

STEUBEN COUNTY SHERIFF'S OFFICE



CONFINEMENT OFFICER APPLICATION

APPLICANT NAME

DATE SUBMITTED

Return in a sealed envelope or in person to:

CAPTAIN JASON HUFNAGLE
STEUBEN COUNTY JAIL COMMANDER
206 E GALE ST
ANGOLA, IN 46703

The Steuben County Sheriff's Office is an Equal Opportunity Employer

The following is a summary of the minimum applicant standards and criteria which must be met by an applicant to be considered in the selection process. Also, a brief description of the selection process is listed and applicants will be notified in writing when the selection process begins and the testing schedule.

MINIMUM APPLICANT STANDARDS AND CRITERIA

- Must be a citizen of the United States of America.
- Applicant must be at least eighteen (18) years of age at the time of appointment as a Confinement Officer.
- Must be a high school graduate and produce evidence of same by way of a diploma or equivalency diploma issued by an accredited school.
- Must possess a valid motor vehicle driver's license. **A copy of the applicant's driver's license must be submitted with this application.**
- Must possess, as a minimum, visual acuity that is correctable to 20/40 in both eyes.
- Must possess, as a minimum, auditory acuity that is within normal range in both ears.
- Must be of such physical state so as to sustain the rigors and demands of Confinement work.
- Must be of such mental state so as to sustain the rigors and demands of Confinement work.
 - "Mental state" means having the ability to exercise good judgment; having balance temperament; being free of debilitating psychological disorders and being of such psychological health to adequately complete psychological testing.
- **You shall not have any visible tattoo or group of tattoos that is readily identifiable as racist, sexist profane, or demeaning. No visible tattoos shall be about the foot, hand, face, head, neck, or throat areas above the collar bone. One ring on one finger of each hand not larger than 3/8" wide is permitted. Any visible tattoo determined to reflect poorly on the public image of the Sheriff's Office as determined by the Sheriff or Chief Deputy is also prohibited.**
- Must be a person of excellent character having favorable references from previous employers, credit history, and personal references. Excellent character includes an absence of pattern or practice of substance abuse or criminal misdemeanor convictions and **no felony convictions**.
- Have a good work history with recommendations from previous employers.
- Must agree to take a polygraph or voice stress test
- If discharged from the military service, must possess an Honorable Discharge.
- Must submit to and pass a pre-employment drug screen.

SELECTION PROCESS

There are three steps to the initial application process. Each applicant must successfully pass each step before moving on to the next step.

- Step 1: Submit a completed Confinement Officer application to the Steuben County Jail Commander.
- Step 2: Written examination & interview process.
- Step 3: Background investigation (criminal/driving history, employment history, reference check and character verification).
- Step 4: Conditional offer of employment, pre-employment drug screen.

NOTICE

Applications will not be considered unless each of the following conditions is met:

Each application must be complete in every respect.

Any misrepresentation of facts will disqualify the applicant.

- This form must be filled out in **black ink** in the **handwriting of the applicant**.
- Answer all questions. If the question does not apply, state: "None" or "Does Not Apply".
- Any further information you wish to add may be placed on separate pages with proper identifying reference marks.
- It is important that you clearly and correctly indicate your mailing address. In the event you change your address after filing application, mail notification of new address immediately.

CONFINEMENT OFFICER APPLICATION

NAME: _____
Last First Middle

RESIDENCE: _____
Street or Rural Address Apt No

City County State Zip Code

MAILING ADDRESS (if different from residence): _____

City County State Zip Code

TELEPHONE: _____
Cell # Alternate #

EMAIL: _____

INITIAL REQUIREMENT DATA

ARE YOU A US CITIZEN? _____

PHYSICAL STATUS

ARE YOU, TO THE BEST OF YOUR KNOWLEDGE, ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSTION OF CONFINEMENT OFFICER? _____

IF NO, EXPLAIN FULLY ON A SEPARATE SHEET.

EDUCATION DATA

LIST INFORMATION FOR HIGH SCHOOL AND ALL ACCREDITED COLLEGES/UNIVERSITIES YOU HAVE ATTENDED:

NAME OF SCHOOL	COURSE OF STUDY	# HOURS COMPLETED	GPA ON 4.0 SCALE	DID YOU GRADUATE	DEGREE

EMPLOYMENT DATA

LIST CHRONOLOGICALLY (MOST RECENT EMPLOYMENT FIRST) ALL PAST AND CURRENT EMPLOYMENT INCLUDING PART TIME (USE ADDITIONAL SHEETS IF NECESSARY).
EXPLAIN ANY BREAKS IN EMPLOYMENT.

DATES OF EMPLOYMENT FROM - TO	NAME OF EMPLOYER	ADDRESS AND PHONE NUMBER OF EMPLOYER	POSITION HELD	ANNUAL SALARY	REASON FOR LEAVING

HAVE YOU BEEN DISCHARGED OR RESIGNED TO PREVENT BEING DISCHARGED FROM A POSITION OF EMPLOYMENT? _____
IF YES, EXPLAIN FULLY ON A SEPARATE SHEET.

