

LINCOLN COUNTY REGIONAL JAIL

APPLICATION FOR EMPLOYMENT – POSITION OF DEPUTY JAILER

INSTRUCTIONS: READ THE JOB DESCRIPTION IMMEDIATELY BELOW AND ELIGIBILITY BACKGROUND QUESTIONS IN SECTION V, BELOW, TO DETERMINE IF YOU ARE INTERESTED IN, AND ELIGIBLE FOR EMPLOYMENT AS A DEPUTY JAILER. IF INTERESTED AND ELIGIBLE, FILL OUT THIS APPLICATION IN YOUR OWN, LEGIBLE PRINT OR HANDWRITING. ANSWER AS TRUTHFULLY AND AS COMPLETELY AS POSSIBLE. ATTACH RELEVANT DOCUMENTATION WHENEVER POSSIBLE. STAFFING NEEDS AT THE JAIL VARY DEPENDING ON STAFF TURN-OVER AND OTHER FACTORS. ALL APPLICATIONS ARE REVIEWED BY THE JAILER, CHIEF DEPUTY, AND SOMETIMES OTHER STAFF. APPLICATIONS ARE KEPT ON FILE FOR ONE YEAR. THE MOST QUALIFIED APPLICANTS ARE CALLED-IN FOR JOB INTERVIEWS WITH THE JAILER, DEPENDING ON THE STAFFING NEEDS OF THE JAIL AT ANY GIVEN TIME. ALL APPLICANTS ARE SUBJECT TO PRE-EMPLOYMENT DRUG TESTING AND BACK-GROUND CHECK.

JOB DESCRIPTION: DEPUTY JAILERS HIRED DURING FISCAL YEAR 2009/2010 WILL TYPICALLY BE HIRED AT A STARTING WAGE OF \$8.50 PER HOUR ON A PART-TIME BASIS, LEADING TO FULL-TIME, DEPENDING ON JOB PERFORMANCE AND THE NEEDS OF THE JAIL. THERE IS A 6-MONTH INTRODUCTORY PERIOD OF PROBATION, AND DEPUTIES ARE NOT ENTITLED TO FULL BENEFITS UNLESS AND UNTIL FORMALLY PROMOTED TO FULL-TIME STATUS. NEW DEPUTIES RECEIVE AN INITIAL ORIENTATION CONDUCTED BY THE JAILER CONSISTING OF A 2 – 4 HOUR REVIEW OF POLICY & PROCEDURE, BASIC JOB DUTIES, AND TOUR OF THE JAIL. NEW DEPUTIES THEN RECEIVE 16 HOURS OF ON-THE-JOB TRAINING AND ARE THEN SCHEDULED TO WORK SHIFTS AS NEEDED. THERE IS NO BASIC ACADEMY OR FIELD TRAINING OFFICER PROGRAM. DEPUTIES TYPICALLY RECEIVE APPROXIMATELY 40 HOURS OF IN-SERVICE TRAINING THROUGHOUT THE YEAR, INCLUDING 16 HOUR OF DEPARTMENT OF CORRECTIONS TRAINING, QUARTERLY IN-HOUSE POLICY & PROCEDURE TRAINING, AND VARIOUS CERTIFICATIONS, INCLUDING 1ST AID, CPR, PEPPER SPRAY, TASER, DEFENSIVE TACTICS, FIREARMS, ETC. ALL DEPUTIES RECEIVE AN ANNUAL COST OF LIVING RAISE SET BY THE COUNTY. DEPUTIES MAY PERIODICALLY BE ELIGIBLE FOR PROMOTION AND CORRESPONDING A PAY RAISE DEPENDING ON THE NEEDS OF THE JAIL.

