

8/28/17

**MIDDLETOWN CIVIL SERVICE COMMISSION  
EXAMINATION ANNOUNCEMENT  
For the position of**

**CORRECTIONS OFFICER**

**ELIGIBILITY:** High School Diploma or GED or equivalent combination of training and experience that provides the required knowledge and ability (see attached position description).

**APPLICATIONS:** Applications will be accepted until 5:00 p.m. Friday, September 22, 2017. Application packets may be obtained from the Human Resources Office, located on the second floor of the City Building, One Donham Plaza, Middletown, Ohio or may be downloaded from the website at <http://www.cityofmiddletown.org/jobs>. No application form will be accepted after this deadline. An application form must be filed to be eligible to take the examination. (Job Announcement, Position Description, and Physical Agility Test instructions provided with application).

**EXAMINATIONS:**

**Written Examination**

A written examination will be held Saturday, September 30, 2017 at 9:00 a.m. **ALL** applicants are to report no later than 8:45 a.m. to the Learning Lab, located on the fourth floor of the City Building, One Donham Plaza, Middletown, Ohio 45042. **Picture I.D. required for admittance to examination.** Calculators are not permitted.

Note: Study guides for the Corrections Officer written examination is available at a cost to you at <http://recruitment.iosolutions.com/Home> (at website go to Preparation Materials, Police Preparation Materials, NCOSI Study Guide)

**Physical Agility Test**

The physical agility test will be held on the same day as the written examination. **Picture I.D. required for admittance to examination.**

**Suggested apparel:** Loose fitting clothes and running shoes.

**MINIMUM SCORE:** The minimum passing score on the written examination is 70%. The physical agility test shall be considered pass/fail.

**VETERANS:** Copy 4 of your DD214 form must be filed with your application to receive veteran's credit. A military veteran with over one year of service, who has been honorably discharged and who attains a passing score, shall receive an additional credit of twenty percent of his or her total grade.

**STARTING SALARY:** \$31,926 annually plus excellent benefits package. Starting salary does not include shift pay, overtime, and clothing allowance.

**NOTE:** Candidates for this position will be required to undergo a background investigation and polygraph examination before being considered for employment.

**EOE/DRUG FREE WORKPLACE**

It is the policy of the City of Middletown to make all public examinations accessible to all persons, in accordance with state and/or federal laws. If you have a disability which requires accommodation in order for you to attend and/or participate in this examination, please contact us at 425-7706 at least forty-eight hours prior to the time of the examination to advise us of the need for accommodation, and reasonable efforts shall be made to provide the same.

## CITY OF MIDDLETOWN

### **Position Description**

Position Title:	<b>Corrections Officer</b>
Department/Division:	Public Safety/Police
Reports To:	Jail Supervisor
Classified or Unclassified:	Classified
Exempt or Non-exempt:	Non-exempt
Union or Non-union:	Union
Salary range:	PO-4
Civil Service Approval:	February 24, 2011

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### **Position Summary**

Work involves providing for the care of individuals incarcerated in the City Jail, including the safety and security of the facility.

Work involves performing a variety of jail support activities such as monitoring prisoner activities, booking prisoners, supervision of trustees, and related clerical activity. Work is performed without close supervision.

### **Position Qualifications**

1. Graduation from an approved high school, or any equivalent combination of training and experience that provides the following knowledge, experience and skills:
  - a. Ability to learn the methods and techniques of correctional work.
  - b. Ability to establish and maintain working relations with others.
  - c. Ability to develop skills and use of cameras, fingerprint, and other related jail equipment.
  - d. Ability to carry out and give both written and oral instructions.
  - e. Ability to make sound judgments.
  - f. Ability to perform efficiently in emergency and stressful situations.
  - g. Ability to make timely judgments.
  - h. Ability to develop good report writing capabilities and communication skills.
  - i. Ability to work without the benefit of close supervision.
  - j. Ability to squat, bend over, and climb on objects in order to search otherwise inaccessible places for contraband.
  - k. Ability, after training, to physically defend themselves if attacked, and to render aid to others in the event they are attacked.

- I. Ability to respond rapidly from one section of the jail to another in the event of an emergency, and to arrive in adequate physical shape to render assistance.
  - m. Ability, after training, to don and operate safety equipment, including, but not limited to, self-contained breathing apparatus (i.e., Scott air pack), and firefighting equipment.
  - n. Ability to assist in physically handling individuals who are uncooperative due to intoxication, illness, or aggressive behavior.
  - o. Ability to manually open and close cell doors.
  - p. Ability to perform all work functions while under stress.
2. Consistent attention and commitment to the department's mission required.
3. Possession of a valid Ohio Driver's License.
4. Eyesight may be 20/100 if corrected to 20/40 with glasses.
5. Hearing must be normal in both ears; must be able to detect audible summons for assistance from any section of the facility.
6. Must have full range of physical capabilities to adequately perform the duties.
7. Eligibles will be rejected for any medical and/or psychiatric condition, which impairs their ability to perform the duties. Medical reexamination of probationary and permanent employees may be required.
8. Successful completion of required training necessary to obtain and/or maintain state certification.
9. Successfully complete training in use of breath testing devices and maintain valid BAC certificate.

**Duties and Responsibilities (For Performance Appraisal)**

1. Perform clerical duties, including data entry related to the booking, care and custody of the prisoners.
2. Fingerprint all inmates charged with a felony.
3. Dispense medication prescribed by jail physician.
4. Monitor custody and feeding of prisoners; relocate inmates from one cell to another; oversee and direct the work of inmates.
5. Oversee and control visitations, including responding to visitor inquiries.
6. Participate in group and individual training.
7. Conduct cell checks and search prisoners and the facility for contraband.
8. Perform related work as required by supervision.

## **CORRECTIONS OFFICER**

### **PHYSICAL AGILITY TEST**

#### **STAGE ONE**

##### **Simulated Cell Search**

Applicant will be required to bend or squat down far enough to examine the underside of a set of bunks equal in size and shape to the jail beds. The applicant must identify an item under the bunk, then must climb onto the top bunk and rise to a standing position.

#### **STAGE TWO**

##### **Rapid Response/Body Drag**

Applicant will be required to run 110 feet to a full size and weight dummy (approximate weight of 175 pounds), then drag the dummy 35 feet. The test must be completed in 45 seconds.