

CORRECTIONAL OFFICER

APPLICANT PACKET

DAVIS COUNTY SHERIFF'S OFFICE



Davis County Human Resources

MINIMUM QUALIFICATIONS

Correctional Officer candidates must be at least 21 years of age, a high school graduate, and U.S. citizen. **Preference will be given to applicants who are currently Corrections Officer certified.**

APPLICATION INFORMATION

In order to obtain complete information which can be used in making hiring decisions, all applicants are required to complete an official application packet. Resumes will not be accepted in lieu of the packet. Letters of recommendation or commendation should not be submitted. If a question does not apply, indicate "n/a," do not leave any question blank. Incomplete application packets will not be considered and applicants will be disqualified.

EQUAL EMPLOYMENT OPPORTUNITY

Davis County is an equal employment opportunity employer. If you meet the minimum position qualifications, your application will not be rejected because of your race, color, national origin, religion, sex, age, or disability.

HIRING PROCESS

1. Certification of POST entrance examination with a passing score of 70% or higher must be attached to application packet or application will not be considered.
Refer to testing attachment for additional information on entry level testing.
2. Complete application, supplemental questionnaire, work environment information sheet, and return to the Human Resources Office on or before the posted closing date.
3. Applications are reviewed against the minimum qualifications for the position. Only applicants who meet the minimum qualifications required for the position will be considered.
4. Oral interview.
5. Physical agility testing. (POST pre-entrance physical assessment requirements)
6. Background investigation.
7. Pre-Employment Drug Test.
8. Polygraph examination.
9. Interview with the Sheriff's Administration.

You will receive written notification from the Human Resources Office as the process proceeds. Please do not contact the Human Resources Office to inquire about your status.

VETERAN'S PREFERENCE

If you claim veteran preference, you must submit a copy of FORM DD214, certifying honorable veteran status. If you claim disabled veteran preference, you must also submit a letter of verification from the Veteran's Administration dated within the last 90 days.

BENEFIT INFORMATION

All Correctional Officers are required to fulfill a twelve-month probationary period. The probationary period may be extended for cause. Full time employees are eligible for the following benefits: vacation leave, sick leave, holiday pay, health/dental/life insurance (with a shared cost), retirement, long-term disability, and flexible spending for medical and child care expenses on a pretax basis.

DAVIS COUNTY SHERIFF'S OFFICE

The Davis County Sheriff's Office employs more than three hundred people, half of which work in the Corrections Division. The Davis County Justice Complex is a 186,000 square foot facility that opened in 1991. The correctional facility houses male and female offenders and is designed to detain and transfer prisoners in a secure environment with state-of-the-art security measures.

CORRECTIONAL OFFICER DUTIES

Correctional Officers are provided with extensive on-the-job training and are assigned a field training officer (FTO) to supervise the completion of the training and probationary period.

1. Supervise inmates incarcerated in the Davis County Jail.
2. Process incoming prisoners, completing:
 - Medical screening
 - Fingerprinting
 - Body searches
 - Personal property inventory
 - Photograph incoming prisoners
 - Schedule bail
3. Write incident reports and disciplinary reports.
4. Search cells and inmates for contraband.
5. Maintain daily logs.
6. Insure the safety of visitors and inmates within the facility.
7. Monitor visits and telephone calls.
8. Provide or obtain medical aid for inmates.
9. Inspect and distribute mail.
10. Assist in transportation and movement of inmates throughout the facility.
11. Other related duties as assigned.

CORRECTIONAL OFFICER WORK ENVIRONMENT INFORMATION SHEET

Applicant Name _____

Please read the following statement and sign the bottom after reading. This sheet must be signed and attached to your application.

