

# Winnebago County Sheriff's Office Corrections Bureau



# Recruiting Booklet

**AN EQUAL OPPORTUNITY EMPLOYER**

February 2008

## Winnebago County Sheriff's Department

**Position:** Corrections Officer  
**Department:** Sheriff's Office, Corrections Division  
**Reports to:** Shift Sergeant

### Job Summary

A Corrections officer is primarily responsible for supervision of inmates within his/her assigned area. Correction officers participate in the day-to-day operations of the jail which includes but is not limited to; booking and releasing inmates, classification, control stations, maintaining security of the facility, escorting offenders within or outside the secure confines of the jail, and supervising inmates in their assigned housing unit. Corrections officers must communicate effectively with a varied population of offenders, including individuals from diverse ethnic, racial, cultural and economic backgrounds. This may include persons for whom English is not a primary language, persons with developmental and learning disabilities, or individuals with a wide variety of psychiatric and physical disorders.

### Duties and Responsibilities

Provide direct supervision to inmates in the Winnebago County Jail.  
Control inmate movements within his/her assigned area of the jail.  
Book, fingerprint, photograph and otherwise process new inmates as directed.  
Maintain jail log and records during assigned shift.  
Conduct formal and informal headcounts of inmates within his/her area of responsibility.  
Make periodic activity and physical security checks of all inmate housing areas and areas to which inmates have access within his/her assigned area of control during his/her tour of duty.  
Report all damage to jail property to his/her immediate supervisor.  
Request, through immediate supervisor, supplies necessary to adequately perform work functions.  
Fill out and deliver all incident, disciplinary reports and inmate grievances to immediate supervisor.  
Acquaint self with information contained in daily logs pertaining to activities that occurred during the preceding shift before assuming responsibilities for the assigned post. This includes obtaining a verbal briefing from any officer which he/she is relieving.  
Conduct safety and security inspections and shakedowns as directed.  
Supervise inmate meal service within his/her assigned area; maintain accountability of all trays and utensils.  
Supervise the cleaning of inmates living areas, hallways and common areas.  
Supervise inmate personal and professional visits as directed.  
Supervise the dispensing of medication to inmates in accordance with pertinent policy and procedure when directed.  
Ensure inmates maintain good personal hygiene and that each has the basic necessities to do so.  
Search all inmates entering the jail. Search all visitors and/or property as directed.

Make pertinent observations to the shift supervisor concerning inmate behavior and/or classification.

Carry out all other duties not listed herein that might be required by his/her immediate supervisor or any member of the administration for the safe and proper operation of the Winnebago County Jail.

*The list as stated above is a partial list of duties for the position of Corrections Officer for the Winnebago County Jail. He/she may be required to carry out additional orders of the Jail Superintendent, Chief Deputy or Sheriff.*

### **Specialized Equipment**

Transportation vehicle(s), two-way radio, telephone, restraints, weapons, OC spray, intercom system, jail management system, man-down system, watch tour system, control systems, computer terminals, first aid kits and general office equipment.

### **Problems and Challenges**

Must be able to deal effectively with agitated people. Must be able to maintain an alert, calm, rational state of mind.

### **Dimension of Work**

Full-time positions operating on a 24 hour a day, 7 day a week shift schedule; subject to voluntary and mandatory overtime.

### **Working Conditions and Job Hazards**

Corrections officers will be exposed to a physically challenging environment which may include exposure to blood borne pathogens, physical assault, verbal assault, loud noises, prolonged sitting or standing, and restricted movement outside the facility.

### **Qualifications Required**

Must be a minimum of 21 years of age and possess a high school diploma or its equivalent.

Must successfully complete the five-week Basic Corrections Officer Training Program through the Illinois Training and Standards Board.

Must complete a six month probationary period.

Must be a United States citizen.

Must not have any felony convictions nor have been convicted of certain misdemeanors.

Must possess or have the ability to obtain prior to employment, a valid Illinois State drivers license.

Must possess or have the ability to obtain prior to employment, a firearms identification card (FOID).

Must pass both written and physical endurance tests as designated by the Sheriff.

Must have the ability to work independent of constant supervision.

Must have a good working understanding of corrections security procedures and emergency alert system.

Must be able to work under pressure and remain calm in dangerous situations.

Must be able to work in close contact with and supervise the inmate population.

Must have a thorough working knowledge of jail policy and procedures.

Must have the ability to withstand the job-related stress and dangers.

Must be willing to participate in in-service training each year as required by law or department general orders.

