

DORCHESTER COUNTY DEPARTMENT OF CORRECTIONS

Applicant's Full Name: \_\_\_\_\_

Before completing an application for employment with the Department of Corrections, answer the questions below:

Have you received a copy of the position description? [ ]yes [ ]no

Are you a citizen of the United States? [ ]yes [ ]no

Are you at least eighteen years of age? [ ]yes [ ]no

Do you have a valid drivers license? [ ]yes [ ]no

Do you have either a high school diploma or a general education development certificate? [ ]yes [ ]no

Are you willing to work shift work, weekends and holidays? [ ]yes [ ]no

Are you physically and physiologically able to meet the demands for the position(s) that you have applied for? [ ]yes [ ]no

If you have answered NO to any of the above questions, you may not be eligible for employment with the Department of Corrections.

Have you ever been convicted of a felony crime? [ ]yes [ ]no

Have you ever been convicted of any crime in which the possible penalty was confinement in jail or prison for one year or longer? [ ]yes [ ]no

Have you used any type of illegal drug or illegal controlled dangerous substance, within the past three years? [ ]yes [ ]no

Have you ever sold, given, or provided another person with any illegal drug, or illegal controlled dangerous substance? [ ]yes [ ]no

Have you ever illegally used cocaine, heroin, opium, depressants (barbiturates, benzodiazepines, methaqualone, etc.), or stimulants (amphetamines, methamphetamines, etc.), hallucinogenics (LSD, PCP, mescaline, etc.)? [ ]yes [ ]no

Have you ever illegally used cannabis (marijuana, hashish, or any substance containing THC), regularly? [ ]yes [ ]no

If you have answered YES to any of the above questions, you may not be eligible for employment with the Department of Corrections.

APPLICANTS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## **DORCHESTER DETENTION CENTER**

### **POSITION DESCRIPTION**

ORGANIZATION TITLE: Probationary, Correctional Officer

This is the Basic Level in the Correctional Series. Work is performed within the Facility and does not include Police-type activities or responsibilities outside the facility, except as directly concerned with Correctional assignments.

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Position is given Job Performance Review - Quarterly

**MAJOR RESPONSIBILITY:** Assumes responsibility for the custody control, safety, security, and well-being of inmates legally assigned to the Dorchester Detention Center. Responds to emergency situations within the Facility.

#### **DUTIES:**

1. Reports to and works under the direction of the Shift Supervisor.
2. When assigned to the Control Center, with supervision:
  - A. Ensures that Fire Alarms, Security Alarms, Cameras, Radio's, and other equipment are operative at all time; makes notification of alarms to supervisor(s).
  - B. Controls electronic door locks to interior and exterior doors of the Facility.
  - C. Remains alert to unusual or emergency situations; acts to maintain the safety and security of inmates and staff.
  - D. Ensures that all entries of inmate status, activity, etc. are properly maintained on the Facility Log.
  - E. Ensures that communication, by radio or intercom, with Correctional Staff is operative at all time.
3. When assigned to floor duty, with supervision:
  - A. Patrols Pods, Cells and inmate areas within your assigned Post; continually checks Pods, Bars, Doors, Windows, Grills, Locks, Restraining Devices, Gun Lockers and other equipment, facilities to ensure that all are secure.
  - B. Distributes supplies, mail, authorized items to inmates; serves Meals; searches inmates clothing, mail, cells, pods, and body for prohibited items; continually looks for prohibited items.
  - C. Counsels inmates, to follow facility rules; assists in solving problems for inmates; breaks-up fights; restrains inmates, with facility equipment.
  - D. Assists with movement of inmates in the facility, accounts for inmates during and after movement.

- E. Locks inmates in dayrooms/pods and cells; releases them; assists with transportation of inmates; guards inmates outside the facility; accounts for custody, control, safety, security, and well-being of inmates during the Shift.
  - F. Maintains constant vigil over status and security of inmates; facilities, and equipment at all times; reacts immediately to unusual and emergency situations.
4. When assigned to Booking; with supervision:
- A. Receives and processes inmates brought to the Facility for incarceration; processes inmates being released.
  - B. Ensures forms and records for above are in complete order prior to either receiving or release.
  - C. Accounts for inmates property and money; issues receipts to inmates.
  - D. Maintains forms and records for inmate movement, and places inmates name on all Logs, Boards as directed by procedures.
  - E. Evaluates health condition of inmates and ensures that inmates receives medical treatment by facility Medical Personnel.
  - F. Remains alert to unusual or emergency situations; acts to maintain the safety and security of inmates and staff.
  - G. Re-admits inmates returning from Work- Release Programs or authorized escorts; searches inmates and confiscates prohibited items, completes forms and records if violations occur.
5. Performs other duties as assigned; with supervision.
6. Reports all unusual situations to the Supervisor.

