

Hamilton County Sheriff's Office

Jail Division



Corrections Officer

Application

Applicant Name (Print)

Facility Training and Evaluation Process

Recruit officers are required to complete an 8 (eight) week facility training program (FTO). The recruit must be able to be fully committed to training and complete the training as set forth by the Hamilton County Jail. The Training must be uninterrupted and completed in the time frame allowed. The inability to follow the FTO guidelines may result in your termination from the Hamilton County Sheriff's Office.

General Information

Corrections Officers for the Hamilton County Jail are required to provide a safe and secure environment for the inmates and fellow staff members. Corrections Officers also serve as public servants who are to provide the utmost professional service to the general public, inmates and fellow members of staff. A Corrections Officer for the Hamilton County Jail will abide by the mission and vision statement set forth by the jail. Failure to conduct oneself in the manner described could result in the termination from the Hamilton County Sheriff's Office.

Notice:

Candidates should immediately initiate steps to obtain copies of the documents list below and attach them to the completed application.

- 1) Birth Certificate
- 2) Social Security Card
- 3) Driver's License (front and back)
- 4) Military Service Record – Proof of discharge (DD214 member copy)
- 5) Any court order requesting name change.
- 6) Any court order granting expungement of arrest or conviction records.

Any false information provided on the application or information omissions will eliminate the applicant from the hiring process. Any False or omitted information that comes to light after employment will be cause for immediate termination.

I have read, understand and agree to the terms and guidelines outlined above.

Printed Name: _____

Applicant Signature: _____

Date: _____

Hamilton County Sheriff's Office

Employment Application

Date Received in Office: _____ **By:** _____

The Hamilton County Sheriff's Office is an equal opportunity employer and does not discriminate in hiring or employment practices on the basis of race, color, sex, religion, creed, national origin, ancestry, handicap as defined by law, political affiliation, or on the basis of age against individuals whose age is between 40 and 70, except when age, sex or physical requirement constitutes a bona fide occupational qualification necessary to proper efficient administration, or for the health safety and welfare of the applicant and others, or as provided by law. No Questions on this application are intended to secure information to be used for such discrimination.

The Hamilton County Sheriff's Office, pursuant to and in accordance with the Americans Disabilities Act (ADA), specifically Title I or the ADA, shall not discriminate against a qualified individual with disability because of the disability in regard to job application procedures, the hiring, advancement or discharge of employment under any service, program or activity conducted by the Hamilton County Sheriff's Office.

This application must be completed by the applicant only, however the applicant may request any needed accommodation to participate in the application process unless such accommodation causes undue hardship to the Hamilton County Sheriff's Office. Print legibly in blue or black ink or type neatly accurately and thoroughly. Attach supplements if necessary to amplify any information requested. All information will be regarded as confidential. This application will be given every consideration, but its receipt does not imply that the applicant is employed.

The Hamilton County Sheriff's Office encourages and invites applicants to identify themselves as individuals with disabilities in order for the agency to collect and analyze information for the satisfaction of affirmative action requirements, "ADA" requirements and determination of appropriate accommodation for the applicant. No Qualified applicant shall be refused employment because of such person's need for an accommodation under the "ADA, unless such accommodation causes undue hardship to the Hamilton County Sheriff's Office.

Because of the sensitive and important position of a Correction's Officer, the Hamilton County Sheriff's Office must select officers who possess the best physical, moral and emotional character for the performance of correctional duties. In order to best ascertain who those individuals are, it is necessary to gather as much information as possible about each applicant which may have a bearing on his/her ability to perform the duties required with or without an accommodation. Several questions in the application are designed to give the agency a complete background on each applicant. Those particular responses to questions marked with an asterisk (*) shall not act as an automatic bar from selection but will be considered along with attendant facts. No question on this application is intended to secure information to be used for unlawful discrimination.

Do not misstate or omit material since information made herein is subject to verification to determine your qualifications for employment.