1. Correctional Officers are required to work shift work. Correctional Officers can expect occasional overtime and will rotate shifts on a monthly schedule (subject to change as the need arises).
2. A new Correctional Officer is hired to work any post or position as needed and will be expected to work where assigned.
3. Each applicant, before being hired, will undergo a background investigation and polygraph examination to determine his/her ability to perform the duties of a Correctional Officer.
4. Correctional Officers must be certified as a Correctional Officer by the State of Utah Peace Officers and Standards Division (POST).
5. Correctional Officers must fulfill a twelve-month probationary period.
6. A Correctional Officer is required to possess skills which are necessary to complete daily duties that may include writing entries in log books, writing incident reports, using basic computer skills, and dealing with the public.
7. A Correctional Officer will assume the responsibility for providing a secure setting for inmates. This includes, but is not limited to:
 - a. Conducting periodic skin and visual body cavity searches.
 - b. Responding to emergency situations.
 - c. Supervising visitors, including repairmen, chaplains, counselors, and other potential hostages.
 - d. Controlling large groups of inmates with one or two other Correctional Officers, in an open setting.
 - e. Physically control inmates.
8. A Correctional Officer will be expected to maintain a firm and fair relationship with inmates, possess and demonstrate effective and appropriate communication skills, and maintain control when under threat of, or actual, physical assault.
9. A Correctional Officer will be expected to work in various degrees of physical security, and must be able to perform his/her duties while working in a closed, secure setting. Many of the positions involve one Correctional Officer supervising numerous inmates in a module, with no physical separation of inmates and officer.

I have read the above statements and understand that I will be called upon to perform these duties and other duties as required.

SIGNATURE: _____

DATE _____

Davis County Public Safety
SUPPLEMENTAL QUESTIONNAIRE

Name:	SSN#: XXX - XX- _____	Birth date
Aliases, nicknames, maiden name, name changes	Place of birth City County State	

READ AND ANSWER EACH QUESTION
 A candidate may be rejected "who has intentionally made a false statement of a fact, practiced or attempted to practice any deception or fraud in his/her application, examination, or in securing his/her eligibility for appointment." All information in this form will be subjected to review for truthfulness and integrity during a polygraph examination.

1. Have you used any of the following drugs other than those prescribed for you while under the care of a licensed physician?

Drug	Slang	Yes	No	How often did you use the drug?	When did you last use the drug? (Month/Year)
Cocaine, Crack or derivative	Snow, Powder, Nose Candy, Toot, Blow, Rock, Girl				
LSD	Acid				
PCP	Tea, Crystal Tea, Angel Dust				
Opium	Paregoric				
Heroin	Smack, Horse, Boy				
Psilocybin Mushrooms	Shrooms				
MDMA	Ecstasy, XTC				
Barbiturates	Barb, Yellow Jacket, Downers, Phennies				
Amphetamines	Dexies, Bennies, Speed, Uppers, Cross Tops				
Psychotoxic Chemicals	Glue, Paint, Solvents, Butane, Scotch Guard, etc. ("Puffing")				
Spice and/or Bath Salts	Ludes				
Methamphetamine	Crank, Crystal, Ice				
Cannibis or any derivative	Marijuana, Hashish, Hash Oil				
Steroids	Human Performance Drugs, HGH				
Prescription Drugs or Narcotics	Specify Drug				

Provide a complete explanation of any "YES" answer on a separate sheet and attach to this form.	YES	NO
2. Have you sold, purchased or offered for sale any illegal drug?		
3. Have you induced or attempted to induce another person in the use of illegal drugs?		
4. Have you used prescription medications in any way other than those prescribed by a physician?		
5. Have you ever been convicted of a felony?		
6. Have you been convicted of a misdemeanor?		
7. Have you ever been convicted of any felony or misdemeanor involving perjury or a false statement, notwithstanding suspension of sentence or withholding adjudication?		
8. Have you ever been arrested, detained by police or summoned into court?		
9. Have you ever been involved in any court action; civil or criminal?		
10. Have any of your or your spouse's immediate relatives ever been convicted of a felony?		
11. Have you ever been discharged, asked to resign, furloughed, resigned in lieu of termination or subjected to disciplinary action while employed, (except military)?		
12. Have you received a dishonorable or an undesirable discharge from the Armed Forces?		

