

Mountrail County Correctional Center

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a crime? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that all information contained in this application and any attachment is true and complete to the best of my knowledge. Understand any willful misrepresentation, false statement, or omission by me in the application or interview process will be cause for rejection of my application or termination of my employment. I authorize instigation of all statements made on this application and any attachments, and I release all persons, companies, and organizations from liability for providing or receiving such information. I further understand that Mountrail County is an AT WILL employment agency and this employment application and other employment related documents are not contracts of employment; and, that any oral or written statements to the contrary are hereby expressly disavowed. A typed name is considered a signature.

Signature: _____ Date: _____

Your fingerprints will be used to check the criminal history records of the FBI in accordance with Title 28 CFR 50.12. You have the opportunity to review or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28 CFR 16.34. I hereby authorize the North Dakota Bureau of Criminal Investigation to release my state and FBI criminal history records to the requester listed above. A photocopy of this signed release shall have the same force and effect as the original release

Signature: _____ Date: _____

All information provided is subject to the North Dakota Open Records Law. Equal opportunity Employer Mountrail County Does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services and complies with the provisions of the ND Human Rights Act

MOUNTRAIL COUNTY CORRECTIONAL CENTER

POSITION DESCRIPTION

DEPARTMENT: MCCC

STORM ESSENTIAL: Yes

POSITION TITLE: Correctional Officer

SUPERVISOR RESPONSIBILITIES: No

1. GENERAL DESCRIPTION OF POSITION:

This position is located at the Mountrail County Correctional Center. Correctional Officers shall perform duties associated with security, care, custody and control of inmates in the correctional facility.

2. DUTIES AND RESPONSIBILITIES :

Note: The duties listed below are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

Duties Performed at all levels include:

- Provide for overall security and maintain order and discipline.
- Supervise inmates in daily activities.
- Conduct searches and daily head counts.
- Perform irregular checks of inmate housing, recreational and facility perimeter.
- Provide for the safety and well-being of inmates and ensure proper health maintenance and hygiene.
- Observe conduct and behavior of inmates to prevent disturbances and escapes; report observations
- Process admissions of all inmates entering the facility to include:

- Make an immediate assessment of inmates to determine security and safety needs; ascertain the disposition of inmate requiring special placement.
- Conduct body search(s)
- Issue detention clothing toiletries, and linens
- Verify and administer inmate medications
- Property and Money Inventory
- Documentation in daily logs
- Secure Keys, Radios and Restraints
- Conducts searches of all articles, inmate property, and mail entering or leaving the facility, using specialized equipment as needed.
- Manage specialized restraint equipment
- Conduct inmate transfers and discharges to include dispersing money, medications, identifications, and necessary documents.
- Communicate with outside agencies/entities to provide services to the facility and for the inmates.
- Ensure inmate compliance with regulations, policies, and procedures.
- Perform "on call" duties as required
- Interact with inmates, including crisis intervention
- Document daily activities in appropriate logs
- Perform checks/patrols of facility perimeter, inmate housing, recreational and work areas.
- Conduct irregular room checks on inmates and attend to requests, complaints and immediate future needs.
- Monitors building security and safety, operates monitors, door locks, and completes maintenance and building security checks.
- Administers, verifies, and documents inmate medications
- Supervises recreation, dayroom activity, programs, admissions, releases, appointments, transports and sick call
- Escorts and/or transports inmates: court appointments, court hearings, recreation, medical appointments, sick call and other activities and programs

- Write/file reports as required, document in daily logs, grievances, and assist in the completion of facility records
- Escorts, monitors, and screens for security purposes all authorized visitors; verifies visitors for inmates; arranges and monitors visitation
- Monitors by sight and/or sound all inmate contact with all visitors.
- Distributes inmate meals and snacks and collects, verifies, and logs all information.
- Communicates with agencies determining inmate status, court dates, transports, and releases
- Attend trainings and meetings
- Responds to facility emergencies such as fires, escapes, evacuations and natural disasters
- Must have an insurable driving record
- Assists in day to day operations of the facility to include but not limited to:
 - Answer phones
 - Mail distribution
 - Office maintenance
 - Supply inventory
 - Laundry
 - Communicate with the general public
 - Janitorial Duties
- Administer CPT and First Aid
- Duties include completing a variety of recurring activities independently

Working Relationships at all levels:

A correctional officer should promote teamwork and interdepartmental cooperation. Readily share information with other correctional officer staff and resolve conflicts through the use of tact and diplomacy.