DEPUTIES WORK UNDER THE SUPERVISION OF A SHIFT COMMANDER, TYPICALLY A SERGEANT OR CORPORAL, PRIMARILY INSIDE THE SECURITY PERIMETER IN DIRECT CONTACT WITH PRISONERS. DUTIES TYPICALLY INCLUDE: PRISONER ADMISSIONS AND RELEASES (SEARCHES, REVIEW LEGAL DOCUMENTS, INVENTORY PROPERTY, OBTAIN PRISONER INFORMATION, MAKE COMPUTER ENTRIES, PREPARE BONDS); SECURITY DUTIES (AUDIO-VIDEO SURVEILLANCE, CELL CHECKS, SHAKE-DOWNS, STRIP-SEARCHES, HEAD-COUNTS, PHYSICALLY RESTRAINING PRISONERS, USE OF WEAPONS AND RESTRAINT DEVICES, TRANSPORTS, MAINTAINING LOGS, AND PREPARING REPORTS); SAFETY AND EMERGENCY DUTIES (FIRE PREVENTION AND EVACUATION, PREVENTING AND RESPONDING TO ESCAPES, HOSTAGE SITUATIONS, RIOT, MASS ARREST, NATURAL DISASTER, AND SUICIDE ATTEMPTS); MEDICAL AND MENTAL HEALTH SERVICES DUTIES (ROUTINE MEDICAL, PROCESSING AND DISPENSING MEDICATION, AND EMERGENCY RESPONSES); FOOD SERVICE; SANITATION AND HYGENE; INMATE PROGRAMS (COMMUNITY SERVICE, WORK RELEASE, RELIGIOUS SERVICES, SELF-IMPROVEMENT & REHABILITATION PROGRAMMING, AND RECREATION); INMATE RIGHTS (ACCESS TO COURTS, VISITATION, MAIL, TELEPHONE, GRIEVANCES, AND DISCIPLINARY PROCEDURES).

DATE: _____

I. GENERAL INFORMATION:

LAST NAME: _____ **FIRST:** _____ **MIDDLE:** _____

ANY OTHER NAMES YOU HAVE EVER USED: _____

ADDRESS: _____

RENT OR OWN? _____ **HOW LONG AT CURRENT ADDRESS?** _____

IF RENT, LANDLORD'S NAME & TELEPHONE: _____

PREVIOUS ADDRESS: _____

_____ **FROM:** _____ **TO** _____

YOUR CELL PHONE NO.: _____ **HOME PHONE NO:** _____

DATE OF BIRTH (FOR IDENTIFICATION PURPOSES ONLY): _____

KY DRIVERS LICENSE NO. (ATTACH COPY): _____

SOCIAL SECURITY NO. (ATTACH COPY): _____

MINIMUM RATE OF PAY REQUIREMENT: _____

WILL YOU START PART-TIME? _____ **DO YOU WANT FULL-TIME?** _____

WHAT SHIFTS CAN YOU WORK? _____

WHEN ARE YOU AVAILABLE TO START? _____

II. EDUCATION:

ARE YOU A HIGH SCHOOL GRADUATE (ATTACH COPY OF DIPLOMA)? _____
DATE OF GRADUATION: _____ NAME OF SCHOOL: _____
DO YOU HAVE A GED (ATTACH COPY)? _____ DATE OBTAINED: _____
DESCRIBE ANY COLLEGE, SPECIAL TRAINING, OR RELEVANT SKILLS (ATTACH COPIES
OF CERTIFICATES):

**III. EMPLOYMENT HISTORY (STARTING WITH MOST RECENT & INCLUDING RELATED
EMPLOYMENT):**

1. EMPLOYER: _____
ADDRESS: _____
SUPERVISOR: _____ TELEPHONE: _____
DATES OF EMPLOYMENT: _____ RATE OF PAY: _____
JOB TITLE/DUTIES: _____
REASON FOR LEAVING: _____
2. EMPLOYER: _____
ADDRESS: _____
SUPERVISOR: _____ TELEPHONE: _____
DATES OF EMPLOYMENT: _____ RATE OF PAY: _____
JOB TITLE/DUTIES: _____
REASON FOR LEAVING: _____
3. EMPLOYER: _____
ADDRESS: _____
SUPERVISOR: _____ TELEPHONE: _____
DATES OF EMPLOYMENT: _____ RATE OF PAY: _____
JOB TITLE/DUTIES: _____
REASON FOR LEAVING: _____
4. EMPLOYER: _____
ADDRESS: _____
SUPERVISOR: _____ TELEPHONE: _____
DATES OF EMPLOYMENT: _____ RATE OF PAY: _____
JOB TITLE/DUTIES: _____
REASON FOR LEAVING: _____

IV. PERSONAL REFERENCES (NEIGHBORS, COMMUNITY LEADERS OR FRIENDS):

1. NAME: _____ TELEPHONE: _____
ADDRESS: _____
RELATIONSHIP: _____ HOW LONG? _____
2. NAME: _____ TELEPHONE: _____
ADDRESS: _____
RELATIONSHIP: _____ HOW LONG? _____
3. NAME: _____ TELEPHONE: _____
ADDRESS: _____
RELATIONSHIP: _____ HOW LONG? _____

V. ELIGIBILITY BACKGROUND QUESTIONS:

YOU MUST ANSWER "YES" TO QUESTIONS 1 – 8 BELOW TO BE ELIGIBLE FOR EMPLOYMENT.

