



# Winnebago County Sheriff's Office Corrections Bureau



## Recruiting Booklet

**AN EQUAL OPPORTUNITY EMPLOYER**

April 2013

# 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 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 on the previous page 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**

- Ø Must be a minimum of 21 years of age and possess a high school diploma or its equivalent.
- Ø Must successfully complete the five-week Basic Corrections Officer Training Program through the Illinois Training and Standards Board.
- Ø Must complete a six month probationary period.
- Ø Must be a United States citizen.
- Ø Must not have any felony convictions nor have been convicted of certain misdemeanors.
- Ø Must possess or have the ability to obtain prior to employment, a valid Illinois State drivers license.
- Ø Must possess or have the ability to obtain prior to employment, an Illinois Firearms Identification Card (FOID).
- Ø Must pass both written and physical endurance tests as designated by the Sheriff.
- Ø Must have the ability to work independent of constant supervision.
- Ø Must have a good working understanding of corrections security procedures and emergency alert system.
- Ø Must be able to work under pressure and remain calm in dangerous situations.
- Ø Must be able to work in close contact with and supervise the inmate population.
- Ø Must have a thorough working knowledge of jail policy and procedures.
- Ø Must have the ability to withstand the job-related stress and dangers.
- Ø Must be willing to participate in in-service training each year as required by law or department general orders.
- Ø Must maintain a Class C driver's license to operate the corrections transport bus. (optional)

## SALARY

The Starting Salary of a Corrections Officer for 2013 is \$17.12/hr. (\$37,493/yr) and, if applicable a shift differential of \$.40/hr. Benefits are in addition to the starting salary.

## BENEFITS

		<b>Eligibility</b>										
<b>VACATION</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">6 months</td> <td style="width: 50%;">1 week</td> </tr> <tr> <td>1 yr – 7 yrs</td> <td>2 weeks</td> </tr> <tr> <td>7 yrs – 15 yrs</td> <td>3 weeks</td> </tr> <tr> <td>15 yrs – 25 yrs</td> <td>4 weeks</td> </tr> <tr> <td>25 yrs and over</td> <td>5 weeks</td> </tr> </table>	6 months	1 week	1 yr – 7 yrs	2 weeks	7 yrs – 15 yrs	3 weeks	15 yrs – 25 yrs	4 weeks	25 yrs and over	5 weeks	After six months
6 months	1 week											
1 yr – 7 yrs	2 weeks											
7 yrs – 15 yrs	3 weeks											
15 yrs – 25 yrs	4 weeks											
25 yrs and over	5 weeks											
<b>SICK</b>	Earn one day per month for employee's personal illness. Upon retirement, may be converted to pension credit. May use up to three days per year for a child, spouse, or parent in the event of an illness.	After 90 Days										
<b>PERSONAL DAYS</b>	<p>January 1, One personal day granted if employed full-time more than six months</p> <p>Anniversary date, one day granted if accumulated sick balance is 96 hours. Two days granted if accumulated sick balance is 192 hours. (Refer to your contract for information on conversion) (Must be used within one year of accrual)</p>	After six months										
<b>HOLIDAYS</b>	<p>New Year's Day</p> <p>Martin Luther King's Birthday</p> <p>President's Day</p> <p>Memorial Day</p> <p>Independence Day</p> <p>Labor Day</p> <p>Columbus Day</p> <p>Veteran's Day</p> <p>Thanksgiving Day and the day after</p> <p>Christmas Eve and Christmas Day</p>	Immediate										
<b>EMPLOYEE ASSISTANCE PROGRAM (EAP)</b>	Free and confidential counseling service for all employees and family members (Financial, family, legal and or substance abuse issues)	Immediate										
<b>TUITION REIMBURSEMENT</b>	\$350 per fiscal year	Immediate										