REFERENCES

PLEASE DO NOT LIST RELATIVES AS REFERENCES. INFORMATION MUST BE COMPLETE.

NAME	PHONE #	STREET	CITY / STATE

MILITARY HISTORY AND STATUS

HAVE YOU EVER SERVED IN THE MILITARY ON ACTIVE DUTY (INCLUDE INITIAL ACTIVE DUTY TRAINING WITH THE NATIONAL GUARD AND RESERVES)? _____

MILITARY BRANCH	HIGHEST RANK	RANK AT SEPARATION	TYPE OF DISCHARGE / REENLISTMENT CODE

ARE YOU ELIGIBLE TO RE-ENLIST? _____
IF NO, EXPLAIN FULLY ON A SEPARATE SHEET.

MILITARY CITATIONS OR OTHER AWARDS RECEIVED: _____

WERE YOU EVER DISCIPLINED (COURT MARTIAL, ARTICLE 15, CAPTAIN'S MAST, ETC.) WHILE ON DUTY?

IF YES, EXPLAIN FULLY ON A SEPARATE SHEET.

LAW ENFORCEMENT EXPERIENCE

HAVE YOU EVER BEEN EMPLOYED BY A POLICE DEPARTMENT OR CORRECTIONAL FACILITY? _____

LIST BELOW WHERE YOU HAVE BEEN EMPLOYED AS A CONFINEMENT/CORRECTIONAL OFFICER

LAW ENFORCEMENT AGENCY / ADDRESS	DATE FROM / TO	RANK	REASON FOR LEAVING

ARE YOU ELIGIBLE FOR RE-HIRING? _____

IF NO, EXPLAIN FULLY ON A SEPARATE SHEET

LIST ANY SPECIALTY TRAINING YOU HAVE RECEIVED: _____

WERE YOU EVER DISCIPLINED? _____

IF YES, EXPLAIN FULLY ON A SEPARATE SHEET

VEHICLE CRASH AND ARREST RECORD

DO YOU CURRENTLY POSSESS A VALID AUTOMOBILE DRIVING LICENSE? _____

LICENSE NUMBER: _____ STATE: _____ EXPIRATION DATE: _____

HAS YOUR DRIVER'S LICENSE EVER BEEN SUSPENDED? _____

IF YES, EXPLAIN: _____

LIST VEHICLE CRASHES IN WHICH YOU HAVE BEEN INVOLVED AS A DRIVER

LAW ENFORCEMENT AGENCY INVOLVED	DATE FROM / TO	LOCATION/DESCRIPTION

HAVE YOU EVER RECEIVED A TICKET OR BEEN ARRESTED FOR A TRAFFIC OFFENSE? _____

IF YES, DESCRIBE BELOW:

DATE	LOCATION	CHARGE	FINE OR SENTENCE

HAVE YOU EVER BEEN ARRESTED FOR A CRIMINAL OFFENSE? _____

IF YES, DESCRIBE BELOW:

DATE	LOCATION	CHARGE	FINE OR SENTENCE

HAVE YOU EVER BEEN CONVICTED OF A FELONY? _____

IF YES, EXPLAIN FULLY ON A SEPARATE SHEET.

HAVE YOU EVER BEEN OR ARE YOU CURRENTLY INVOLVED AS A PLAINTIFF, DEFENDANT, PETITIONER,

OR RESPONDENT IN ANY CIVIL COURT ACTION: _____

IF YES, EXPLAIN FULLY ON A SEPARATE SHEET.

CERTIFICATION

I CERTIFY THAT:

- ALL REQUIRED ITEMS ARE INCLUDED WITH THIS APPLICATION
 - MILITARY
 - DD214 (IF VETERAN)
 - DD217 (IF ACTIVE DUTY)
 - PREVIOUS LAW ENFORCEMENT /CORRECTIONAL DOCUMENTATION
 - COPY OF SPECIALIZED TRAINING AND AWARDS
 - COPY OF COMMENDATIONS AND AWARDS

- I HAVE PERSONALLY COMPLETED THIS APPLICATION.

I SWEAR OR AFFIRM UNDER PENALTY OF PERJURY THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE: _____

DATE: _____



STEUBEN COUNTY
SHERIFF'S OFFICE

Rodney L. Robinson, Sheriff
206 EAST GALE STREET • ANGOLA, INDIANA 46703
(260) 668-1000 ext 5000 • Fax (260) 665-9476

www.steubensheriff.com

RELEASE FORMS

I, _____ do hereby give my consent and authorize the Steuben County Sheriff's Office to check criminal records, driver's license, and credit history.

I, _____ give the Steuben County Sheriff's Office permission to obtain bodily fluids and for a drug test to be done.

I, _____ do hereby give my consent and permission for the Steuben County Sheriff's Office to obtain previous employment information.