**EDUCATION:** High School Graduate level of Language, Reading and Math is required.

**EXPERIENCE:** None required

**KNOWLEDGE AND SPECIAL SKILLS:** Basic knowledge of CPR and First Aid, ability to certify with departmental weapons, Fire Equipment, ability to deal with others effectively. Must maintain a Valid Maryland's Drivers Licences if qualified to use departmental weapons..

**RESPONSIBILITIES:**

- \* Must adhere to all Policy and Procedures / Rules and Regulations of the Detention Center.
- \* Accounts for inmates at all time, conducts inmate head count as required.
- \* Maintains proper sanitation of the facility at all time.

- \* Accounts for the security, sanitation, and appearance of all cells, dayrooms, pods, and other assigned areas accounts for the security and readiness of all equipment such as weapons, restraining devices, keys, telephones, emergency systems and equipment, etc.
- \* Accounts for inmates funds, property, and Facility supplies.
- \* Accounts for inmate Meals, and basic needs in your assigned area.
- \* Maintains order among inmates; enforces facility rules; enforces rules of visitation; answers inquiries ensures safety of visitors and others within your assigned area.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee must be physically capable of moving about in the Detention Center. Hand-eye coordination is necessary to operate various equipment.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; and talk or hear. The employee is occasionally required to use hands and fingers, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move objects weighing up to 50 pounds.

The employee must occasionally use force to restrain violent persons or defend against physical attack.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is usually performed in the secure portion of the Detention Center.

While performing the duties of this job, the employee is exposed regularly to loud noise, verbal or physical abuse, stressful situations, and threats to his or her well-being or life. The noise level in the work environment is usually moderate.

**SELECTION GUIDELINES:**

A formal application, rating of education and experience, oral interview, reference check, and job related tests may be required.

Candidates may be offered employment contingent on the results of a medical examination to determine their ability to perform job related functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**DEPARTMENT OF CORRECTIONS  
NOTICE TO PROSPECTIVE APPLICANTS / EMPLOYEES**

**EMPLOYMENT BENEFITS**

SALARY:	Per Current Salary Structure as set by County
VACATION:	Standard County Vacation Package
SICK LEAVE:	15 days per year, unlimited accumulation
HOLIDAYS:	As set by the County
UNIFORMS:	Most uniforms & equipment are provided
HOSPITALIZATION:	County offered Health Plan
RETIREMENT:	Employees are enrolled in the State of Maryland Retirement System
ENROLLMENT:	Md State Employees Credit Union
FREE MEMBERSHIP:	Blood Bank of the Eastern Shore

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

**SELECTION GUIDELINES:**

A formal application, rating of education and experience, oral interview, reference check, credit check, and job related tests may be required.

Applicants may be given a Conditional Offer of Employment contingent on the results of a Medical and Psychological examination to determine their ability to perform job related functions.

**\*\* You must provide photocopies of the following documents:**

Birth Certificate, Social Security Card, High School Diploma or GED Certificate, DD214 for Military Service, Credit Check and Application Questionnaire.

Failure to submit the above documents will result in the application being rejected.

If you have a drivers license a copy will need to be submitted

**All questions must be answered completely, neatly, legibly, and truthfully.**

## Page Two

A brief job description for entry level position is provided. The Position Description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

If any information requested on the application is found to be false, incomplete, missing or misleading, then the applicant shall not be considered for employment and if hired, the person subject to be terminated.

If additional space is needed to answer a question(s), attach a separate sheet of paper to the application and number your answer(s). Each applicant is hereby advised that the contents of this application are held to be strictly confidential and no information is disseminated to any person except when essential to the conduct of proper facility business or as required or authorized by law.

Applications shall only remain active for a period of one year from the date of submission.

All persons given a Conditional Offer as a Correctional Officer, must attend mandated training, and be in compliance with the rules and regulations as specified by the Maryland Police and Correctional Training Commission.

All persons accepted for employment with the Department of Corrections shall serve at least one year probationary period.

