

**HUGHES COUNTY JAIL ADULT/JUVENILE CORRECTIONS EMPLOYMENT/
NURSE APPLICATION—PLEASE CONTACT THE HCJ FOR THE NURSE PAY SCALE**

Instructions: Complete Section One and attach resume and/or complete remainder of application.

Application must be postmarked with 24 hours after closing date.

Please email the completed application to ron.nelson@co.hughes.sd.us

SECTION 1—REQUIRED INFORMATION

Requisition Number _____ Job Title _____

Name: _____
Social Security Number _____ - _____ - _____
Last First Middle

Mailing Address _____
Street/Avenue,Box,Apartment,Lot or Trailer City, State Zip E-mail address

Telephone (H) _____ (W) _____ (Cell) _____

Are you a citizen or currently authorized to work in the United States on a full time basis? ___Y ___N

Have you ever been convicted of or pled guilty or nolo contendere/no contest to any felony? ___Y___N

If Yes please explain: _____

Note: A conviction will not automatically disqualify an applicant. The employer will consider the type and seriousness of the crime, the frequency of violations, the applicant's age at time of conviction, and the date of conviction or time elapsed since the conviction or completion of any jail sentence in addition to other job-related criteria.

Have you ever been employed by Hughes County? ___Y ___N

Veterans: To receive veterans' preference, you must submit your DD-214 and Current VA disability certification(If applicable). If you are eligible you will automatically receive veteran's preference.

List place of residence if different from mailing address: _____

To receive disability preference, you must be certified by a State Rehabilitation Counselor and have a form on file with the State.

May we contact your current employer regarding your qualifications prior to making an offer of employment to you? ___Y ___N

PROFESSIONAL REFERENCES-PLEASE INCLUDE NAME, ADDRESS, TELEPHONE NUMBERS

1. _____
2. _____
3. _____

By submitting this application, you are certifying that the information is true, correct, and complete to the best of your knowledge and belief. A false or misleading statement or intentional omission of relevant information is cause for disciplinary action. Including termination of employment.

SECTION 2—EDUCATION

If all requested information is included on an attached resume, you do not need to complete this section.

Do you possess a High School diploma or GED? ___Y ___N School Name/City/State_____

Name and Address of Post Secondary School_____

Dates Attended_____ to _____ Major_____ Minor_____

Did you Graduate ___Y ___N Type of Degree_____

List all relevant licenses, certificates or registrations you possess (include expiration date, license number, and issuing state). Also, identify any other educational experiences that may be relevant to the position for which you are applying.

SECTION 3---WORK HISTORY

- If all requested information is included on an attached resume, you do not need to complete this section
- Begin with your current or most recent position and work backwards: attach additional pages if necessary.
- Include all paid experience: you may include non paid experience if you feel it may be pertinent to this position.

Job Title_____ Dates: From_____ To_____

Employer_____ City/State_____

Supervisor's Name/Title_____ Phone_____

Reason for Leaving_____ Final Salary_____

Duties performed and knowledge or skills gained from this experience._____

Job Title _____ Dates: From _____ To _____

Employer _____ City/State _____

Supervisor's Name/Title _____ Phone _____

Reason for Leaving _____ Final Salary _____

Duties performed and knowledge or skills gained from this experience. _____

Job Title _____ Dates: From _____ To _____

Employer _____ City/State _____

Supervisor's Name/Title _____ Phone _____

Reason for Leaving _____ Final Salary _____

Duties performed and knowledge or skills gained from this experience. _____

Job Title _____ Dates: From _____ To _____

Employer _____ City/State _____

Supervisor's Name/Title _____ Phone _____

Reason for Leaving _____ Final Salary _____

Duties performed and knowledge or skills gained from this experience. _____

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	circle	Yes	No
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

Hughes County Jail Adult/Juvenile Corrections Position

Minimum Requirements and Personal Characteristics for Hughes County Corrections Officer

Minimum Requirements

1. Must be a U.S. Citizen and South Dakota resident at time of employment
2. Must be 18 years of age at time of employment.
3. Must be a High School Graduate or have GED Certificate
4. Must not have been convicted of any felony crimes.
5. Must not have been convicted of any "Domestic Crimes".
6. Must not have been convicted of a 2nd DUI.
7. Must have no pending traffic, criminal or civil litigation.
8. Must not have ever been detained for Mental Committal, voluntary or Involuntary.
9. Must be able to pass a physical examination and drug testing

Personal Characteristics

Since Corrections Officer's are required to uphold judgments of the law and they are exposed to certain temptations to show favoritism, corruption, or unlawful monetary gain, it is a "business necessity" that officers exhibit a history and characteristics of honesty, reliability, ability to manage personal finances, interpersonal skill, and integrity.

Additionally, Corrections Officers are frequently placed in a position of physical and mental stress. Therefore, a history of mental or physical disability may be grounds for denying an application, or these factors, might be a consideration in the hiring process. Applicants posing a substantial risk to themselves, inmates, other officers and the public are at a substantial disadvantage in the hiring process.

The Hughes County Sheriff does an extensive background investigation of each applicant and expects the applicant to truthfully complete the application in full. Any omission of information is cause for elimination from the hiring process or rejection of the application.

Every Employee of the Hughes County Sheriff is required to sign a "Code of Ethics" form. This form outlines the basic requirements of the Sheriff for the employee to maintain employment with the Hughes County Sheriff's Office.

I UNDERSTAND THE MINIMUM JOB AND BACKGROUND REQUIREMENTS, AND SUBMIT THIS APPLICATION FOR THE LISTED POSITION.

PRINTED NAME: _____ DATE OF BIRTH: _____

SIGNATURE _____ DATE _____

WITNESS _____

DATE APPLICATION PICKED UP _____

Hughes County Adult/Juvenile Corrections Position

Hughes County Jail

Hours, Wages and Benefits

All Corrections Officers work rotating shifts, working 2080 hours per year as scheduled by the Juvenile/Jail Supervisor. The position of Adult/Juvenile Corrections Officer requires that the majority of the time the Correction Officer will be working day, night and midnight shifts and weekends.

The regular shifts are: 7:00 am-7pm and 7pm -7am. Other shifts as assigned according to available staff and requirements of the Hughes County Jail.

Hughes County has nine authorized holidays.

Annual Leave: is earned at the rate of 7 hours per month and can be accrued to 168hrs.

Sick Leave is earned at the rate of 8.25 hours per month and can be accrued amount unlimited

WAGES and BENEFITS:

The starting wage for full time Adult/Juvenile Correction Officer is \$18.45 per hr.

There is a 1 year probationary period. Overtime (time and one half) is paid for all Holidays and all authorized overtime hours worked. The county uses a salary schedule, which is based on pay grades. Yearly raises are given at the discretion of the Hughes County Commission.

Workmen's Compensation covers all employees.

Health insurance is paid in full for the employee; a family plan is available to be paid by the employee for family coverage. Health Insurance coverage includes Medical, Dental and Chiropractic Care. There is a separate dental policy paid for employee only. Dental care for family coverage may be purchased for the family.

A \$10,000 Life Insurance policy is paid by Hughes County on all employees.

South Dakota Class B retirement is paid by both County and employee.

January 1st, 2020