III. Residences

A. Present Residence:

Number:	Street	City	State	County	Zip Code

Telephone Number (s) you can be reached: (000-000-0000)

Home Phone:	Mobile Phone:	Other:

Email Address (This is how you will be initially contacted)

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B. List chronologically (most recent first) all of your residences for the past ten years. Include addresses while attending school, if away from home and all military addresses including off base housing.

From (Date)	To (Date)	Number	Street	City	State	Zip Code

IV. Job Data

A. Position Desired: _____

B. Date Available to Begin Work: _____

C. Have you ever been employed by the Hamilton County Sheriff's Office?

Yes No

If yes when? _____

What division? _____

V. Academic Education

Please specify highest grade level attained and attach transcripts from all educational institutions attended. (Information contained in this section will be used only to the extent that it is relevant to the necessary qualifications and the position for which you apply.)

	Type of Institution	Name & Address
1	High School	
2	Vocational School	
3	Correspondence	
4	College/University	
5	Post-Graduate	

	Major/Course of Study	From	To	Graduated
1				
2				
3				
4				
5				

VI. Activities

Completion of this section is optional. Failure to complete this section will in no way jeopardize your employment opportunities.

A. Social, Fraternal, Professional Organization Memberships – Past & Present

Name & Address	Type of Organization	Dates From	Dates To	Office Held

B. Hobbies and Sports

Hobby /Sport	Length of Participation	Level of Proficiency

VII. Subversive Organizations

Are you now or have you ever been a member of any organization, association, movement, group, or combination of persons which advocates the overthrow of our constitutional form of government, or which had adopted the policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means.

Yes No

Are you now or have you ever been affiliated or associated with any organization of the type described above, as an agent, official or employee?

Yes No

Are you now associated with or have you associates with any individual, including relatives, who you know or have reason to believe are or have been members of any organization of the types described above.

Yes No

Have you ever been engaged in any of the following activities of any organization of the type described above Contribution (s) to, attendance, or participation in any organization, social or other activities of such organization or of any written, printed or other matter, prepared, reproduced, or published by them or any of their agents or instrumentalities?

Yes No

If answering Yes to any of the questions in this section, attach a fully detailed statement describing the circumstances. If associated with any of these organizations, specify the nature and extent of association with each, including offices held. Also include dates, places and credentials now or formally held. If associations with which have been with individuals who are members of these organizations, list the individuals and the organizations with which they were or are affiliated.

VIII. Military Record

A. Have you ever served on active duty in the Armed Forces of the U.S.?

Yes No

Branch	Dates of Active Duty	Military Serial Number	Type of Discharge

B. Are you currently enlisted in the U.S. Reserve or National Guard?

Yes No

Obligation	Unit	Location

C. While in the military were you ever convicted of any offense? Yes No

When	Explanation of Conviction

D. Attach a copy of your DD214.

No applicant will be automatically rejected because of less than honorable discharge (except a dishonorable discharge), but such a discharge will be considered in conjunction with other information. If discharge is less than honorable, explain on a supplemental page.

IX. Employment

In the fields below beginning with present or most recent employer, list employment history. Include part-time, temporary or seasonal and all periods of unemployment. Please know we will contact past employers.

Name of Business		Address		Phone Number
Start Date	End Date	Job Title	Job Duties	
Starting Salary	Ending Salary	Supervisors Name		Phone Number
Reason for Leaving				

May we contact your present employer? Yes No

Name of Business		Address		Phone Number
Start Date	End Date	Job Title	Job Duties	
Starting Salary	Ending Salary	Supervisors Name		Phone Number
Reason for Leaving				

May we contact your present employer? Yes No

Name of Business		Address		Phone Number
Start Date	End Date	Job Title	Job Duties	
Starting Salary	Ending Salary	Supervisors Name		Phone Number
Reason for Leaving				

May we contact your present employer? Yes No

Name of Business		Address		Phone Number
Start Date	End Date	Job Title	Job Duties	
Starting Salary	Ending Salary	Supervisors Name		Phone Number
Reason for Leaving				

May we contact your present employer? Yes No

X. Personal References

List four personal references.