### **The minimum standards for selection for the Department of Corrections are:**

at least eighteen years of age;  
citizen of the United States;  
high school diploma or GED certificate;  
acceptable results of a background investigation including, moral character, reputation, emotional stability, criminal records check, driving records check, military records check, credit reports, school reports, personal references, interviews with neighbors, past employers, and fellow employees, acceptable oral interview;  
pass a drug screening test.

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**Page Three**

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[ ] Int.

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[ ] Int.

**APPLICATION FOR EMPLOYMENT**

This application is being submitted to apply for the following position.

**CORRECTIONAL OFFICER - as defined by the Md Police and Correctional Training Commission, DDC Position Description**

**SECTION I Personal Identification**

Name \_\_\_\_\_  
                    first                            middle                            last                            maiden            jr,sr

Other names you have used: \_\_\_\_\_

Complete Address: \_\_\_\_\_  
                                    P.O. Box                            House No.                            Street or Road

\_\_\_\_\_  
                    City or Town                            County                            State                            Zip Code

**Page Four**

If you use a P.O. Box, what is your physical street or road number and name?

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Social Security No: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Race: \_\_\_\_\_  
background check only

Driver License No: \_\_\_\_\_ State \_\_\_\_\_ Class \_\_\_\_\_

Home telephone No: \_\_\_\_\_

Other numbers where you can be contacted: \_\_\_\_\_

Are you a U.S. Citizen? \_\_\_\_\_ By birth or naturalization? \_\_\_\_\_

**SECTION II Military History**

1. Branch \_\_\_\_\_ Entry Date \_\_\_\_\_ Separated \_\_\_\_\_

2. Type of Discharge / Separation \_\_\_\_\_

3. Are you now a member of a Military Reserve or National Guard Unit? \_\_\_\_\_

4. Military occupational Speciality: \_\_\_\_\_

**SECTION III Background**

1. List all criminal convictions that you have received:

Date	Court	Charge	Sentence
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Are you pending any civil court action? \_\_\_\_\_ If yes, explain on the work sheet.

3. Are you on probation to any Court? \_\_\_\_\_

4. Have you ever used or gone by a different name, alias, or incorrect name?  
\_\_\_\_\_

**Page Five**

5. List your **COMPLETE ADDRESSES** for the past ten (10) years starting with your present address and working backwards

Dates		street and number	city, county, state, zip
from	to		

6. Are you presently awaiting criminal or traffic court action? \_\_\_\_\_

7. Are you presently the subject, or a party, of any investigations or pending criminal litigation? \_\_\_\_\_

**SECTION IV    Work Notice**

1. How much notice would you require for your present employer, prior to starting work?  
\_\_\_\_\_

2. Are you laid off and subject to being called back to work? \_\_\_\_\_

3. Explain why, you would like the position you have applied for:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**SECTION VII Education and Skills**

1. List last school year you successfully completed \_\_\_\_\_
2. Did you receive a high school diploma? \_\_\_\_\_
3. Name and Address of high school: \_\_\_\_\_  
\_\_\_\_\_
4. Do you have a G.E.D.? \_\_\_\_\_
5. Have you received a degree or certificate from a college? \_\_\_\_\_ If yes, what type of degree and date: \_\_\_\_\_
6. Give name and address of any special or trade schools you have attended, that are related to your application: \_\_\_\_\_
7. Can you use a typewriter? \_\_\_\_\_ If yes, wpm: \_\_\_\_\_
8. Do you have any experience with firearms? \_\_\_\_\_  
If yes, list type of weapons: \_\_\_\_\_  
\_\_\_\_\_

**SECTION VIII Personal References**

List below the information requested for three personal references who are reliable persons, who you know well enough to give information concerning your background.

**DO NOT INCLUDE RELATIVES OR EMPLOYERS**

1. Name \_\_\_\_\_  
COMPLETE Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone No. \_\_\_\_\_ Years Known \_\_\_\_\_  
Occupation: \_\_\_\_\_

**Personal References**

2. Name \_\_\_\_\_

COMPLETE Address \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_ Years Known \_\_\_\_\_

Occupation: \_\_\_\_\_

3. Name \_\_\_\_\_

COMPLETE Address \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_ Years Known \_\_\_\_\_

Occupation: \_\_\_\_\_

**SECTION IX Neighbors**

List below the complete information requested for three neighbors.

1. Name \_\_\_\_\_

Complete address \_\_\_\_\_

2. Name \_\_\_\_\_

Complete address \_\_\_\_\_

3. Name \_\_\_\_\_

Complete address \_\_\_\_\_

