
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

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 ENVIROMENT

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 Correctional Officer I position.
- The pay for this job is at the current rate of \$13.32 per hour. Hall County is currently negotiating a contract with UFCW Local 22. Employees are paid every two weeks.
- 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. 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.

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.

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, listens for whispers and conversations at a distance, speaks clearly and audibly, reacts 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 the trial service period. Failure to successfully complete required training may be grounds for termination during the trial service period; and
- Occasionally operates an institution vehicle to transport incarcerated inmates.

You must have a valid driver's license and a good driving record.

THIS IS THE APPLICATION PROCESS

1. Applicant submits a Hall County Department of Corrections application along with one copy of each of the following attachments:
 - Completed and signed Pre-Employment Background Authorization Form
 - Completed and signed applicant's Certification and Release Form.

PHOTOCOPIES OF:

- Driver's License
 - High School Diploma or GED certificate
 - DD214 or DD215 – Military Discharge Form (if you served in the Armed Forces).
2. The Department of Corrections reviews your application and the required supplements to determine if the applicant meets the minimum qualifications.
 - If the application or required documents are incomplete, the application will not be accepted and will be returned.
 - If complete, the Department of Corrections conducts a Criminal History and Department of Motor Vehicles (DMV) background check.
 3. Applicants who successfully clear the Criminal History and DMV check will be required to complete a work style behavior assessment during the scheduled testing dates. You will be notified of testing dates. Depending on the volume of applications received for this recruitment, applicants will be notified within two to four weeks from the time the Department receives the application of the dates, times and locations to take the survey. The work-style behavior survey takes approximately 1-2 hours to complete.
 4. After successful completion of the work-style behavior survey, the Department of Corrections forwards the test results for scoring purposes. The Department of Corrections will notify applicants of the application status. Failure to pass the work-style behavior assessment will result in your application being placed on inactive status. The survey may be taken only once in a 12-month period.
 5. Upon successful completion of all pre-screening processes as described above, applicant names are placed on a single APPLICANT LIST for Correctional Officer Positions. Applicants are selected for an interview based on the ranking of test scores from the work-style behavior assessment.
 6. Hall County Department of Corrections is under no obligation to offer employment to individuals who have been granted interviews.

APPLICANTS ARE SUBJECT TO AN EMPLOYMENT BACKGROUND CHECK

INFORMATION OBTAINED THROUGH THE APPLICATION PROCESS REMAINS CONFIDENTIAL.

Your application must be received by the closing date and must be complete and legible.

The pay on all announcements may change without notice.

DEPARTMENT OF CORRECTIONS BACKGROUND INFORMATION PACKET

This packet will be used by the Hall County Department of Corrections (HCDC) to conduct a pre-employment background investigation to determine each applicant's suitability for employment. When completing this packet:

- Type or print (in ink) clearly
- Answer all questions
- If you need more space to answer a question, use additional paper. If using additional pages, be sure to write the corresponding question number in front of the response, write your name on each page and attach all pages to the form when you submit it.
- Your application for employment with HCDC will not be considered if this packet is not completed.
- Intentional inclusion of false or inaccurate information may be grounds for rejection of your application for employment.

Name

Signature

Date

I. Personal History

1. Name: _____ M / D / Y
Last First Middle Date of Birth

Social Security Number: _____ - _____ - _____

Present Address: _____
Number and Street City State Zip Code

Permanent Address: _____
Number and Street City State Zip Code

Telephone: (____) ____ - _____ (Home)

(____) ____ - _____ (Work)

(____) ____ - _____ (Permanent)

2. List all other name(s) which you have used or by which you have been known. Fully explain why it was used, where and when. Include nicknames, aliases and maiden names.

3. List all states in which you have lived or worked. Please include the dates you lived/worked in these states.

II. Citizenship

4. Are you a U.S. Citizen? Yes _____ No _____

Naturalized? Yes _____ No _____

If naturalized, give date, place and court of naturalization:

III. Driver's License

5. Are you licensed to operate a motor vehicle?

Yes _____ No _____ State of Issue: _____

6. Driver's License Number _____ Expiration Date: _____

7. Has your driving privilege been suspended or revoked within the last three (3) years?

Yes _____ No _____

If yes, explain fully: _____

8. Are there any current restrictions on or limitations to your driving privilege as a result of legal or DMV action?

Yes _____ No _____

If yes, explain fully using additional paper.

9. List any other states (and dates) in which you have been licensed to operate a motor vehicle. Include the name under which the license was issued.

10. List all citations for traffic violations that you have received in the past 5 years. Do not include parking citations.

