

# Hall County Department of Corrections

## CORRECTIONS OFFICER

The Hall County Dept. of Corrections, Grand Island, Nebraska is taking applications for the position of corrections officer. Visit [hccdcjobs@hallcountyne.gov](mailto:hccdcjobs@hallcountyne.gov) for an application, additional information, job qualifications and requirements. Application packets are also available from the Hall Dept. of Corrections located at 110 Public Safety Drive, Grand Island, NE 68801. All completed applications should be received by **5:00 pm** on **December 29, 2017** to be considered for this round of testing. Hall County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services. Veteran's preference is available.

## *Join Our Team:*

### **Minimum Requirements:**

- Must be a United States Citizen and at least 21 years of age
- Free of any convictions punishable by imprisonment for a term of one year or more with no pardon.
- No domestic assault convictions
- High school diploma or GED
- Valid Nebraska driver's license
- Pass a drug screen once a "conditional job offer" is made
- Pass a medical examination once a "conditional job offer" is made
- Pass a psychological evaluation one a "conditional job offer" is made
- Pass an extensive background check

### **Benefits**

- Competitive Pay
- Scheduling 12 hour shifts with every other weekend off (3 day)
- Health, Dental, Prescription and Life Insurance (Vision optional)
- County Retirement
- Optional Deferred Compensation
- Paid Vacation, Holidays and Medical Leave
- Clothing & Equipment Provided
- Employee Assistance Program
- Bilingual Pay Differential

Read the job description carefully. Complete the entire application including a complete job history. Incomplete applications will be rejected.

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**Part One**  
**Administration and Management**

**Section B**  
**Officer Assignments**

**Title**  
**Floor Officer**

**Number**  
**HCDC 1B-05(e)**

**Effective Date**  
**07-14-08**

**Revised**  
**08-19-08**

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**PURPOSE**

- To create a consistent listing of duties and responsibilities for assigned posts within the department.
- To administer and manage the facility in a professional and responsible manner; consistent with legal requirements.

**POLICY**

The Hall County Department of Corrections shall provide general guidelines concerning the duties and responsibilities for Floor Officers assigned to various posts in the facility.

**SUMMARY**

This duty classification is a first line corrections security worker. The Floor Officer supervises legal offenders, maintaining control and enforcing the rules and regulations of an adult correctional institution. Work of this class is performed under the direct supervision of either a senior corrections Officer, Shift Corporal and/or Shift Sergeant and may be accomplished in a variety of correctional settings; performs related work as directed.

**ESSENTIAL JOB FUNCTIONS**

This assigned position may include, but not be limited to the following duties. The management also reserves the right to modify, adjust, or amend duty assignments without notice.

- Operate manual and/or electronically controlled security equipment such as stationary and handheld metal detectors to maintain control, security, and surveillance of visitors entering the facility.
- Maintain visual security of assigned areas.

- Perform pat search of inmate's person and searches belongings for contraband.
- Manage legal offenders in a wide variety of situations and activities such as, but not limited to, during cleaning, recreation, programs and meal periods.
- Escort and monitor legal or religious visitors and legal offenders during visitation and various interviews performed in the secure perimeter of the facility.
- Ensures all policies and procedures on maintaining proper care, custody and control of inmates are followed.
- Enforce institutional rules and regulations governing the conduct of visitors and legal offenders.
- Prepare and verify written documentation concerning inmate behavior, status and movement.
- Become directly involved in handling incidents involving high security or problem legal offenders; monitor and document such incidents.
- Submit maintenance work orders and formally document any issues relative to safety or security concerns. Recommend improvements to security procedures when appropriate.
- Complete all required booking documentation of inmate; including court information, photo, property intake and fingerprinting.
- Upon the receipt of the necessary release documentation, process all legal offender releases from the facility and complete all needed documentation.
- Perform fingerprinting services for the public, complete general booking process of cites from court.
- Perform work release check-in and check-out duties including strip search and property intake log documentation.
- Transport inmates to various department or court approved engagements such as medical or dental appointments, funerals or to other facilities for various housing requirements.
- Provide on-the-job training for correctional officers as needed.
- Perform other duties as assigned.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by a Staff member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, Staff are regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. Staff are frequently required to sit. Staff must regularly lift and/or move up to 50 pounds and frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those a Staff member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, Staff may be required to use reasonable force during a disturbance or other emergency situations, be subjected to verbal abuse, threats to self and family, assault, and other forms of harassment from inmates, work unarmed and sometimes alone in the midst of groups of inmates.

**KNOWLEDGE, ABILITY AND SKILLS REQUIRED**

These will be acquired by a combination of structured classroom training, assigned training modules, annual in-service training and on the job learning opportunities. Regular employee performance evaluations will be reviewed and discussed between the Officer and their immediate supervisor.

Floor Officers shall acquire the following: Considerable knowledge of correctional institution rules and regulations governing the conduct of visitors and legal offenders; the correctional institutions post orders, regulations, policy and procedures; proper operation of all safety, security and communications equipment in the assigned areas; and general understanding of direct supervision philosophies.

Floor Officers shall demonstrate the ability to: Understand and enforce rules governing the conduct of the visitors and the legal offender; control legal offenders in a variety of settings within the correctional institution; communicate effectively using interpersonal communication skills, both in oral and written form, with all staff, the public and with legal offenders; respond quickly and effectively to situations which threaten the safety and security of the institution; learn and employ effective self defense and control techniques; and to learn to use all administratively approved weapons accurately and effectively. This position will require a strong ability to multi task.