Name	Address	Phone Number	Years Known

XI. Special Skills and Qualifications

List any experiences, skills or special qualifications which you feel make you especially well-suited for work with the Hamilton County Sheriff's Office. Also, list mechanical skills you possess which are relevant to the job which you are applying. Attach copies of any pertinent certificates, awards, citations, commendations, etc. which may apply to this section.

XII. Health Related Questions Pertaining to Job Performance

To assist your answering the questions contained in this section, the job description for the position which you are applying for is attached here and is included for reference.

- A. Based on the attached job description for the position you are applying for, please describe how you will perform such job functions with or without an accommodation.

Applicant: Please read the following statement carefully before signing. If you have any questions regarding the following statement or any questions contained in this application, please ask them of a qualified representative of the Hamilton County Sheriff's Office before signing.

I, _____ certify that the information contained in this application is correct and complete to the best of my knowledge. I agree to inform the department of any additional information relating to questions raised on this application which occur subsequent to my completion of the application I realize that any misrepresentation of facts or the failure to disseminate any information relating to the questions on this application may be cause for rejection, or dismissal after employment. Final employment is contingent upon satisfactory completion of all pre-employment procedures including interview, examinations, verification of all relevant information, physical agility assessment testing, physical and psychological examination, and any applicable statutory provision(s). The Hamilton County Sheriff's Office will provide the applicant with all reasonable accommodations in the application process upon verbal and written notification and request of such accommodations required by the applicant. I acknowledge that I have read and fully understand this statement.

Applicant Signature: _____ Date: _____

STATE OF INDIANA)
) SS:
COUNTY OF HAMILTON)

Subscribed and sworn before me, a Notary Public, in and for said County and State this _____ day of _____, 20____.

Notary Public

Printed Name

County of Residence

Commission Expires:

Hamilton County Sheriff's Office

Policy Statement on Employment of Ex-Offenders

Consideration for employment of ex-offenders shall be given without regard to race, color, sex, religion, creed, national origin, ancestry, handicap as defined by law, political affiliation, or on the basis of age against individuals whose age is between 40 and 70, except when age, sex or physical requirement constitutes a *bona fide* occupational qualification necessary to proper and efficient administration, or for the health, safety and welfare of the applicant and others, or as provided by law. The term "ex-offender" herein, refers to anyone convicted of any criminal statute or military offense while in the service.

Felony Convictions

Any individual convicted of a felony shall be ineligible for employment by the Hamilton County Sheriff's Office. A felony defined by Indiana law as any offense for which a person may receive one (1) or more years of confinement in a state or federal institution.

Evaluation

With respect to all other criminal convictions which are not felonies, in each case the department will consider whether the prior criminal conviction or military offense conviction of the applicant will have a bearing on the applicant's job performance or measure job capabilities. The date and nature of the offense, the requirements of the position, which is being applied for, as well as applicant's other qualifications, will be considered.

Confidentiality

As a matter of policy, every effort will be made to keep the applicant's criminal record confidential. During the selection and employment process, it will be necessary to inform the appropriate persons participating in the selection process of the applicant's criminal record.

Hamilton County Sheriff's Office Policy Statement on Background Investigations

It is the policy of the Hamilton County Sheriff's Office to recruit qualified individuals for positions in the department. In continuing this goal, a complete background investigation of each applicant is conducted with respect to factors that may have a bearing upon applicant's job performance or tend to measure job capability as a member of the Hamilton County Sheriff's Office.

Members of the department are public servants. Law Enforcement Officers are placed in situations of public trust and must be of high integrity and character. A Law Enforcement Officers job often involves critical and dangerous situations and he/she should be prone to internal pressures that would affect his/her ability to perform the job.

Accordingly, the following items and the circumstances surrounding such items are reviewed:

1. Contents and completeness of employment application
2. Drivers responsibility (copy of driving summary is furnished by the Indiana Bureau of Motor Vehicles).
3. Former employment.
4. Financial condition.
5. Criminal record of applicant pursuant to "Policy Statement on Employment of Ex-Offenders."
6. Personal character references.
7. Personal history of applicant.