SIGNATURE: _____ **DATE:** _____

POST ENTRANCE EXAM INFORMATION SHEET

The POST entrance examination is administered by the agencies listed below and is a requirement for Correctional Officer and Deputy Sheriff positions. The test may be taken at any of the testing sites listed and a certified copy of test results ***must*** be attached to your application form. The POST exam consists of four sections with a passing score of 70% in each category. **Picture ID required at all testing locations.** Candidates must be at least 21 years of age, a high school graduate, and a U.S. citizen.

DAVIS APPLIED TECHNOLOGY CENTER

Julie Wood, Assessment Technician or Marie Sherwood, Assessment Clerk
550 East 300 South
Kaysville, UT 84037
Phone: (801)593-2361 or (801)593-2336
Testing: Monday 7:45 AM to 2:30 PM, Tuesday 7:45 AM to 4:30 PM, Thursdays 7:45 AM to 11:30 AM
Call front desk for scheduling. Test fee is \$30. Photo ID required.

SALT LAKE COMMUNITY COLLEGE SKILL CENTER-SOUTH CITY CAMPUS- APPLIED TECHNOLOGY TESTING CENTER

Rosie Summerhays
1575 South State Street, Rm 2-153, Salt Lake City, UT 84115
Phone: (801)957-3257; Fax: (801)957-3315
Testing: Tuesdays and Wednesdays (except Federal/State holidays or college closures) starting at 5:45 PM.
Test fee is \$30. Must have current government-issued photo ID. For more information, visit www.slcc.edu/sat/testing-services.aspx. NOTE: Pay fee on first floor at the ID Center or Info Center, then go to Room 2-153 on the 2nd floor to test before 5:40 on schedule days.

WEBER STATE UNIVERSITY TESTING CENTER

1112 University Circle, Ogden, UT 84408-1112
Phone: (801)626-6803; Fax: (801)626-7812
Testing: Wednesdays at 2:00 PM and 6:00 PM. Call for specific information.

UTAH VALLEY UNIVERSITY

(801)863-8269; Fax: (801)764-7076
Call for appointment to test.
Website: <http://www.uvu.edu/testingservices/othertesting/index.html>.

BRIDGERLAND APPLIED TECHNOLOGY CENTER

Wendy Glover
1301 North 600 West, Logan, UT 84321
Phone: (435)750-3188; Fax: (435)750-3046
Testing: April - October; contact Wendy for specific dates and an appointment for testing.

DIXIE STATE COLLEGE TESTING CENTER

Shannon Pulley
North Plaza Building, 1000 East 100 South, St. George, UT (East entrance)
Phone: (435)652-7667; Fax: (435)656-4016
Testing: Please call for an appointment. Fee: \$45
For testing center closed dates please go to: <http://dixie.edu/testing>.

NOTE: Exam results are usually mailed to you approximately two weeks from the test date.



DAVIS COUNTY HUMAN RESOURCES

61 S Main Street, Room 305, Farmington, UT 84025
Mailing Address: P.O. Box 618, Farmington, UT 84025
(801)451-3415 TDD # (801)451-3228

PLEASE READ PRIOR TO COMPLETING AN APPLICATION

GENERAL INFORMATION. Davis County Human Resources has a copy of the job announcement for each career service opening which outlines position duties, minimum qualifications, and closing date. If you would like a copy of this announcement, please ask. If a position is designated Career Service Exempt or Merit Exempt, the employee will be an "at-will" employee and can be terminated at any time with or without cause. All successful applicants for positions with Davis County Government must successfully pass a drug screen prior to employment. Davis County provides reasonable accommodations to the known disabilities of applicants in compliance with the Americans with Disabilities Act.

APPLICATION FORM. In order to obtain complete information which can be used in making hiring decisions, we require you to complete an Official Davis County Employment Application. If you submit a resume without an application you will not be considered for employment. Applications must be submitted (in person or postmarked) no later than 5:00 P.M. on the closing date on the job announcement. Your signed completed application will be used to determine your qualifications for the available position, so it is important the application is complete. You are responsible for stating your qualifications fully and in an understandable manner. If more space is needed to give full answers or explanations, attach additional sheets using the same format. You are required to submit a **copy** of any license, certification, or registration you claim on your application. You will not be given credit without appropriate documentation. When referring to dates, give month, day, and year. Applications for clerical positions must include a Keyboarding skill test administered by Davis County Human Resources at the time of submission and/or dated within the last year. Mailed applications **must be** addressed to P.O. Box 618, Farmington, UT 84025.