Date	City/State	Charge	Final Disposition
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EDUCATION

ELEMENTARY SCHOOL

NAME AND ADDRESS OF SCHOOL

COURSE OF STUDY YEARS COMPLETED DIPLOMA/DEGREE

HIGH SCHOOL NAME AND ADDRESS OF SCHOOL

COURSE OF STUDY YEARS COMPLETED DIPLOMA/DEGREE

UNDERGRADUATE COLLEGE NAME AND ADDRESS OF SCHOOL

COURSE OF STUDY YEARS COMPLETED DIPLOMA/DEGREE

GRADUATE PROFESSIONAL

COURSE OF STUDY YEARS COMPLETED DIPLOMA/DEGREE

OTHER NAME AND ADDRESS OF SCHOOL

COURSE OF STUDY YEARS COMPLETED DIPLOMA/DEGREE

INDICATE FOREIGN LANGUAGES YOU CAN SPEAK, READ AND/OR WRITE

LANGUAGE FAIR FLUENT GOOD

SPEAK

READ

WRITE

Do you have any relative currently working for this agency or any other Hall County agency?

Yes No

Please indicate their name and agency they work for:

IV. MILITARY

11. List all military service in the U.S. Armed Forces, Reserves or National Guard.

DISCHARGE/SEPARATION PAPERS (DD214) MUST BE ATTACHED.

Selective Service Number		Military Service Number		
Branch of Service	Dates of Service	Types of Discharge	Rank or Grade Achieved	
	From/To			
	/			
	/			
	/			
	/			

12. Past commanding officers or military acquaintances are potential sources of relevant information pertaining to your background. Please list those individuals who know you well enough to provide accurate information about you.

V. LEGAL ISSUES

13. If you have ever been convicted as an adult of any criminal offense (or any criminal cases are currently pending), provide the nature of the offenses, the arresting agency, approximate date of conviction (or future court appearances) and your sentence. Use additional paper if necessary.

VI. REFERENCES:

People who know you will be contacted and asked to comment on your suitability for this position. Inquiries will be job-relevant.

14. List four people who have been acquainted with you for five years or more. Do not include relatives or your immediate or former supervisors from work.

A. Full Name _____

Number of Years Known _____

Complete Address _____

Telephone Numbers: Daytime (_____) _____ - _____

Include Area Code

Evening (_____) _____ - _____

B. Full Name _____

Number of Years Known _____

Complete Address _____

Telephone Numbers: Daytime (_____) _____ - _____

Include Area Code

Evening (_____) _____ - _____

C. Full Name _____

Number of Years Known _____

Complete Address _____

Telephone Numbers: Daytime (_____) _____ - _____

Include Area Code

Evening (_____) _____ - _____

A. Full Name _____

Number of Years Known _____

Complete Address _____

Telephone Numbers: Daytime (_____) _____ - _____

Include Area Code

Evening (_____) _____ - _____

15. Is there any employee of the Hall County Department of Corrections who could provide a reference on your behalf? Yes _____ No _____

If yes, list each person:

1. _____

2. _____

3. _____

VII. EMPLOYMENT HISTORY:

16. Chronologically list your complete history since age 17. Begin with your present employer. Include part time and volunteer jobs. If you have any periods of military service or unemployment, list those periods in sequence in the spaces provided. Give complete address (es), phone number (s) and zip codes. Failure to provide all pertinent information may prolong your background investigation process and may prevent you from being considered further in our hiring process. Attach additional pages if needed.

ATTENTION:

Your application will be returned if there are any gaps or omissions in the section

A. Employment Dates (Month and Year)

From: _____ To _____

Name of Employer: _____

Complete Address of Employer: _____

Supervisor's Name: _____

Telephone Number: (____) ____ - _____

Your Job Title: _____

Other Contacts: _____

Reason for leaving:

May we Contact your present/last employer? Yes _____ No _____

If no, state reason _____

B. Employment Dates (Month and Year)

From: _____ To _____

Name of Employer: _____

Complete Address of Employer: _____

Supervisor's Name: _____

Telephone Number: (____) ____ - _____

Your Job Title: _____

Other Contacts: _____

Reason for leaving:

C. Employment Dates (Month and Year)

From: _____ To: _____

Name of Employer: _____

Complete Address of Employer: _____

Supervisor's Name: _____

Telephone Number: (____) ____ - ____

Your Job Title: _____

Other Contact: _____

Reason for Leaving: _____

D. Employment Dates (Month and Year)

From: _____ To _____

Name of Employer: _____

Complete Address of Employer: _____

Supervisor's Name: _____

Telephone Number: (____) ____ - ____

Your Job Title: _____

Other Contacts: _____

Reason for leaving: _____

E. Employment Dates (Month and Year)

From: _____ To: _____

Name of Employer: _____

Complete Address of Employer: _____

Supervisor's Name: _____

Your Job Title: _____

Other Contact: _____

Reason for Leaving: _____

F: Employment Dates (Month and Year)