A negative finding on any one of the factors shall not, in and of itself, be reason for an automatic rejection of an applicant. All circumstances underlying such matters will be considered as they relate to applicant's ability to perform the job of a Law Enforcement Officer. Although it is impossible to state all relevant and material factors to a background investigation and to the applicant's ability to be a qualified Law Enforcement Officer. In each case the department will consider whether the applicant's background, as set forth above, will have a bearing on the applicant's job performance. The date and circumstances surrounding any negative findings in the background investigation, the requirements of the position, as well as the applicant's other qualifications will be considered.

The background investigation phase of the hiring process shall be based upon objective, factual findings and any required objective determination shall be in accordance with the aforementioned policy and conducted in such a manner as to not discriminate on the basis of race, color, sex, religion, creed, national origin, ancestry, handicap as defined by law, political affiliation, or on the basis of age against individuals whose age is between 40 and 70, except when age, sex or physical requirement constitutes a *bona fide* occupational qualification necessary to proper and efficient administration, or for the health, safety and welfare of the applicant and others, or as provided by law.



Hamilton County Sheriff's Office

Authorization for release of Information Agreement

To whom it may concern: I am an applicant for a position with the Hamilton County Sheriff's Office. This department requires thorough investigation into my employment and personal history to evaluate my qualifications to hold the position for which I have applied. It is in the public's best interest that all relevant information concerning my personal and employment history be disclosed to the above agency.

I hereby authorize any representative of the Hamilton County Sheriff's Office bearing this release to obtain any and all information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duty authorized agent of the Hamilton County Sheriff's Office. Whether records are of public, private or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access e background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Hamilton County Sheriff's Office to consider in determining my suitability for employment with that agency. It is my specific intent to provide access to personnel information, however personal and confidential it may appear to be.

I consent to your release of any and all public, and private information that may have concerning me, my work record, my background and reputation, my military records, my education, my financial status, my criminal history record, including any arrest record, any information contained in any investigation files, efficiency ratings, complaints or grievances filed against me. The records or recollections of attorney at law or other counsel, weather representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest attendance records, polygraph examination and any internal affair investigations discipline, including files that are deemed to be confidential.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including liability or damage pursuant to any state or federal laws. I hereby release you as the custodian of such records of your organization, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempts to comply with it. I direct you to release such information upon request of the duly authorized representative of the Hamilton County Sheriff's Office regardless of any agreement I may have made with you previously to the contrary. The law enforcement organization requesting the information pursuant to this release may discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of the Hamilton County Sheriff's Office's acceptance and processing of my application for employment, I agree to hold your organization, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Hamilton County Sheriff's Office. I understand that should information of a serious criminal nature or regarding an outstanding criminal and/or civil warrant surface as a result of this investigation, such information may be turned over to the proper authorities.

I understand my rights under title 5, United States code, section 552a, the Privacy Act of 1974, with regard to access and disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Hamilton County Sheriff's Office in conjunction with employment procedures.

A photocopy or fax of this release from will be valid as an original thereof, even though the said photocopy or fax copy does not contain an original writing of my signature.

This waiver is valid for a period of one year from the date of my signature. Should there be any question as to the validity of this release, you may contact me at the address listed on this form. I agree to pay any and all charges or fees concerning this request and can be mailed for such charges at the address listed on this form. 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, losses, and expenses, including reasonable attorney fees, arising out of or by reasons of complying with this request.

Signature: _____

Date: _____

Printed Name: _____

Date of Birth: _____

Social Security Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____

Subscribed and sworn to before me, a Notary Public in the County of _____,
State of _____ this _____ day of _____, 20____.

Notary Public _____

My Commission Expires: _____

Monitors activities throughout facility and in courtroom during legal proceedings as assigned, including conducting foot patrol and searching facility as needed; conducting sobriety tests as needed; pursuing/apprehending/searching suspects/arrestee, and seizing weapons and/or contraband; escorting inmates, witnesses, and/or jurors to/from courtroom and building; mediating citizen disputes and solving problems; and examining firearms used as evidence in court proceedings to ensure safety of court personnel and the public. Occasionally responds to emergency security and medical calls.