Must maintain a Class C driver's license to operate the corrections transport bus.  
(optional)

## BENEFITS

- t Starting Salary of \$34,646
- t Medical Insurance  
(The County of Winnebago offers an excellent health and dental insurance plan to its employees.)
- t Life Insurance
- t Pension Plan  
(Illinois Municipal Retirement Fund)
- t Deferred Compensation Plan  
(used for health and dental expenses.)
- t Annual Uniform Allowance
- t Paid Vacation  
(Earn 84 hours in the first year of service.)
- t Paid Sick Time  
(Earn 8.4 hours for each month of service, to a maximum of 240 days.)
- t Paid Holidays  
(12 paid holidays and 1 personal day)
- t Educational Assistance
- t Specialized Training
- t Opportunity for Advancement

NOTE: Many of the listed benefits are provided for in a contract between the County of Winnebago and the American Federation of State County and Municipal Employees (AFSCME). They are subject to change whenever a new contract is negotiated.

## ELIGIBILITY REQUIREMENTS

Each applicant for original appointment as a corrections officer must meet the following prerequisites prior to undergoing further examination:

### **Citizenship**

Must be a citizen of the United States of America.

### **Age**

Must be 21 years old.

### **Education**

A high school diploma (or it=s equivalent) is required.

### **Driver=s License**

Must possess a valid driver's license upon which the applicant may legally operate a motor vehicle in the State of Illinois.

### **Criminal History**

An applicant must not have any felony convictions nor have been convicted of certain misdemeanors. A list of disqualifying convictions is contained within this booklet.

### **MISCELLANEOUS**

Must not be or have been classified as a conscientious objector by the local selective service system or have been discharged by reason of conscientious objection by the military. A copy of the applicant's discharge from military service (DD-214) or military or draft status shall be provided.

## DISQUALIFYING OFFENSES

**based on the Illinois Police Training Act (50 ILCS 705/1 et seq.)**

<ul style="list-style-type: none"> <li>&lt; ANY Felony</li> <li>&lt; Chapter 720 Illinois Compiled Statutes</li> <li>&lt; Indecent Solicitation of a Child (5/11-6)</li> <li>&lt; Public Indecency (5/11-9)</li> <li>&lt; Sexual Exploitation of a Child (5/11-9.1)</li> <li>&lt; Prostitution (5/11-14)</li> <li>&lt; Soliciting for a Prostitute ( 5/11-15)</li> <li>&lt; Keeping a Place of Prostitution (5/11-17)</li> <li>&lt; Patronizing a Prostitute (5/11-18)</li> <li>&lt; Pimping (5/11-19)</li> <li>&lt; Aggravated Assault (5/12-2)</li> <li>&lt; Intimidation (5/12-6)</li> <li>&lt; Criminal Sexual Abuse 5/12-15)</li> <li>&lt; Theft (5/16-1)</li> <li>&lt; Deceptive Practices (5/17-1)</li> <li>&lt; Impersonating a Police Veteran/Fraternal Organization (5/17-2)</li> <li>&lt; Unlawful Possession of Firearms and Firearm Ammunition (5/24-3.1)</li> <li>&lt; Defacing Identification Marks of Firearms (5/24-5)</li> <li>&lt; Keeping a Gambling Place (5/28-3)</li> <li>&lt; Offering a Bribe (5/29-1)</li> <li>&lt; Resisting or Obstructing a Peace Officer or Correctional Employee (5/31-1)</li> </ul>	<ul style="list-style-type: none"> <li>&lt; Obstructing Justice (5/31-4)</li> <li>&lt; Escape/Failure to Report (5/31-6)</li> <li>&lt; Aiding Escape ( 5/31-7)</li> <li>&lt; Perjury (5/32-2)</li> <li>&lt; Subordination of Perjury (5/32-3)</li> <li>&lt; Communicating with Jurors and Witnesses (5/32-4)</li> <li>&lt; Harassment of Jurors or Families of Jurors (5/32-4a)</li> <li>&lt; Simulating Legal Process (5/32-7)</li> <li>&lt; Tampering with Public Records (5/32-8)</li> <li>&lt; Manufacture or Delivery of Cannabis (550/5)</li> <li>&lt; Delivery of Cannabis on School Grounds (550/5.2)</li> <li>&lt; Convicted of any misdemeanor crime of Domestic Violence involving the use or attempted use of Physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is co-habiting with or has co-habited with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim.</li> </ul>
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<ul style="list-style-type: none"> <li>&lt; Convicted of any misdemeanor crime of domestic violence involving the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent or guardian of the victim.</li> </ul>
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## **TESTING & OTHER INFORMATION**

### **PHYSICAL FITNESS TEST**

Each applicant shall submit to a physical fitness test. Physical fitness tests shall consist of an evaluation of the applicant's physical ability in various job-related exercises. Each applicant shall sign a written waiver holding the county, the Sheriff's Department and all examiners harmless for any injury the applicant may incur as a result of the applicant's participation in the physical fitness examination.

