

SANGAMON COUNTY CORRECTIONAL OFFICER – ENTRY LEVEL

APPLICATION PROCEDURES

The Sangamon County Deputy Sheriff Merit Commission sets the actual dates of acceptance for applications. The Merit Commission does not maintain a mailing list. Dates of application acceptance will be posted on this website and advertised in major newspapers throughout Illinois. During those dates of acceptance only, applications will be available for downloading from this website, or may be picked up at the Sangamon County Sheriff's Administrative Office at One Sheriff's Plaza, (9TH and Adams Streets) Springfield, IL 62701. Only fully completed, original applications will be accepted for consideration.

CORRECTIONAL OFFICER MINIMUM REQUIREMENTS

Applicants for appointment as Correctional Officer, in addition to meeting the standard prescribed by the Illinois Compiled Statutes, must;

- Be no younger than 21 years of age at the time the application is received by the Merit Commission. There is no maximum age limit.
- Must be a U.S. citizen
- Possess a valid Illinois driver's license

In addition to the above, applicants must meet the following requirements to be appointed as a Correctional Officer:

Either:

- A. Have acquired a high school diploma or equivalent certificate, **and** one of the following:
1. Have completed a minimum of 30 college level credit hours beyond high school;
 - OR**
 2. Have two years of continuous military experience;
 - OR**
 3. Have two years of continuous Correctional Officer experience;
 - OR**
 4. Have two years of continuous law enforcement experience.

Or:

- B. A candidate may also be eligible if he/she has acquired a high school diploma or equivalent certificate, has completed a minimum 15 hours of college level credit hours beyond high school, and one of the following:
1. Have one year of continuous military experience;
 - OR**

2. Have one year of continuous Correctional Officer work experience;
- OR**
3. Have one year of continuous law enforcement experience.
- Must pass entry level written testing.
 - Must pass physical fitness testing.
 - Must pass a complete physical examination by certified physician on Medical Examination Forms provided by Sangamon County Sheriff's Office.
 - All costs for the application process, including medical testing, travel, parking, etc., are to be paid by the applicant.
 - Must pass a thorough background investigation.
 - Must pass drug testing.
 - Sangamon County residency is required within six months of employment.
 - Applicants must be willing to accept any assignment or shift, and work any scheduled holiday.
 - Applicants must possess the moral, ethical, and work characteristics befitting the highest standards of law enforcement professionals.

SALARY AND BENEFIT INFORMATION

Sangamon County's fiscal year runs from December 1 through November 30 of each year. The following information is based upon the current agreement between the County of Sangamon/Sangamon County Sheriff and the Fraternal Order of Police:

- Annual entry level Correctional Officer salary effective December 1, 2011 - \$35,641.00
- Annual salary increases at the beginning of each fiscal year (December 1st).
- Anniversary date salary increases years 1 through 20.
- 26 bi-weekly pays (every other Friday) per year

- Paid vacation day accrual per union contract
- Paid sick day accrual per union contract
- Option of paid or compensatory overtime per union contract
- 13 holidays per year (14 during general election year)

- Health Insurance Coverage (includes vision) – employee cost for self and dependents

- Dental Insurance Coverage – no cost to employee; employee cost for dependents
- Life Insurance Coverage – no cost to employee
- In the Line of Duty Life Insurance Coverage through State of Illinois
- Retirement Participation in Illinois Municipal Retirement Fund
- Optional flexible spending plans available
- Optional AFLAC plans available
- Optional deferred comp and IRA plans available
- Optional additional life insurance available

GENERAL SUMMARY

Newly hired Sheriff's Correctional Officers must pass a five-week basic training course mandated by the State of Illinois, unless waived by the State Training Board due to prior training and experience. A pre-employment agreement is required which states the Sangamon County Sheriff's Office will be reimbursed by the employee should they leave employment within two years.

New Correctional Officers also receive one-on-one training by veteran Correctional Officers.

The Sangamon County Sheriff's Office operates as a para-military organization. Correctional Officers report to and receive assignments, instructions, and directions from Sergeants, Lieutenants, Asst. Jail Superintendent, Jail Superintendent, Captains, the Chief Deputy, and the Sheriff.

Correctional Officers have the general duties and responsibilities prescribed of all members of the Sheriff's Office and such specific duties as are herein prescribed. They observe and monitor jail inmates, and detects and deters improper or unacceptable behavior. Controls and directs inmates while out of cell areas during transfers, work assignments, meals, recreation, etc. Books inmates into Inmate Processing Center and performs searches of individuals and jail cells to locate weapons or contraband. Prepares logs, records, and reports of jail activities. Performs other duties and activities as directed.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

A. Correctional Officers are required to report for duty promptly, appearance and uniform conforming to the specifications of the Sangamon County Sheriff's Office. Correctional Officers are responsible for checking their individual mailboxes for correspondence, phone messages, and notices which may need action taken. After shift briefing, they are to immediately begin their duty assignment.

. Correctional Officers must enforce all rules of the Sangamon County Detention Center as they pertain to inmate conduct within the guidelines set forth in the Inmate Handbook and those others specified within this facility's Rules, Policies and Regulations.

- C. Correctional Officers must become thoroughly familiar and competent with the operation of the Detention Center's touch screen control and New World computer systems to effectively perform required job duties.
- D. Book inmates into Detention Center, including conducting inmate classification interviews, operating computer terminal to input, verify, and obtain information; fingerprinting and photographing inmates; counseling and advising inmates on jail rules and procedures, and preparing related documents.
- E. Observe and monitor jail inmates to detect behavioral problems, adjustment difficulties, recognition of interpersonal problems and disputes, and identify unmanageable, suicidal, or mentally ill inmates.
- F. Direct and control inmates to ensure appropriate behavior in cells in the jail area, during recreation and meals, and while escorting inmates within the jail premises. Prepare, direct and control inmates to ensure appropriate behavior while being transported outside the jail facility. Supervise, instruct, direct and control inmates performing trustee work assignments.
- G. Conduct inspections of cells to ensure jail rules are being observed, including searching inmates and their personal items for weapons and contraband articles, and inspecting jail equipment, materials, and facilities for signs of tampering.
- H. Collect and distribute inmate mail and items such as clothing, bedding, toiletries, reading materials, etc.
- I. Provide information and instructions to jail visitors, secure weapons, resolve visitor problems and complaints, and monitor visitor and inmate interactions. Calm nervous or agitated inmates and jail visitors, and physically restrain unruly inmates and visitors as necessary.
- J. Maintain and update records, logs, and periodic reports of jail and inmate activities, including narrative reports, memorandum, and notes of incidents and offenses.

CAREER OPPORTUNITIES

Aside from the promotional opportunities up the ranks available to a Correctional Officer, you will have the opportunity to receive training in specialized areas and apply for assignment on various special units and teams.

Specialty Training/Assignments:

- Firearms Instructor
- Control Tactics Instructor
- PTI Instructor
- Court Liaison

- Classification Specialist
- Photo and Fingerprint Officer

Specialty Units:

- Crisis Intervention Team
- Honor Guard Unit
- Firearms Training Unit