

CORRECTIONS/COMMUNICATIONS OFFICER

Starting Pay \$19.28 per hour

The Adams County Sheriff's Department is now
accepting applications for the position of

Corrections/Communications Officer until August 30, 2021

Applicants must be at least 21 years of age and possess a High School Diploma
or G.E.D. Certificate and have a valid driver's license.

Excellent employee benefits which include health
Insurance plan, vacation, earned sick leave, and
furnished uniforms.

Applications are available at the Adams County Sheriff's
Department Suite 126, Adams County Courthouse,
500 West 4th Street, Hastings NE 68901 or
On the Adams County website.

Run Dates August 7th, 13th, 19th, 23rd

Adams County

Communication/Corrections Officer

Job Description

PURPOSE OF POSITION: Maintain the Corrections/Communications facility and inmates in a safe and secure manner.

ESSENTIAL FUNCTIONS:

- Supervise and control inmate behavior in the corrections facility through the use of direct contact, surveillance devices, patrolling, and inspections of persons and areas.
- Direct inmates while they are moving through the facility, monitor actions, and approve entry or exit.
- Search inmates' persons, clothing, living areas, and other facility areas for weapons or contraband.
- Enforce procedures for secure areas to maintain general security of the corrections facility.
- Transport inmates safely and securely while outside the facility.
- Maintain fire safety, respond to emergency situations, and review emergency procedures to be initiated in case of fire, escape, disaster, or riot.
- Follow established procedures to record, admit, and release inmates into and from the corrections facility.
- Perform medical support services, including administering medication, arranging medical and dental care, and supervising inmates during such care; investigating inmate injuries, determining necessity of emergency medical treatment, and applying first aid as needed.
- Enforce inmate procedures and rules concerning such areas as mail, telephone, access to courts, and visitation.
- Review, investigate, and enforce inmate discipline.
- Exercise interpersonal and human relations skills to ensure health and welfare of inmates.
- Prepare and serve food and supervise cleanup as needed.
- Establish, maintain, and update inmate records, accounts, and files, including inventorying and securing inmate personal property.
- Provide court-related records and legal testimony as required.
- Conduct and participate in employee orientation, training, and communications.
- Operate and maintain equipment, tools, and devices related to corrections operations (i.e. corrections vehicle, photographic camera, cell doors, fire equipment, computer)
- Maintain facility upkeep and maintenance; report mechanical failures.
- Periodically count inmates, determine their location, and record inmate location lists.
- Classify inmates, assign to housing areas, review arrest records and select inmates for trustee duties.
- Investigate, record, and report inmate grievances and explain procedures to inmates.
- Supervise and arrange inmate activities such as counseling, social services, recreation, religious services, and library use.
- Any other duties as assigned by Administration.
- Direct and control inmate work program.

- Conduct inmate support activities and notify inmates concerning daily schedule.
 - Direct and control inmate hygiene, laundry, housekeeping, and sanitation.
 - Provide administrative support to prepare reports, file documents, and answer telephone.
 - Operate console radio equipment and provide appropriate command, control, and support information for public safety.
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- Answering incoming 911 emergency calls and obtain the basic required information from the caller for an emergency response.
 - Monitor alarm systems for local businesses and residences and alert the appropriate public safety agencies as necessary.
 - Monitor cameras focused on the jail booking desk, waiting area, and door to the communications office.
 - Offer basic self-help assistance to callers, as appropriate.
 - Answer incoming non-emergency administrative calls, obtain pertinent information from the caller, and respond to requests for information as appropriate.
 - Maintain forms, logs dispatch cards, incoming/outgoing teletype messages, reports to/from records, and other files and records according to established procedures.
 - Be alert to and aware of ongoing activities involving other console operators and offer backup assistance.
 - Participate in special projects and assignments that are directly related to the mission, operation, and/or maintenance of the center.
 - Perform other duties as directed or as the situation dictates.
 - Communicate effectively.

