

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION STATISTICS

HUGHES COUNTY Is an Equal Opportunity Employer.

The information below is required by State and Federal Regulations for statistical and affirmative action purposes and in no way influences employment prospects. This page is separated from your application immediately. The information is maintained confidentially and is not available to any employing agency. Your responses are voluntary.

Sex : ___ Male ___ Female

Birth Date: _____

Racial/Ethnic-Group:

1. **White (not of Hispanic Origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
2. **Black (not of Hispanic origin):** All persons having origins in any of the Black racial groups of Africa.
3. **Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish Culture of Origin, regardless of race.
4. **Asian or Pacific Islander:** All persons having origins in any of the original peoples of the far east, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for Example: China, India, Japan, Korea, the Philippines Islands, and Samoa.
5. **American Indian or Alaskan Native:** All persons having origins in any of the peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Disability: Do you have a Physical or mental impairment that limits one or more of your major life activities (e.g. walking, hearing, speaking, seeing, breathing, learning)? ___Y ___N

Instructions: The following are the “essential job functions” that are common to all Corrections Officers in the Hughes County Jail. The successful applicant must be able to perform all of the essential job functions of an experienced corrections officer, unassisted, and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength. You may be asked to perform additional duties as assigned by the Jail Administrator, Deputy Jail Administrator or Sheriff. You may be asked at time of interview if you have reviewed this form and if you are able to perform all the functions.

ESSENTIAL JOB FUNCTION	Explanation	check box if Yes
1.	Effectively restrain an adult inmate/juvenile, forcibly if necessary, using handcuffs and other restraints: subdue resisting inmates using maneuvers and resort to the use of hand and feet and other approved devices in self defense. Y N	
2.	Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations, to include filing, alphabetizing and labeling. Y N	
3.	Exercise Independent judgment in determining the appropriate classification of inmates/juvenile and assessing and responding to the needs of special populations. Y N	
4.	Operate computers and teletype systems. Y N	
5.	Communicate effectively and coherently with other Officers and adult inmate/juvenile using existing communications systems. Y N	
6.	Gather Information in criminal and administrative Investigations by Interviewing and obtaining the statements of victims, witnesses, suspects and confidential Informers and exercise independent judgment by determining when probable cause exists to recommend disciplinary action. Y N	
7.	Pursue fleeing adult Inmate/Juvenile and perform rescue operations and other duties which may involve quickly entering and exiting secured areas, lifting, carrying and dragging heavy objects: climbing up and down from elevated surfaces: climbing through openings, jumping over obstacles; crawling in confined areas, and using body force to gain entrance. Y N	
8.	Perform searches of people, mail items, objects capable of concealing contraband, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time and detaining people. Y N	
9.	Conduct visual and audio surveillance for extended periods of time. Y N	
10.	Engage in functions in confined areas that include such things as preparing and serving food, maintenance and janitorial functions, working rotating shifts, extended walking on foot patrol and physically checking the doors, windows and other areas to ensure they are secure. Y N	
11.	Effectively communicate with adult inmates/Juveniles and the public, by giving information and directions, mediating disputes and advising of rights and processes. Y N	
12.	Demonstrate communication skills in court and other formal settings. Y N	

13. Detect and collect evidence and substances that provide the basis of criminal offenses or administrative violations, detect the presence of conditions such as smoke, unusual or excessive noise, odors, etc. Y N
14. Endure verbal and mental abuse when confronted with the hostile views and opinions of inmates/Juveniles and other people encountered in an antagonistic environment. Y N
15. Perform rescue functions at accidents, emergencies and disasters to include standing for long periods of times, administering basic emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from confined areas. Y N
16. Transport and escort adult prisoners/Juveniles, detainee's and committed mental patients using handcuffs and other appropriate restraints. Y N
17. Put on and operate self-contained breathing apparatus and extinguish small fires by using fire extinguisher and other appropriate means. Y N
18. Read and comprehend legal and non legal documents, including the processing of such documents as medial instructions, commitment orders, summons, warrants and other legal writs. Y N
19. Process and release adult Inmate/Juveniles to include taking their photographs and obtaining a legible set of inked fingerprint impressions Y N
20. Perform crisis intervention functions to include, suicide prevention, recognize abnormal behavior and taking action Y N
21. Break up fights and affrays. Y N
22. Possess sufficient dexterity to manipulate keys and keyboards, operate levers and buttons, manually operate heavy doors and to count, collect and inventory small items. Y N
23. Read computer and camera screens, court and other legal and non legal documents, distinguish colors and exercise full field of vision while supervising inmate/Juveniles. Y N
24. Inspect unclothed Inmate/juveniles including body cavities, with exposure to body fluids, wastes and possible encounters with deceased persons. Y N
25. Complete and pass CPR training. Y N
26. Complete and Pass medication assistant course. Perform medication assistant duties under Supervision of nurse. Y N

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____ do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the Hughes County Sheriff's Office, whether the said records are of a public, private or confidential nature.

I understand that any information obtained by a personal history back ground investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment as a Hughes County Corrections Officer. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information, and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information.

Signature(include maiden name) _____

WITNESS

Date