Witness

Signature

Printed Name

Date

**POSITION DESCRIPTION
COUNTY OF STEUBEN, INDIANA**

POSITION: Confinement Officer
JOB CATEGORY: POLE
DEPARTMENT/OFFICE: Sheriff
WORK SCHEDULE: As Assigned

DATE WRITTEN: September 1995
DATE REVISED: September 2019

STATUS: Full-time
FLSA STATUS: Non-exempt

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

Incumbent serves as Confinement Officer for the Jail/Sheriff, responsible for maintaining security and order in the jail facility.

DUTIES:

Maintains interior and exterior security of Jail facility, including working in Central Control, monitoring surveillance cameras, door controls, meals and visitors, conducting patrols and maintaining key control and logs. Maintains accurate accounting of all detainees.

Answers telephone and greets visitors, providing information and assistance, taking messages and/or directing to appropriate individual or department. Responds to inquiries, such as visitation, jail activities, warrant confirmation and status of individual detainees.

Performs booking procedures of individuals being detained, including photographing/videotaping, fingerprinting, entering required information on computer, receiving and receipting money and personal property, and assuring detainees are properly showered, changed into jail clothing and searched for weapons and other contraband.

Performs bonding procedures, including completing required forms, receiving and receipting bond money, returning personal belongings and releasing detainees.

Logs, transports and/or escorts detainees to/from various locations, such as courts, Department of Corrections, medical appointments, hospitals, recreation, visitation, library and meetings.

Issues/monitors prescribed medications according to orders of Jail physician. Receives/distributes, examines and logs incoming/outgoing mail and personal items for detainees. Conducts routine "shake downs" of all cells and dormitories for contraband, and prepares written report of findings.

Ensures compliance with facility rules and regulations, and records and reports inappropriate behavior to appropriate

Sheriff's Office personnel. Properly secures and/or physically restrains violent and uncontrollable detainees as situations demand.

Performs/oversees maintenance of facility and equipment, including cleaning Central Control and other areas, maintaining grounds and reporting equipment repair needs to appropriate personnel as required.

Supervises and directs activities of Inmate Workers, such as serving meals and doing laundry including making work assignments and assuring proper accomplishments of duties.

Maintains various records as required, and prepares and submits required reports according to Sheriff's Office deadlines.

Performs all duties of Confinement Officer/Court Security and Confinement Officer/Transportation.

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

Periodically attends meetings and training sessions as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS & DIFFICULTY OF WORK:

A high school diploma or GED and successful completion of Indiana Law Enforcement School for Jailers. Ability to obtain required certifications.

Ability to qualify annually by obtaining a passing score in the Handgun Course of Fire, as required by the standards of the Indiana Law Enforcement Training Board.

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

Working knowledge of and ability to follow and make practical application of the customary practices, procedures, rules, regulations and personnel policies of the Sheriff's Office. Ability to obey all written and verbal orders and directives from Sheriff's Office superiors.

Ability to appropriately receive, secure and account for articles received in evidence, personal belongings of detainees and monies.

Working knowledge of and ability to properly use all assigned Sheriff's Office uniforms and/or equipment, including computer, printer, typewriter, intercom system, radio, telephone, surveillance/monitoring and video cameras, handcuffs, restraints, and electric locking devices.

Ability to physically perform the essential duties of the position, including, but not limited to, walking/standing and/or sitting for long periods, and occasionally running/walking up and down flights of stairs, running distances under one mile and/or physically restraining detainees during emergency situations.

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 deescalate volatile situations by means of conversation/negotiation.

Working knowledge of Standard English grammar, spelling and punctuation, and ability to prepare required forms and reports within Sheriff's Office deadlines. Ability to maintain confidentiality of Sheriff's Office information and reports as required.

Ability to effectively listen, comprehend and communicate with co-workers, detainees and the public by intercom, radio, telephone or in person, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to work irregular and/or extended hours as required.

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

II. RESPONSIBILITY:

Incumbent performs a variety of recurring duties according to standardized Departmental policies and procedures with schedule and priorities primarily determined by supervisor. Incumbent selects applicable methods to take authoritative action in response to situational demands. Incumbent's work is primarily reviewed through direct observation by supervisor for compliance with Sheriff's Office Policies and Procedures.

Errors in decisions or work are usually prevented through procedural safeguards, are detected by supervisory review and may lead to endangerment of self and/or others.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, detainees and the public for a variety of purposes, including exchanging, explaining and interpreting information, policies and procedures, and assisting in coordinating operations. 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 and/or incumbent.

Incumbent reports directly to Jail Sergeant or other personnel as assigned.

IV. PHYSICAL EFFORT & WORK ENVIRONMENT:

Incumbent performs duties in a jail facility and in an assigned vehicle while transporting detainees, involving walking/standing and/or sitting for long periods, and walking up and down flights of stairs. Incumbent is frequently exposed to the hazards associated with jail operations, such as violent individuals and communicable disease. 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 detainees. Incumbent must perform duties despite the stress of potential injury and/or loss of life to self and/or others.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Confinement Officer for the Sheriff/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

Print or Type Name