From: _____ To: _____

Name of Employer: _____

Complete Address of Employer: _____

Supervisor's Name: _____

Your Job Title: _____

Other Contact: _____

Reason for Leaving: _____

G. Employment Dates (Month and Year)

From: _____ To: _____

Name of Employer: _____

Complete Address of Employer: _____

Supervisor's Name: _____

Your Job Title: _____

Other Contact: _____

Reason for Leaving: _____

H. Employment Dates (Month and Year)

From: _____ To: _____

Name of Employer: _____

Complete Address of Employer: _____

Supervisor's Name: _____

Your Job Title: _____

Other Contact: _____

Reason for Leaving: _____

I. Employment Dates (Month and Year)

From: _____ To: _____

Name of Employer: _____

Complete Address of Employer: _____

Supervisor's Name: _____

Your Job Title: _____

Other Contact: _____

Reason for Leaving: _____

ADDITIONAL WORK HISTORY

The following spaces are provided to assist you in formatting your additional work history. Please copy this page and sequentially label your work experience, starting with the letter J. Only submit this page if your work history goes beyond the letter I.

Employment Dates (Month and Year)

From: _____ To: _____

Name of Employer: _____

Complete Address of Employer: _____

Supervisor's Name: _____

Your Job Title: _____

Other Contact: _____

Reason for Leaving: _____

Employment Dates (Month and Year)

From: _____ To: _____

Name of Employer: _____

Complete Address of Employer: _____

Supervisor's Name: _____

Your Job Title: _____

Other Contact: _____

Reason for Leaving: _____

Employment Dates (Month and Year)

From: _____ To: _____

Name of Employer: _____

Complete Address of Employer: _____

Supervisor's Name: _____

Your Job Title: _____

Other Contact: _____

Reason for Leaving: _____

Employment Dates (Month and Year)

From: _____ To: _____

Name of Employer: _____

Complete Address of Employer: _____

Supervisor's Name: _____

Your Job Title: _____

Other Contact: _____

Reason for Leaving: _____

VIII. GENERAL TOPICS

17. The Corrections Officer job description lists the duties and working conditions of this position. Is there any reason you could not comply with these duties or working conditions?

Yes _____ No _____

If yes, explain:

18. Have you ever interviewed for a position with the Hall County Department of Corrections or any other Hall County agency?

Yes _____ No _____

If yes, where and when?

List location(s) and date (s)

1. _____
2. _____
3. _____
4. _____

19. Do you know, or are you related to, any person who is currently an inmate under the supervision of any correctional facility at any level (federal, state, county, local)? If so, use the comments area and provide their name, location and the nature of your relationship with them.

Yes _____ No _____

Comments: _____

20. The Hall County Department of Corrections will be completing an intensive employment background investigation. Please write in detail, everything you feel is important for your background investigator to know concerning your application and your suitability for service with the Department of Corrections: (use space below)

I hereby consent to the County's verifying all the information I have provided by my resume and application form. I also agree to execute as a condition of employment written authorizations necessary for the County to obtain access to and copies of records pertaining to the information. With regard to the foregoing and all courses of action that otherwise might arise from supplying the County with information it may request pursuant to this release. I understand that any false answers or statements, or misrepresentations by omission, made by me on my application or any related document, will be sufficient for rejection of my application or for my immediate discharge should such falsification or misrepresentations be discovered after I am employed.

Applicant's Signature

Date

AUTHORITY TO RELEASE INFORMATION

(PLEASE DO NOT USE BLUE INK OR PENCIL WHEN COMPLETING THIS FORM)

BACK PAGE MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC

FULL NAME: _____

PLEASE PRINT

SIGNATURE

DATE OF BIRTH: _____ SOCIAL SECURITY #: _____

TELEPHONE NUMBER: _____ DATE: _____

I have made application for employment at the Hall County Department of Corrections in order to become an employee.

I hereby authorize a review and full disclosure of all records of files, or any part thereof, concerning myself that may be related to my application for my employment to the Hall County Department of Corrections, its employees or its agents bearing or furnishing this release, within twelve (12) months of its date, whether the said records are public or private, and including these which may be deemed to be of a privileged or confidential nature. I authorize the full and complete disclosure of the records and files or educational institutions, financial or credit agencies; medical and psychiatric consultant and/or treatment, including hospital, clinics, private practitioners, the U.S. Veteran's Administration, and all military and psychiatric facilities, public utility companies; employment and pre-employment records including background investigation reports, the results of polygraph examinations, efficiency ratings, complaints or grievances filed by or against me; records of complaints of civil nature made by or against me including, but not limited to, the records and recollections of attorneys at law, other counsel representing or having represented me; and any records of any type whatsoever which concern any arrest or criminal changes involving me.

AUTHORITY TO RELEASE INFORMATION

This release is executed with the full knowledge and understanding that the information is for the official use of the Hall County Department of Corrections, and I further understand that such information can be released to any law enforcement agency where I might later wish to make application for employment.

I release from liability and hold Hall County and the Hall County Department of Corrections harmless for all actions taken as a result of the information they receive.