Qualification: Pass or Fail.

### **WRITTEN EXAMINATION**

Each applicant shall take a written examination. All examination papers shall be and become the property of the Sheriff or its designate.

Qualification:

An average of 70% of all sections must be answered correctly.

### **DISQUALIFICATION**

The Sheriff may refuse to examine or certify and the Sheriff may refuse to appoint any applicant unable to meet the prerequisites for examination or who: (a) abuses, or uses to excess, intoxicating beverages; (b) uses narcotics or controlled substances; (c) has been dismissed from any public service for

cause; (d) has practiced or attempted to practice any deception or fraud in completing the application; (e) may be found lacking in personal qualifications; (f) has unsatisfactory character and employment references; (g) has an unsatisfactory motor vehicle operation record; (h) has a personal history of inability to withstand stress; or (i) has a personal history or reputation as the aggressor in altercations.

### **BACKGROUND INVESTIGATION**

A complete background investigation will be conducted for each candidate applicant that is expected to receive a conditional offer of employment.

### **ENTRY ELIGIBILITY LIST**

The Sheriff shall prepare and keep a Entry Eligibility List of the candidates passing all examinations and investigations for up to two years from the date of testing.

Upon acceptance of a conditional offer of employment, the candidate shall fully complete the Department's medical history form and execute and deliver to the Sheriff an authorization for the release of information regarding the applicant's medical condition, including without limitation confidential information from physicians, hospitals, and clinics.

#### Physical Examination

An extensive physical examination is required to determine fitness to perform the duties of a corrections officer.

#### **PSYCHOLOGICAL ASSESSMENT**

Before entering upon his/her duties, each candidate shall submit to a psychological examination conducted by a licensed psychologist or psychiatrist designated by the Sheriff.

Such examination shall be without expense to the applicant. Failure to submit to such an examination disqualifies the candidate from any further consideration. Any candidate who receives a below standard rating on the psychological profile will be deemed to have failed the examination and shall be removed from further consideration.

#### **CORRECTIONS OFFICER TRAINING PROGRAM**

The recruit must successfully complete an extensive six (6) week on the job field training program, as well as the five (5) week State Certified Basic Correctional Officer Course.

#### **CORRECTIONS TRAINING ACADEMY**

Once hired, a new corrections officer will attend Basic Training at an accredited academy for five (5) weeks. An officer must maintain a passing grade at the academy and pass the Comprehensive Examination given the last week of school. *Failure to pass either can result in immediate termination of employment from the department.*

#### **PROBATION**

All original appointments shall be for a period of six (6) months.

#### **CAREER ADVANCEMENT**

Throughout a corrections officers career, there is opportunity for advanced training, higher education, specialized assignments, and promotional opportunities.

## Physical Ability Assessment Test

After completing the initial application, the next step in the testing process is the successful completion of the physical ability assessment test. This consists of three (3) separate events that will determine an applicant's fitness level, as compared to a standard, 1.5 mile run, sit-up and push-up test.

It is recommended that each applicant prepare for the series of tests, as the physical agility assessment center is the first step in the process of securing employment as a Winnebago County Corrections Officer. An applicant who fails any of the three (3) events will be removed from the testing process.

Below is an explanation of the events.

Men	Age 20-29	Age 30-39	Age 40-49	Age 50 & Over
1.5 Mile Run	16:00	16:30	17:30	18:30
Push-ups (1 min.)	min. 25	min. 17	min. 13	min. 10
Sit-ups (1min.)	min. 28	min. 22	min. 15	min. 12

Women	Age 20-29	Age 30-39	Age 40-49	Age 50 & Over
1.5 Mile Run	18:00	19:00	19:30	20:00
Push-ups (1 min.)	min. 9	min. 7	min. 5	min. 4
Sit-ups (1 min.)	min. 19	min. 14	min. 6	min. 5

The minimum standard must be met in order for an applicant to continue in the testing process.