EDUCATION VERIFICATION. Photocopies of **official** transcripts are required at the time of application for any position that requires a college degree or college education. Certificates of completion are required at the time of application for any position that requires post high school technical or trade school training. Transcripts may also be required during the final interview process. You will not be given credit for any education or training for which you do not submit the required documentation.

VETERAN PREFERENCE. If you claim veteran preference, you must submit a copy of Form DD214, certifying honorable veteran status. If you claim disabled veteran preference, you must also submit a letter of verification from the Veteran's Administration dated within the last 90 days.

EQUAL EMPLOYMENT OPPORTUNITY. Davis County is an equal employment opportunity employer. Everyone who meets the minimum position qualifications will have the same opportunity for employment. Your application will not be rejected because of your race, color, national origin, religion, sex, age, or disability.

HOW JOB VACANCIES ARE FILLED. If a position is designated "competitive," an examination, administered by Human Resources, is required. Examinations may include one or a combination of the following methods: a written examination, a rating based on training and experience, an oral examination, or a performance examination. Upon request of a County Department, a certified list of names is furnished from the register to fill vacancies. Once a register is developed for a position, it may remain in effect for one year, and may be used to fill positions without further announcement of vacancy. If a position is designated as "noncompetitive" an examination is not required. All applicants interested in noncompetitive positions will be certified to the hiring department for consideration in accordance with department selection procedures.

EXPERIENCE EVALUATION METHODS. Most registers are developed by establishing a rank order of applicants based on the amount and type of experience. The number of applications received for a vacancy influences the strictness of the evaluation criteria. Evaluation criteria are developed by Human Resources in consultation with a knowledgeable person from the hiring department. All applications are screened against the minimum qualifications with those meeting minimum qualifications being rated against the evaluation criteria. This rating establishes the applicant's rank on the register.

NOTIFICATION TO APPLICANTS. If you are applying for a **merit** position, you should receive written notification regarding the status of your application within three weeks of the advertised closing date of the position. Since a considerable amount of time is required to screen and evaluate the applications, please do not contact the Human Resources Office to inquire about your status as an applicant unless you do not receive notice within three weeks. If you are applying for a **non-merit** position (part-time, temporary or seasonal), you will receive no formal communication regarding the status of your application. Applicants selected as finalists for non-merit positions will be contacted by the hiring department. If you are selected for employment, you will be required to prove United States citizenship or your eligibility to work in the United States, as evidenced by appropriate documentation.



DAVIS COUNTY EMPLOYMENT APPLICATION

PLEASE COMPLETE APPLICATION WITH A BLACK PEN OR TYPED

TITLE OF POSITION APPLIED FOR: _____

Type of Employment: FULL TIME PART TIME TEMPORARY SEASONAL

Name _____ Social Security #: XXX - XX - _____
Last Name First Name Middle Initial

Address _____
Street City State Zip Code

Home Phone: () _____ Work Phone: () _____ Cell Phone: () _____ Email: _____

If you have ever worked for Davis County Government, fill in the following information:

Department: _____ Position: _____

Dates: From _____ To _____

List relatives presently employed by Davis County Government: _____

If you request Veteran's Preference check here (You must attach a FORM DD214 to your application.)

Have you ever been convicted of violating any law? YES NO If YES, explain fully on page 7.
A conviction may not bar you from employment but will be reviewed as part of your complete application for the position.

EDUCATION (Photocopies of official transcripts and certifications must be submitted to receive credit for education beyond high school.)