Performs bonding procedures, including completing required forms, ensuring documentation is correct, receiving and receipting bond money, returning personal belongings, and releasing inmates.

Escorts inmates to/from recreation, visitation, library, court, medical, programs, and meetings.

Issues/monitors prescribed medications according to physician's orders, and ensures inmates receive proper medical attention as needed.

Receives/distributes, examines and logs incoming/outgoing mail and personal items for inmates. If serving as member of Special Emergency Response Team (SERT), conducts routine cell block security checks for contraband in all cells and dormitories, and prepares written report of findings. If not on SERT, may occasionally perform emergency "shakedowns" as appropriate.

Ensures compliance with facility rules and regulations, and records and reports inappropriate behavior to appropriate department personnel. Properly secures and/or physically restrains violent and uncontrollable inmates as situations demand.

May supervise and direct activities of jail inmate workers, such as serving meals and doing laundry, including making work assignments and ensuring proper accomplishment of duties.

Retrieves IDACS information as needed, and maintains various records on logs and/or computer. Types case/incident reports and enters data on computer as required. Prepares and submits required reports according to department deadlines.

Answers telephone and greets visitors as assigned, including providing information and assistance, taking messages or directing to appropriate individual or department, and occasionally giving tours. Responds to inquiries regarding individual inmates and jail activities.

May be given special assignments, such as operating commissary, including collecting orders and receiving/recording inmate cash and purchases.

Serves various legal documents as assigned, such as summonses, court orders to appear, arrest warrants, body attachments, and notices of hearings, and delivers returned documents to appropriate individuals/departments as required.

Maintains appearance and serviceability of all issued and/or required vehicles, equipment, uniforms, and weapons.

Transports jail inmates to/from various locations, such as courts, medical appointments, Department of Corrections (DOC), and other detention facilities, including communicating/coordinating with other law enforcement agencies, courts and related departments to coordinate transport activity and failures to appear; searching inmates and facilities, and seizing weapons and/or contraband; ensuring medical information/documents are forwarded to jail nurse as appropriate.

Transports jail inmates to/from other jurisdictions/states for extradition as assigned.

Transports juveniles to various locations, such as treatment centers and GED test sites, and periodically transports individuals to mental health or other care facilities as ordered by court.

Periodically investigates complaints from courthouse personnel and the public.
Periodically assists with elections by providing security and picking up and delivering absentee ballots to precincts

Periodically responds to inmate grievances following established chain of command procedures.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED and corrections officer certification from Indiana Law Enforcement Academy within time specified by department.

Ability to meet all department hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Ability to obtain a passing score in the Handgun Course of Fire, as required by Indiana Law Enforcement Training Board standards, if issued a firearm.

Ability to meet and maintain all state and department required training and certifications.

Working knowledge of and ability to apply standard practices and procedures in CPR and first aid.

Working knowledge of universal health precautions, and ability to apply such knowledge in the field to protect oneself and others from infection.

Ability to properly use and maintain assigned vehicles, equipment, uniforms, and weapons, including but not limited to, computer, printer, calculator, cameras, intercom, alarm panels, fingerprint equipment, metal detector, defibrillator, two-way radio, telephone, surveillance/monitoring cameras, restraint devices, O.C./pepper spray, baton, breathalyzer, breathing apparatus, TASER, and handgun.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, and perform duties despite the stress of potential injuries and/or loss of life to self and/or others. Ability to de-escalate volatile situations by means of conversation/negotiation, and use physical force as situations demand.

Ability to work on several tasks at the same time, often under time pressure, and complete assignments effectively amidst frequent distractions and interruptions.

Possession of a valid driver's license and demonstrated safe driving record.

Working knowledge of and ability to follow and make practical application of customary practices, procedures, rules, regulations, personnel policies, and work rules of the employer/department, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to obey all written and oral orders/directives from department superiors, and appropriately respond to constructive criticism.

