedures, property room procedures, escort officer procedures, medical officer procedures, recreation yard procedures, laundry officer procedures, kitchen officer procedures, law library officer procedures, control room officer procedures, records officer procedures to include accepted interpretation, how to locate and reference and when to implement as needed to ensure work activities are performed uniformly and in a manner that maximizes the facility security.

Knowledge of the Alvin S. Glenn Detention Center organizational structure to include avenues of authorization and the responsibilities of units, sections or areas as needed to instruct inmates on proper procedures, refer questions or problems to other officers in the facility and seek additional information.

Knowledge of the use of minimum force to include when its appropriate to use necessary force as needed to isolate, control or restrain physically violent inmate, de-escalate potentially dangerous situations.

Knowledge of human behavior to include signs of hostility, depression, anxiety, psychotic behavior, deception and distinguishing normal from abnormal behavior as needed to recognize behavior that may escalate into a dangerous situation, identify inmate who may need to be watched to prevent suicide and effectively interact with inmates.

Knowledge of the Correctional Officer Code of Ethics to include fraternization policies, sexual harassment policies, accepted interpretation of professionalism, dress codes and gratuity prohibitions as needed to resist the potential for corruption both on and off duty and to ensure personnel do not abuse the privileges of their positions.

Knowledge of emergency response team procedures to include documentation, chain-of-command, reasons for implementation, assembly and dress procedures, member assignments and

responsibilities and required equipment as needed to control and diffuse potentially hostile situations, provide security in high risk transports, court appearances, or cell extractions.

Knowledge of chain-of-command in include the order of rank, steps for addressing issues in the chain as needed to resolve problems at the lowest possible level.

Knowledge of inmate rules and regulations as found in the Inmate Handbook to include prohibited acts, disciplinary actions, how to locate and reference information in the handbook, inmate privileges and inmate rights as needed to encourage inmate compliance with facility policies and ensure inmates' rights are not violated.

Ability to run 50 feet to half a mile to include the ability to function upon arrival as needed to respond to codes, emergency situations and apprehend fleeing inmates.

Ability to physically restrain individuals as needed to separate fighting inmates, prevent physically violent inmates or suicidal inmates from harming self or others.

Ability to make skillful, coordinated movements of the fingers of one or both hands to grasp, place, or move small objects (such as handcuffs, chains, or other restraints devices) as needed to manipulate the hands of individuals while fingerprinting and manipulate restraint equipment.

Ability to quickly make a single movement using an arm or leg as needed to restrain physically violent inmates, implement defensive tactics against physical attacks from inmates.

Ability to stoop, crouch, or crawl as needed to stoop and bend to look under facility beds, other fixtures and into air vents when conducting cell inspections.

Ability to climb stairs (2 to 3 flights) when patrolling housing areas and cells and respond to emergency situations in housing areas and cells.

Ability to walk distances up to 3 miles intermittently as needed to patrol housing areas and cells, escort inmates to and from specific locations in the facility, and patrol recreation yard.

Ability to see distant environmental stimuli or surrounding as needed to patrol the facility perimeter and observe inmate behavior in housing areas and cells, and recreation yards to identify behavior that is inappropriate or potentially dangerous.

Ability to see under low light conditions as needed to patrol facility perimeter after dark and observe inmate behavior after "lights out."

Ability to see objects or movements in the edges of the visual field as needed to identify potentially dangerous behavior from inmates, observe inmate behavior in housing areas, cells, and recreation yards.

Ability to vocalize orally as needed to give verbal instructions, communicate in dangerous situations, and communicate over the radio.

## **Physical Requirements**

This position routinely requires light lifting, pulling, carrying or pushing of objects weighing no more than 20 lbs; and require coordinated movements of fingers, hands, arms, legs, feet and torso (for operation of computer and like equipment). The position requires concentrated mental effort with close mental/visual attention for sustained periods. The position may require the incumbent to utilize use of force with the use of hand tactics, PR-24, chemical munitions, or firearms.

## **Working Conditions**

Work is normally performed in a normal Detention Center environment with constant contact with inmates and approximately 50% of the time is potentially dangerous and 25% of the time may be hazardous and requires the incumbent to be safety and security conscious at all times.

## **Essential Job Duties / Responsibilities**

1. Responsible daily for maintaining the safety, security, custody, control, and well being of inmates in an ethical and professional manner and maintaining the accountability of inmates.
2. Responsible daily for the accurate completion of the admissions and discharge process of inmates detained.
3. Responsible daily for the restraining, movement, transporting, and escorting of inmates to areas inside and outside the Detention Center.
4. Responsible daily for minimizing the opportunity for contraband to enter the Detention Center and/or getting into the possession of inmates, by performing thorough searches of individuals and shakedowns of security areas.
5. Responsible daily for maintaining, completing, verifying, reviewing, and updating various documents, records, forms and information.
6. Responsible daily for the supervision and control of inmate housing units and the inmates assigned and making routine safety and security checks.
7. Responsible daily for supervising and maintaining custody of inmates on work details inside and outside the Detention Center.
8. Responsible daily for supervising and monitoring special needs inmates.

- 9. Responsible daily for answering telephones, working in public areas assisting other departments or agencies, visitors, or the general public in matters concerning inmates.
- 10. Responsible daily for performing any and all other duties and responsibilities deemed necessary by the Detention Center.

Approvals:

_____	_____
Immediate Supervisor	Date
_____	_____
Immediate Superior	Date
_____	_____
Director of Human Resources	Date