**DESIRABLE TRAINING AND EXPERIENCE**

High school diploma or equivalent; supplemented by college level course work and some experience in the following: a correctional setting, as a counselor, law enforcement work or with responsibility for individuals in other institutional settings.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

High school diploma or equivalent.

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively communicate information, both verbally and written.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration and percent.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**NECESSARY SPECIAL REQUIREMENTS**

- Must be a citizen of the United States and be at least twenty-one (21) years of age or older.
- At the time of employment, must be fingerprinted and the fingerprint cards promptly submitted to the Nebraska State Patrol for a criminal history search; must be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of one (1) year or more, from which a pardon has not been received.
- May be required to submit to and successfully pass a substance abuse test.
- Possession of a valid state operator's license.
- Pass a criminal history review at minimum once every three (3) years

## GENERAL INFORMATION

- This job is with the Hall County Department of Corrections (HCDC) who is actively seeking applicants for a Correctional Officer I position.
- The pay for this job is at the current Step 1 rate of \$17.67 per hour. Employees are paid every two weeks. Performance based step increases at this time are as follows:

Corrections Officer (beginning July 1, 2017):

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Starting	1 year	2 years	3 years	4 years	5 years	6 years	7 years
\$17.67	18.61	19.57	20.53	21.19	22.45	23.41	24.37

- Women and minorities are encouraged to apply.
- This recruitment will be used to add names to establish a current list of qualified people and may be used to fill vacancies as they occur. This list shall remain active for a period of one year or until the list has been exhausted of qualified candidates.

## TO QUALIFY

You must:

- A. Be a citizen of the United States
- B. Be at least twenty-one (21) years of age or older.
- C. Be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of one (1) year or more from which a pardon has not been received. At the time of employment, new employees shall be fingerprinted and their fingerprint cards shall be promptly submitted to the Nebraska State Patrol for a criminal history search.
- D. Have graduated from high school or possess a certificate which certifies an educational development of at least a high school diploma graduation level (or GED).
- E. Possess reading comprehension; report writing and retention abilities.
- F. Possess a valid Nebraska Driver's License.
- G. Pass a work-style behavior survey evaluating the applicant's ability to work with incarcerated inmates in a correctional setting staffed 24 hours a day, 7 days a week.
- H. Pass a Drug Screen once a "conditional job offer" is made from the Department.

## APPLICANTS WILL BE DISQUALIFIED FOR THE FOLLOWING:

1. Felony Convictions
2. A misdemeanor conviction relating to sex crimes, crimes against persons, drugs, fraud or moral turpitude.
3. Five or more citations for traffic violations within the last year.

4. A felony revocation of driving privileges, or a felony or misdemeanor operator's license suspension within the last three (3) years.
5. Inaccuracy, misrepresentation, falsification, inconsistency or omission on the employment application or on any supplemental forms of the application process, or if it is discovered after appointment, will result in termination.
6. Inability to pass or refusal to participate in a Drug Screen (once conditional employment is offered).

## **DUTIES AND RESPONSIBILITIES**

Correctional Officers supervise and control inmates to maintain security and enforce discipline. They are responsible for the safety of inmates and for preventing the destruction of property at their work sites.

Major duties:

- Prepare and write a variety of reports regarding inmates conduct and other institutional issues.
- May be required to restrain violent inmates, lift or carry injured inmates, continually walk housing units, perform cell extractions and searches, pursue inmates.
- Use a video/computer terminal for the entry and retrieval of information.
- Conduct inmate body searches which include inspecting naked inmates for contraband.
- Distinguish distant emergency distress calls, listen for whispers and conversations at a distance, speak clearly and audibly, react instantly and quickly to emergencies.

## **WORKING CONDITIONS**

- May be required to use reasonable force in the performance of duties or during a disturbance or other emergency situations.
- Occasionally deals with verbal abuse, threats to self and family and other forms of harassment from inmates. Work unarmed and sometimes alone in the midst of groups of inmates.
- Supervises inmates in a variety of housing and work environments, which may include open showers and toilet facilities.
- Smoking is prohibited in all areas of the facility.
- Requires shift work in a 24 hour, 7-day a week operation, with night shifts, weekends, holidays and overtime as required.
- Adheres to the uniform code of the specific duty station.
- Must remain constantly alert and observant throughout the shift even if on an isolated post or job where nothing happens for long periods.
- Requires maintaining a pattern of dependability as demonstrated by reporting to duty regularly and on time to specified locations.

- If appointed, applicants will be required to successfully complete all prescribed new employee training and on-the-job training during probationary period. Failure to successfully complete required training may be grounds for termination during the trial service period.
- Occasionally operate a department vehicle to transport incarcerated inmates. You must maintain a valid Nebraska driver's license and a good driving record.
- The Hall County Department of Corrections shall provide a drug and alcohol free workplace. The HCDC prohibits the use, possession, sale or transfer of alcohol or controlled substances, identified by State or Federal Law, during all work hours on County owned property or whenever County work is being performed. These Standards of Conduct are designed to establish and maintain a high level of professional competence and integrity in each member of the Hall County Department of Corrections.