Ability to receive, secure, and account for money and personal belongings of inmates, the county, other law enforcement agencies and the public.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare required forms and reports within department deadlines.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

Ability to effectively listen, comprehend and communicate with co-workers, other county departments, inmates and their family members, other law enforcement agencies, Department of Corrections, and the public by intercom, radio, telephone, in person, or in writing, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to work alone and with others in a team environment with minimum supervision, and maintain appropriate, respectful interrelationships with co-workers.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to physically perform the essential duties of the position.

Ability to regularly work weekend and/or evening hours, and occasionally work extended and/or irregular hours. Ability to occasionally travel out of town to transport inmates, sometimes overnight.

Ability to serve on 24-hour call and respond swiftly, rationally, and decisively to emergencies.

As a result of the duties associated with this job, there is the potential of becoming exposed to blood borne pathogens and other potentially infectious diseases. To safeguard employees and eliminate the liability placed on Hamilton County, employees working in this position shall begin the three shot Hepatitis B vaccination and subsequent training within 10 days of their initial job assignment per OSHA 29 CFR 1910.1030(f)(2)(i). The initial and two subsequent vaccinations shall be administered by the Hamilton County Health Department and free of charge to the employee. If the employee has previously received the three shot Hepatitis B vaccination, official documentation must be provided to the supervisor identifying the dates in which each shot was appropriately administered. A Temporary Medical Declination may be made for a period of up to six months. A Declination form must be completed, outlining the medical reasons for the temporary declination and forwarded to the Safety & Risk Manager. Employees temporarily declining the vaccine are prohibited from performing any duties in which they may be exposed to a blood borne pathogen or other potentially infectious disease until they are able to begin/continue the series of vaccinations. Failure to comply will result in termination of employment.

As a condition of employment, all employees of the Hamilton County Sheriff's Office are expected to comply with the agency's Drug Free Workplace Policy. Therefore, employees working in this position must follow all County policies and procedures with respect to drug and alcohol testing. The policy requires random drug testing and the disclosure of certain drug prescriptions that are labeled as possibly

affecting or impairing judgment, coordination or other senses, (including dizziness or drowsiness), or which may adversely affect the employee's ability to perform work in a safe and productive manner.

II. RESPONSIBILITY:

Incumbent performs standard, recurring duties according to well-established department policies and procedures, selecting applicable methods and taking authoritative action in response to situational demands. Incumbent's work is primarily reviewed for compliance with department policies and procedures. Errors in decisions or work may result in adverse effects upon department operations, inconvenience to members of the public, work delays to other departments/agencies, loss of time for correction, and/or endangerment of self and/or others.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other county departments, inmates and their family members, other law enforcement agencies, Department of Corrections, and the public for a variety of purposes, including exchanging information, explaining policies and procedures, and supervising inmates. Incumbent's work frequently involves non-routine problem-solving to gain cooperation of law offenders in situations that may jeopardize the safety of the public, co-workers and/or incumbent.

Incumbent reports directly to Corrections Sergeant.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a jail, control room, and/or throughout a government facility involving sitting and walking at will, walking/standing and/or sitting for long periods, lifting/carrying objects weighing more than 50 pounds, crouching/ kneeling, bending, close and far vision, reaching, handling/grasping/fingering objects, keyboarding, hearing sounds/communication, speaking clearly, and exposure to potentially violent/hostile and/or emotionally distraught individuals.

No prolonged extreme physical demands are associated with normal duties or assignments, but incumbent may exert strenuous physical effort during emergency situations, such as running distances under one mile and/or physically restraining inmates. Incumbent may also be required to withstand harsh environmental conditions during emergency situations or special details. Incumbent must perform duties despite the stress of potential injury and/or loss of life to self and/or others.

Incumbent serves on 24-hour call, regularly works weekend and/or evening hours, and occasionally works extended and/or irregular hours. Incumbent may occasionally travel out of town to transport inmates, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Corrections Officer for the Jail describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes

No

Applicant/Employee Signature: _____

Date: _____

Applicant/Employee printed Name:

Please attach all required documents when sending your application via email.

If you are unable to email, please return your application to the Hamilton County Jail.
18102 Cumberland Road
Noblesville, IN 46060
Attention: Recruitment