High School Graduate or GED: YES NO If no, enter highest grade completed _____

College or University Name	Dates		Major	Minor	Type of Degree	Month & Year of Degree
	From	To				

Vocational or Technical School Name	Dates		Subject	Number of Hours	Type of Certificate	Month & Year Completed
	From	To				

Professional or Trade License, Certificates, or Registrations:

_____ Current: YES NO
Type (Engineer, Nurse, etc) Number State

EXPERIENCE (List most recent job first)**COMPLETE WORK HISTORY IS REQUIRED****Attach additional sheets if necessary, using the same format.**

Company Name:		Supervisor's Name/Phone #:	
Company Address:			
Job Title:		Hours Worked per week:	
From: / /	To / /	Starting wage:	Ending Wage:
Duties:			

Reason for Leaving:

Company Name:		Supervisor's Name/Phone #:	
Company Address:			
Job Title:		Hours Worked per week:	
From: / /	To / /	Starting wage:	Ending Wage:
Duties:			

Reason for Leaving:

Company Name:		Supervisor's Name/Phone #:	
Company Address:			
Job Title:		Hours Worked per week:	
From: / /	To / /	Starting wage:	Ending Wage:
Duties:			

Reason for Leaving:

Attach additional sheets if necessary, using the same format.**REFERENCES:** (Do not list relatives or previous employers listed above)

Name	Address	Telephone	Years known

I hereby authorize investigation of all statements contained herein and grant any previous/current employer or listed individual permission to give and release to Davis County and its representatives any and all information of whatever kind they may have concerning me, whether on record or not. I also release them and/or the company from any liability for any damage whatsoever of issuing same. I release Davis County and its representatives of any liability for the use of this information in considering and reviewing my application for the available position and during my employment if I am selected. I hereby certify all statements made in this application and all other documents are true and complete. I understand and agree any misrepresentation herein shall be sufficient cause to deny employment or to terminate my employment at any time.

SIGNATURE _____**DATE** _____

Revised 10/09/2015

DAVIS COUNTY APPLICANT DRIVING HISTORY
 (Required for positions that entail any on-the-job driving)

1. Driver Licenses:

State:		Endorsements:	
License Number:		Commercial (CDL):	Class A <input type="checkbox"/>
Expiration Date:			Class B <input type="checkbox"/>
Other:		Regular Operator:	Class C <input type="checkbox"/>
			Class D <input type="checkbox"/>

2. Driving Experience:

Class of Equipment	Type of Equipment (Van, truck, flat)	Dates From / To	Approximate Miles

3. Accident Record for past 3 years (Attach sheet if necessary):

Dates	Nature of Accident	Fatalities	Injuries

4. Traffic Convictions and forfeitures for the past 3 years (Other than parking violations):

Location	Date	Charge	Penalty

5. Have you ever been denied a license, permit or operating privilege? YES NO If YES, provide details on page 7.

6. Has any license, permit or privilege ever been suspended or revoked? YES NO If YES, provide details on page 7.

7. You must attach proof of automobile insurance. Document must include applicant's name and policy period.

8. MOTOR VEHICLE REPORT REQUIREMENT (Please check one and sign the bottom):

I understand that an official and current Motor Vehicle Report (MVR) is required and must be submitted with my application in order to be considered for this position. I have obtained an MVR from the State Drivers License Division and have attached it to this application.

OR

I understand that an official and current Motor Vehicle Report (MVR) is required and must be submitted with my application in order to be considered for this position. I hereby authorize Davis County Human Resources to retrieve my MVR (UTAH ONLY) and use the information contained therein in connection with this application.

APPLICANT SIGNATURE

DATE

SECTION A - DRIVERS LICENSE VERIFICATION

I certify that I have a valid and appropriate Utah driver license and that the information contained below is complete and accurate. I agree to notify Human Resources immediately if my license expires or is revoked. I agree that each time I endorse a mileage reimbursement check I am certifying I possess a valid driver license. I understand if I drive a vehicle while in the course of performing my job without a valid and appropriate license I will be subject to disciplinary action which may include termination.

Drivers License Number	Type of License	Expiration Date

SECTION B - AUTO INSURANCE VERIFICATION

I certify that I have at least the minimum insurance required by Utah State Laws on each vehicle I operate while performing my job. I agree to have such coverage in effect while using my vehicle(s) when employed. I agree to notify Human Resources immediately if my insurance coverage ceases to be in effect for any reason. I agree that each time I endorse a mileage reimbursement check I am certifying my insurance coverage is still in effect. I understand that if I drive a vehicle while in the course of performing my job without the minimum coverage amounts I will be subject to disciplinary action which may include termination.