1. DO YOU HAVE A VALID KY DRIVER'S LICENSE? _____
2. ARE YOU AT LEAST TWENTY-ONE (21) YEARS OF AGE? _____
3. DO YOU HAVE A HIGH SCHOOL DIPLOMA OR GED? _____
4. CAN YOU READ, WRITE, DO ARITHMETIC, AND USE A COMPUTER? _____
5. HAVE YOU BEEN A KENTUCKY RESIDENT FOR PAST SIX (6) MONTHS? _____
6. IF SEEKING FULL-TIME, ARE YOU AVAILABLE TO WORK ANY SHIFT? _____
7. DO YOU HAVE RELIABLE TRANSPORTATION TO AND FROM WORK? _____
8. ARE YOU SUFFICIENTLY PHYSICALLY FIT TO PERFORM THE DUTIES OF A DEPUTY JAILER, INCLUDING BUT NOT LIMITED TO: (1) WORKING DOUBLE 8-HOUR SHIFTS OR 1 ½ 12-HOUR SHIFTS AS MAY BE NECESSARY; (2) RESPONDING TO EMERGENCIES THAT MAY INVOLVE RUNNING, CLIMBING STAIRS, CARRY PEOPLE TO SAFETY, AND BREAKING UP FIGHTS; (3) ENGAGING IN TRAINING THAT IS PSYCHOLOGICALLY AND PHYSICALLY STRESSFULL, INCLUDING PEPPER SPRAY TRAINING (REQUIRING BEING SPRAYED IN THE FACE WITH PEPPER SPRAY), TASER TRAINING (REQUIRING BEING STUNNED BY A TASER) DEFENSIVE TACTICS TRAINING (REQUIRING SUBJECTING OTHERS TO, AND YOURSELF BEING SUBJECTED TO, STRIKES, JOINT LOCKS, TAKE-DOWNS, AND USE OF RESTRAINTS), FIREARMS TRAINING, AND CPR & FIRST AID TRAINING; (4) ENGAGING IN PHYSICAL FITNESS TRAINING AND TESTING; AND (5) ABLE TO PASS A DRUG TEST FOR BOTH ILLEGAL DRUGS AS WELL AS LEGALLY PRESCRIBED MEDICATIONS THAT MAY IMPAIR ONE'S ABILITY TO PERFORM THE DUTIES OF A DEPUTY JAILER, INCLUDING TO OPERATE A MOTOR VEHICLE, USE DEADLY WEAPONS, OR MAKE LIFE OR DEATH DECISIONS UNDER STRESSFUL CONDITIONS (EXAMPLES OF PROHIBITED MEDICATIONS INCLUDE BUT ARE NOT LIMITED TO OPIATE-BASED, METHADONE-BASED, OXYCODONE-BASED, OR PROPOXYPHENE-BASED PAIN KILLERS, BENZODIAZEPINE-BASED MUSCLE RELAXERS OR TRANQUILIZERS, AMPHETAMINE-BASED STIMULANTS, BARBITURATE-BASED SLEEPING PILLS, AND MEDICAL MARIJUANA)? _____

YOU MUST ANSWER "NO" TO QUESTIONS 9 – 19 BELOW TO BE ELIGIBLE FOR EMPLOYMENT.