A correctional officer should be willing to accept and work well when given responsibility. He/She should be self-starters, eager to learn new jobs, take initiative, and constantly strive to improve themselves. A positive outlook

should be maintained when interacting with co-workers and/or the public and frequent suggestions should be offered by the correctional officer on how to improve their performance with a job task.

3. SUPERVISION RECEIVED/EXERCISED:

Work is performed under the supervision of the shift supervisor or team leader. Unusual or complicated problems and medical emergencies may be referred to the Director of Security or the Chief Correctional Officer for further guidance or decision. All non-emergency situations may be referred to the shift supervisor. The correctional officer is expected to rely on his/her training, judgement, experience, and knowledge to resolve problems

Correctional Officers exercise no control over other correctional officer's unless specifically designated to do so.

Performance is evaluated through direct observation, review of assigned work, projects, and reports, and compliance with established policies and procedures.

4. POSITION QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES):

Knowledge

- High School Diploma or GED
- Twelve months experience in a position requiring interaction and/or service to the public or an equivalent combination of education and experience.
- Knowledge of the fundamentals of human nature and behavior and the written and oral English language

- General knowledge of basic computer programs to include spreadsheet applications and word processing programs

Basic Skills

- Writing, Reading, speaking, and listening to the English language
- Effectively communicating with others both orally and in writing
- Communicate under pressure, in emergencies, and under stress
- Effectively and cordially communicate with other staff members, inmates, other agencies and the public
- Must have good judgment in defusing explosive situations and working with disturbed personalities during crisis periods in their lives

Abilities

- Employee must have good hearing so that they can be aware of things that could be going on when not present in the dayroom.

Applicants for Correctional Officer must successfully complete:

- Orientation and on-the-job training program
 - Basic Correctional Officer Training Course
 - Possess a valid North Dakota driver's license (unless the applicant is currently in the military)
 - Pass an extensive background check
 - First Aid Certification
 - CPR Certification
 - Medical Training I & II
5. PHYSICAL, MENTAL AND PHYSICAL DEMANDS: These support the essential functions.

Requires periods of standing, sitting, walking and stair climbing. Officers are also required to run short distances, bend, kneel, lift objects of moderately heavy weight, climb stairs, stretch and reach, be on his/her feet for long periods of time, and physically restrain inmates.

Hazardous Working Conditions

- Work includes exposure to hazardous conditions resulting in a risk of serious physical injury requiring medical attention and some lost time from work.
- Exposure occurs on a periodic or intermittent basis
- Generally works in an environmentally controlled area within the jail facility
- Atmosphere is normally tense and may be hostile
- Mental demands may be very stressful
- Correctional officers deal with all manner of inmates in all kinds of physical, mental, and emotional conditions including contagious diseases and loss of control or bodily functions
- Officers are subjected to rude, vulgar, and obscene language, gestures or behavior
- Officers are required to perform body searches on inmates

6. WORK ENVIRONMENT

This position may be required to work varied schedules, including nights, weekends and holidays. This position frequently moves about the jail facility.

7. OTHER ASSIGNMENTS

Administration reserve the right to amend the functions assigned this position, either temporarily or permanently, at any time as they determine the best interest for the facility. Further, employees may be assigned other or additional functions to fill-in during the absence of other employees.

MOUNTRAIL COUNTY, ND

EQUAL EMPLOYMENT OPPORTUNITY FORM

We invite you to complete the enclosed Equal Employment Opportunity form and return it to our Title VI Coordinator in the enclosed envelope.

This information is kept separate from your application and is used for statistical purposes only.

Submission of this information is completely voluntary and will be kept confidential.

Nichole Degenstein

Mountrail County Title VI Coordinator

Enclosures