I understand the minimum insurance required by state law includes the following:

1. No fault coverage (PIP).
2. A "25-65-15" liability policy which covers at least \$25,000 per individual for bodily injuries and \$65,000 minimum per accident or \$65,000 total per accident which can be used for bodily injuries or property damage.
3. Property damage coverage of at least \$15,000.
4. Uninsured motorist coverage of \$25,000 per person and \$65,000 per accident.

I understand and agree to all conditions in Sections A and B: Drivers License Verification and Auto Insurance Verification.

APPLICANT SIGNATURE

DATE

ALCOHOL AND DRUG TESTING NOTICE AND CONSENT FORM

Printed Name _____
Last First Middle

Position applied for _____

As part of the employment/volunteer process, I hereby voluntarily agree to be tested for the presence in my body of controlled substances. I've been given the opportunity to review Davis County's Drug Free Workplace Testing policy. I understand that I must successfully pass a drug test as a condition precedent to my employment/volunteering. Further, I understand that while I am employed/volunteering by Davis County I may be subject to drug testing under certain circumstances specified in the policy.

I hereby acknowledge and agree that my employment/volunteering is conditional upon successfully passing the drug test. I agree to report for a drug test at First Med at 1512 South Renaissance Towne Drive (295 West) #100, Bountiful, UT, or Work Care at 2084 North 1700 West, Suite D, Layton, UT within 24 hours of notification to report for drug testing. I understand and agree that if I do not successfully complete the drug test within 24 hours of receiving the authorization that I may lose the position that has been conditionally offered to me. I further agree to authorize the release of the results of these tests to Davis County. This release will expire six (6) months from the date signed below.

Signature _____ Date _____

DAVIS COUNTY AFFIRMATIVE ACTION DATA

To better help Davis County satisfy Merit System principles and meet our Equal Employment Opportunity requirements including affirmative action, we would appreciate your responses to the information below. **The information requested on this sheet is strictly voluntary.** This information will assist the County in applicant tracking, reporting, and other legal requirements. Failure to answer will not impact our consideration of your application. **This information is used for statistical purposes only** and will be detached from your application during the recruitment process. If you are hired, the information will be used to assist Davis County in complying with Federal Reporting Requirements.

POSITION APPLIED FOR: _____

How did you learn about this position?

- | | |
|---|---|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Friend |
| <input type="checkbox"/> Davis County Website | <input type="checkbox"/> Davis County Job Hotline |
| <input type="checkbox"/> Davis County Employee | <input type="checkbox"/> Division of Workforce Services |
| <input type="checkbox"/> College/University Placement | <input type="checkbox"/> Other: _____ |

Your Name: _____

Date of Birth: _____ / _____ / _____
Month Day Year

Gender: Male Female

Marital Status: Single Married

Race/Ethnic Identification (please mark *all* racial/ethnic categories that apply to you):

- White:** Persons having origins in any of the original peoples of Europe, North Africa, or Middle East.
- Black/African American:** Persons having origins in any of the Black racial groups of Africa.
- Hispanic/Latino:** Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian:** Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, China, India, Japan, Korea, Malaysia, Thailand, Vietnam, and the Philippine Islands.
- Native Hawaiian or other Pacific Islander:** Persons having origins in any of the original peoples of Hawaii, Samoa, Guam, or other Pacific Islands.
- American Indian or Alaskan Native:** Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Additional space for detailed statements.

Page 1:

Have you ever been convicted of violating any law? If yes, explain fully. A conviction may not bar you from employment but will be reviewed as part of your complete application for the position.

Page 3:

#5. Have you ever been denied a license, permit or operating privilege? If yes, provide a statement giving details (Month and Year).

Page 3:

#6. Has any license, permit or privilege ever been suspended or revoked? If yes, provide a statement giving details (Month and Year).

Signature _____ **Date** _____

Don't forget to attach any other **REQUIRED** documents
(As stated in the **IMPORTANT INFORMATION** section of the Job Posting)