ESSENTIAL KNOWLEDGE, EXPERIENCE, and ABILITIES:

- Thorough knowledge of and experience in using a standard keyboard for typing or data entry.
- Thorough knowledge of the basic principals of mathematics and the ability to post simple accounts according to established procedures.
- Ability to understand and follow specific oral and written instructions.
- Ability to retain composure when dealing with violent or hostile prisoners.
- Ability to communicate effectively, both orally and in writing, and to complete standardized report forms and compose brief descriptive narratives.
- Ability to maintain the confidentiality of all departmental communications, documents, and records.
- Ability to deal professionally and tactfully with the general public, inmates, government officials, law enforcement agencies and fellow employees.
- Ability to learn the care and operation of the Communications Division equipment, including computer input and retrieval procedures.
- Ability to learn and apply the policies, operating procedures, and methods utilized in the Communications Division.
- Ability to type accurately while conversing with callers.
- Ability to read, write, and speak the English language proficiently.
- Ability to read maps to determine exact location for dispatch.

- Ability to deal tactfully and efficiently with a variety of people, including those who are frightened, incoherent, hostile, under great stress, or mentally incapacitated.
- Ability to respond rapidly and effectively to emergency situations and to maintain the emotional composure necessary to organize work and to maintain a high level of productivity during the periods of stress or high activity.
- Ability to handle and maintain confidential information.
- Ability to differentiate between an emergency and non-emergency call.
- Ability to distinguish colors on dispatching screens, status boards, etc.

ESSENTIAL EDUCATION, CERTIFICATIONS, and/or LICENSES:

- Graduation from an accredited high school or successful completion of high school GED test.
- Must be certified, as mandated by the Sheriff's Department, within twelve months of the date of hire.
- Must possess a valid state of Nebraska motor vehicle operator's license.
- Must obtain certification in CPR with a time frame as established by the department.
- Must obtain NCIC certification for the teletype within a time frame as established by the department.
- Must obtain notary accreditation.

ESSENTIAL PHYSICAL DEMANDS and TYPICAL WORKING CONDITIONS:

- Incumbents are required to perform physical activities to support the control and supervision of inmates, including, but not limited to, the following: ability to subdue combative prisoners, operate restraint devices, walk and stand continuously, and mop or sweep floors.
- Work duties require lifting up to 50 pounds.
- Incumbents are often placed in a position of physical and mental stress.
- Must be able to work in a sitting position for an extended period of time.
- Must be able to speak clearly for accurate and efficient communication.
- Hearing must be normal in each ear and must meet requirements established by departmental policy.
- Vision must be correctable to 20/20 in both eyes and color vision must be normal as outlined by department policy.
- Maintain clean hygiene and professional appearance.

ESSENTIAL ATTENDANCE and AVAILABILITY REQUIREMENTS:

- Must maintain an acceptable level of attendance, punctuality, and availability as determined by the County; must work such regularly-scheduled hours as are determined by the County; must work any required overtime, weekends, and holidays.
- Must work at the assigned work site.
- Must travel as required.

The Sheriff's Office of Adams County, Nebraska, will consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status. The County of Adams is an EEO/AA/Veteran's Preference Employer.

PERSONAL

Date: _____

Pease check the position(s) desired:

- Deputy Sheriff*
- Correction/Communications Officer *
- Clerical/Records Clerk
- Other _____

* Must be at least 21 years of age and must have a high school education or equivalent.

How did you learn about this position?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-in
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> In-House Advertisement	<input type="checkbox"/> Other _____
First Name	Middle Name	Last Name
Current Street Address	City	State Zip
Former Addresses:		
Telephone Number(s) (Home) (Work) (Cell)	Driver's License No. Issued by State of:	
Email address:		

Are you a citizen of the United States? Yes No

Date you would be available to begin work: _____

Have you ever been employed by the County before? Yes No

If yes, what department and when? _____

Have you ever applied for a position with Adams County before? Yes No

If yes, list date and Department: _____

ADAMS COUNTY SHERIFF'S OFFICE APPLICATION

Are you related to any County employee? Yes No If yes, name of relative: _____ Relationship: _____ Department: _____