9. HAVE YOU EVER BEEN CONVICTED OF A FELONY? _____
10. ARE YOU A FUGITIVE FROM JUSTICE? _____
11. ARE YOU AN UNLAWFUL USER OR ADDICTED TO CONTROLLED SUBSTANCES OR HAVE YOU BEEN WITHIN THE PRECEEDING THREE (3) YEARS? _____
12. HAVE YOU EVER BEEN JUDGED BY A COURT TO BE MENTALLY DEFECTIVE OR BEEN INVOLUNTARILY COMMITTED TO A MENTAL INSTITUTION? _____
13. ARE YOU AN ILLEGAL ALIEN? _____
14. HAVE YOU BEEN DISCHARGED FROM THE ARMED FORCES UNDER DISHONORABLE CONDITIONS? _____
15. HAVE YOU RENOUNCED YOUR UNITED STATES CITIZENSHIP? _____
16. ARE YOU CURRENTLY SUBJECT TO A DOMESTIC VIOLENCE ORDER ISSUED AFTER A HEARING? _____
17. WITHIN THE PAST THREE (3) YEARS
 - A) HAVE YOU BEEN CONVICTED OF A MISDEMEANOR INVOLVING CONTROLLED SUBSTANCES OR DRUG PARAPHERNIA, OR RECEIVED TREATMENT FOR ABUSE OF CONTROLLED SUBSTANCES? _____
 - B) HAVE YOU BEEN CONVICTED OF DUI OR RECEIVED TREATMENT FOR ALCOHOLISM? _____

- C) HAVE YOU BEEN CONVICTED OF MISDEMEANOR ASSAULT, MENACING, WANTON ENDANGERMENT, OR TERRORISTIC THREATENING? _____
- D) HAVE YOU BEEN CONVICTED OF A THEFT-RELATED MISDEMEANOR? _____
- E) HAVE YOU BEEN CONVICTED OF A SEXUALLY-RELATED MISDEMEANOR? _____

- 18. ARE YOU CURRENTLY ON PROBATION OR HAVE ANY CRIMINAL CHARGES PENDING AGAINST YOU? _____
- 19. ARE YOU MARRIED TO, OR DO YOU RESIDE WITH, ANYONE WHO HAS BEEN CONVICTED OF A FELONY, AND IT HAS BEEN LESS THAN ONE YEAR SINCE THAT PERSON SERVED OUT OR COMPLETED PROBATION OR PAROLE? _____

VI. SPECIFIC BACKGROUND INFORMATION:

ANSWERING "YES" TO ANY QUESTIONS BELOW DOES NOT NECESSARILY DISQUALIFY YOU FROM EMPLOYMENT BUT DOES REQUIRE A DETAILED AND ACCURATE EXPLANATION.

- 1. HAVE YOU EVER BEEN ARRESTED OR CHARGED WITH ANY CRIME? _____
- 2. IF "YES", PLEASE DESCRIBE EACH ARREST OR CHARGE, INCLUDING DATE, LOCATION, CHARGES, AND DISPOSITION.

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- 3. HAVE YOU EVER LIVED IN ANY OTHER STATE OR COUNTRY? _____
 - 4. IF "YES", FOR EACH PLEASE STATE OR COUNTRY YOU HAVE EVER LIVED IN STATE THE NAME OF THE OTHER STATE OR COUNTRY AND DATES YOU LIVED THERE.

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- 5. HAVE YOU EVER BEEN MARRIED TO, OR RESIDED WITH, ANYONE WHO HAS EVER BEEN CONVICTED OF A FELONY? _____
 - 6. IF "YES", PLEASE DESCRIBE THE PEOPLE, INCLUDING NAMES, RELATIONSHIPS, DATES, AND DESCRIPTION OF CHARGES.

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- 7. HAVE YOU EVER BEEN DENIED EMPLOYMENT, OR BEEN DISCHARGED ("FIRED") FROM EMPLOYMENT, DUE TO POOR HEALTH? _____
 - 8. IF "YES", PLEASE EXPLAIN EACH SUCH INSTANCE.

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- 9. HAVE YOU EVER BEEN DISCHARGED ("FIRED") FROM EMPLOYMENT FOR ANY REASON OTHER THAN POOR HEALTH? _____
 - 10. IF "YES", PLEASE DESCRIBE EACH SUCH INSTANCE.

I DECLARE UNDER PENALTY OF PERJURY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT, AND I UNDERSTAND THAT IF I AM HIRED, ANY FALSE STATEMENT OR INACCURACIES CONTAINED HEREIN SHALL CONSTITUTE GROUNDS FOR IMMEDIATE TERMINATION OF EMPLOYMENT.

DATE: _____

SIGNATURE: _____