HEALTH AND DENTAL	Premium per pay period*		
		Smoker	
HMO	Single	\$39.14	\$37.19
HMO	Family	\$99.68	\$94.69
PPO	Single	\$41.17	\$39.11
PPO	Family	\$109.19	\$103.73
HSA	Single	\$31.79	\$30.20
HSA	Family	\$91.06	\$86.50
<b>FLEXIBLE SPENDING</b>	Use pre-tax dollars to pay for qualified medical expenses and/or dependent care expenses. \$2,500 Healthcare Flex Account \$5,000 Dependent Care Flex Account Enrollment January 1 or within 90 days of employment.		After 90 days
<b>IMRF – PENSION</b> (Illinois Municipal Retirement Fund)	Mandatory Immediate Participation 4.5% pre-tax deduction from gross wages		Immediate
<b>LIFE INSURANCE AD &amp; D</b>	\$20,000 (No Cost to Employee)		After 90 days
<b>IMRF – BENEFITS</b> (Illinois Municipal Retirement Fund)	After one year, 50% pay after 30 days disability		After one year
DEATH BENEFIT	After one year of service & prior to vesting, one year's annual salary. After vesting, beneficiary may choose; (1) death benefit and account refund or (2) a survivor's pension. IMRF will review options with the beneficiary.		After one year
OPTIONAL LIFE	\$16.00 per month covers member, spouse and eligible dependents		May enroll up to 90 days, or at open enrollment
Voluntary Life Insurance	Option to purchase life insurance for employee, spouse and dependent children.		After 90 days
Voluntary Vision	Single	\$3.96	After 90 days
	Family	\$10.93	
<b>DEFERRED COMP (457)</b>	Optional - Ability to defer wages on a pre-tax basis with over 20 investment options for future retirement savings		After 90 days

## ELIGIBILITY REQUIREMENTS

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

<b>Citizenship</b> Must be a citizen of the United States of America.	<b>Age</b> Must be 21 years old.
<b>Education</b> A high school diploma (or its equivalent) is required.	<b>Driver's License</b> Must possess a valid driver's license upon which the applicant may legally operate a motor vehicle in the State of Illinois
<b>Criminal History</b> 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.	

## 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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- 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.
- Must not 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.

## **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 consisting of basic math, reading comprehension and report writing.

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.

### **PHYSICAL EXAMINATION**

An extensive physical examination is required to determine fitness to perform the duties of a Corrections Officer. The State of Illinois requires a physical examination for entry into the Certified Basic Correctional Officer Course.

### **PSYCHOLOGICAL ASSESSMENT**

Before entering upon his 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.

### **ENTRY ELIGIBILITY LIST**

The Entry Eligibility List shall be valid for two years from the date of posting.



## **CORRECTIONS OFFICER TRAINING PROGRAM**

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.* The recruit must also successfully complete an extensive five (5) week on the job field training program.

## **PROBATION**

All original appointments shall be probationary for a period of 6 months, including periods of attendance at State or Departmental recruit schools.

## **CAREER ADVANCEMENT**

Throughout a Corrections Officer's 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 tests.

It is recommended that each applicant prepare for the series of tests, as the physical agility assessment test 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.

### **1.5 MILE RUN**

*This is a timed run to measure the heart and vascular system's capability to transport oxygen. It is an important area for performing corrections tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. **The score is in minutes and seconds.***

The times given are the maximum allowable time according to the sex and ages shown.

AGE	MALE	FEMALE
21-29	16:00 Minutes	18:00 Minutes
30-39	16:30 Minutes	19:00 Minutes
40-49	17:30 Minutes	19:30 Minutes
50 & Over	18:30 Minutes	20:00 Minutes

## ONE MINUTE PUSH-UP TEST

*This test requires the person to push their own weight off the floor and is used to evaluate upper body endurance strength relative to their body weight. Low levels of muscular endurance indicates inefficiency in movement and a low capacity to perform work. **The score is in the number of push-ups performed in 1 minute.***

AGE	MALE	FEMALE
21-29	28	9
30-39	17	7
40-49	13	5
50 & Over	10	4

## ONE MINUTE SIT-UP TEST

*This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing corrections tasks that may involve the use of force and is an important area for maintaining good posture and minimizing lower back problems. **The score is in the number of bent leg sit-ups performed in 1 minute.***

The applicant lies on their back, knees bent, with fingers interlaced behind the head. The applicant then performs sit-ups, touching the elbows to their knees, before returning to the starting position. The applicant performs as many sit-ups as possible within 1 minute. The applicant's feet will be held down by an assistant, during the test. The scores listed are the minimum that an applicant must perform in 1 minute.

### POINTS TO REMEMBER WHEN PERFORMING SIT-UPS:

- < Hands must remain laced together, behind the head, at all times.
- < When returning to the starting position, shoulder blades must touch the floor each time.
- < Cannot arch back and/or lift seat off the floor.
- < Sit-ups not performed properly will not count and will have to be re-done.

AGE	MALE	FEMALE
21-29	28	19
30-39	22	14
40-49	15	6
50 & Over	12	5

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