<p>ONLY COMPLETE THIS SECTION IF YOU ARE APPLYING FOR CONSIDERATION FOR DEPUTY SHERIFF OR CORRECTIONS OFFICER.</p> <p>Please review each criterion and initial by each criterion which applies to you.</p>		
<input type="checkbox"/> I am already a certified law enforcement officer in Nebraska	<input type="checkbox"/> I am already a certified corrections officer in Nebraska	<input type="checkbox"/> My license is active and in good standing
<input type="checkbox"/> I understand that there are certain factors which make me ineligible for employment for this position.	<input type="checkbox"/> I have reviewed the full job description for this position.	(See: https://nletc.nebraska.gov/admissions.html for specific admissions criteria)
<input type="checkbox"/> I am at least 21 years of age. <input type="checkbox"/> I am a citizen of the United States <input type="checkbox"/> I have a high school diploma or GED. <input type="checkbox"/> I have a valid Nebraska driver's license. <input type="checkbox"/> I am able to read, write, and understand the English language. <input type="checkbox"/> I believe I possess good character and a thorough background investigation will confirm my good character. <input type="checkbox"/> I believe a background investigation will show I do not have a past indicative of incompetence, neglect of duty, or of physical, mental, or emotional incapacity. <input type="checkbox"/> I do not have a criminal history which shows a pattern of violations indicating I disrespect the law or rights of others. <input type="checkbox"/> I have not received traffic violations in the last three years with such frequency as to indicate I disrespect traffic laws and disregard the safety of others.	<input type="checkbox"/> I have not been convicted (or pardoned) of a felony, a Nebraska class 1 misdemeanor, or a crime in any other jurisdiction punishable by imprisonment up to one year in prison, regardless of the sentence actually received. <input type="checkbox"/> I have not been convicted of DUI/DWI in the last two years. <input type="checkbox"/> I have not received a punitive discharge from the United States Armed Forces <input type="checkbox"/> I have not been denied law enforcement certification status, had certification revoked, nor am I currently suspended in this State or another jurisdiction. <input type="checkbox"/> I have not been convicted of any crime involving the threat or actual use of physical violence that would constitute a Class I misdemeanor in Nebraska.	<input type="checkbox"/> I have not been convicted of any crime involving the threat of or actual sexual assault or abuse. <input type="checkbox"/> I have never been convicted of any crime of physical violence or sexual abuse against a child or children. <input type="checkbox"/> I have not been convicted of a crime of domestic violence which would disqualify me from possessing a firearm. (See 18 USC 922(g)(9)) <input type="checkbox"/> I am not subject to an order of protection that would disqualify me from possessing a firearm (see 18 USC 922(g)(8)) <input type="checkbox"/> I do not have a pattern of substance abuse. Specifically, I have not: <input type="checkbox"/> Used marijuana for any purpose in the last two years <input type="checkbox"/> Used illegal drugs or narcotics other than marijuana in the last five years.

EMPLOYMENT EXPERIENCE

Please give accurate, complete employment record, start with present or most recent employer.

I. Company Name	Telephone
Address	Employed From To
Name of Supervisor/Title	Annual/Hourly Wage
Your Job Position/Title	Reason for Leaving

ADAMS COUNTY SHERIFF'S OFFICE APPLICATION

2. Company Name	Telephone
Address	Employed From To
Name of Supervisor/Title	Annual/Hourly Wage
Your Job Position/Title	Reason for Leaving

3. CompanyName	Telephone
Address	Employed From To
Name of Supervisor/Title	Annual/Hourly Wage
Your Job Position/Title	Reason for Leaving

4. Company Name	Telephone
Address	Employed From To
Name of Supervisor/Title	Annual/Hourly Wage
Your Job Position/Title	Reason for Leaving

Attach additional sheet if necessary.

We may contact the employers listed above unless you indicate those you do not want us to contact. Do NOT contact Employer Number(s)

Reason: _____

EDUCATION

	Elementary	High School	College/Tech	Graduate	Law Enforcement Certification
School Name and Location					Nebraska Law Enforcement Training Center Yes No Other
Years completed	4 5 6 7 8	9 10 11 12	1 2 3 4 5	1 2 3 4	Date:
Diploma/Degree					
Describe course of study					
Describe any honors you have received					

ADAMS COUNTY SHERIFF'S OFFICE APPLICATION

MILITARY

<i>Complete this section if you served in the U.S. Armed Forces</i>	Branch of Service
Describe your duties and any special training	Period of Active Duty
	From To
	Rank at Discharge
	Date of Final Discharge
Are you currently active in any Reserve program? If Yes, name the program.	
Yes No	

This position is subject to a veteran's preference. Are you eligible for and requesting a veteran's preference?

- Yes [A veteran requesting preference must submit with his/her Application for Employment a copy of the Veteran's Department of Defense Form 214. A spouse of a veteran requesting preference must submit with his/her application for employment a copy of the Veteran's Department of Defense Form 214, a copy of the Veteran's Disability Verification form from the United States Department of Veteran Affairs demonstrating a 100 percent permanent disability rating, and proof of marriage to the veteran.]

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills acquired from employment or other experience:
Why do you feel you would make a capable employee for the position(s) desired?
Have you ever had experience in Law Enforcement? Yes No
Where? Dates: Reason for Leaving:

LAW VIOLATIONS

Please list **all** convictions, other than parking tickets, regardless of severity, age, location, or perceived culpability unless you have secured a complete expungement and/or pardon for the offense. Though law violations may or may not have an impact on your qualifications as a candidate for this position, a decision to withhold information whether intentionally or in error, will likely disqualify you from consideration for this position.

Violation	Date	Place	Court	Disposition
1.				
2.				
3.				
4.				

ADAMS COUNTY SHERIFF'S OFFICE APPLICATION

PERSONAL REFERENCES

Please list references who are not related to you and are not previous employers.

Name	Years Acquainted	Occupation
1.		
Address	Telephone No.	
Name	Years Acquainted	Occupation
2.		
Address	Telephone No.	
Name	Years Acquainted	Occupation
3.		
Address	Telephone No.	

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I further agree and understand that any misstatement or willful omission of material fact or willful deception may constitute cause for dismissal from employment with the County of Adams. I also understand that to be considered for employment I must pass a pre-employment drug screen. I understand and agree that the County of Adams may make pre-employment inquiries into my ability to perform job-related functions, and that I may be offered employment conditioned upon the results of a medical examination.

I also acknowledge receipt of a job description for the position(s) I am applying for. I have read and understand all the job tasks required of the position. This application for employment shall be considered current for a period of time not to exceed six (6) months from date of application.

Signature: _____

**ADAMS COUNTY SHERIFF'S OFFICE
Hastings, NE**

Authorization to Release Information

Name of Applicant: _____
Please print your full name

Date of Birth: _____ SSN#: _____

This release, when presented by a duly authorized representative of the Adams County Sheriff's Office, constitutes my consent and authority to examine and obtain copies and abstracts of records and to receive statements and information regarding my background.

Specifically, I authorize the release of the following data or records to the Adams County Sheriff's Office: Employment, Educational, Medical, Psychological; Selective Service; Police and Criminal; Motor Vehicle and Driving; Financial and Credit; Polygraph Examinations; access to all Social Media Accounts and the UNDELETED copy of my military separation document and medical records from the appropriate Military Records Center and Department of Veterans Affairs.

This authorization is given in connection with a background investigation being conducted relative to my application for, or continued employment with, the Adams County Sheriff's Office. The intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing an investigation, which may provide pertinent data for the Adams County Sheriff's Office to consider my suitability for employment.

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 my suitability for employment by the Adams County Sheriff's Office. I understand that all materials pertaining to this background investigation become the property of the Adams County Sheriff's Office and will not be returned to me.

I agree to indemnify and hold harmless the person to whom this request is presented and his/her agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request. I further understand that in the event my application is disapproved, the confidential information or source of information will not be revealed to me.

I understand that in the event the investigating agency finds conduct that is illegal or unbecoming of a law enforcement officer and I am currently serving in the capacity of a law enforcement officer in a jurisdiction, the investigating agency has my permission to disclose the information to my current employer.

A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature. This release is valid for any information supplied within one (1) year of the date of my signature.

Signature of Applicant: _____
(Do NOT sign until in the presence of a Notary Public)

State of _____

County of _____

Subscribed and sworn to before me the _____ day of _____ 20__

Seal

Notary Public