



King County

Invites Applications for the Position of:

Corrections Officer - Entry Level and Lateral

Apply online at <http://www.kingcounty.gov/jobs>

King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 06/03/19 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 12/31/19 11:59 PM (GMT -8:00)

SALARY: \$27.85 - \$37.16 Hourly \$57,928.00 - \$77,292.80 Annually

LOCATION: Multiple jail facilities in King County

JOB TYPE: Career Service, Full Time, 40 hrs/week

DEPARTMENT: DAJD - Adult & Juvenile Detention

JOB NUMBER: 2019JB10040

SUMMARY:

Newly hired Corrections Officers may be eligible for hiring incentives up to \$5,000*. Qualified lateral Corrections Officers may be eligible for hiring incentives up to \$10,000*.

The Department of Adult and Juvenile Detention is now accepting applications for the position of Corrections Officer. Qualified applicants may remain eligible for employment consideration for 11 months after their completion of the Public Safety Test exam.

About the position: King County DAJD correctional facilities operate 24-hours per day, 7-days per week. Corrections Officers work assigned shifts, including days, swing, graveyard, holidays, weekends, and mandatory overtime when necessary.

This position requires direct contact with inmates. The inmate population includes potentially volatile and combative individuals with emotional, mental health, and alcohol/substance abuse problems. Incumbents are responsible for booking, releasing, inmate management, supervision, and security work within DAJD jail facilities and the Work Release Unit.

Typically, duties are performed within adult detention facilities. However, this position may require escort, transport and guarding inmates in the courthouse and medical facilities. These lockdown/secured environments require the ability to navigate ramps, stairs, opening and closing heavy doors, and working in narrow hallways.

Corrections Officers are expected to maintain regular attendance, use their intellect and effective communication skills, use physical strength and endurance, maintain a professional demeanor and appearance, actively participate in tactical situations, emergency response, force training, and follow very detailed instructions, policies, procedures and the Code of Conduct.

Who may apply: This recruitment is open to all King County employees and the general public.

Work schedule: Facilities are operational 24-hours per day 7-days per week. Corrections Officers work 40.85 hour work week, including a paid meal break, and are overtime eligible. Incumbents must be available to work varied shifts; which include days, swing, graveyard, holidays, weekends, and mandatory overtime.

Work locations: Incumbents may be assigned to either of two work locations:

- King County Correctional Facility, 500 Fifth Avenue, Seattle, WA 98104
- Maleng Regional Justice Center, 620 W. James Street, Kent, WA 98032

Schedule and facility assignments are subject to staffing needs of the department and collective bargaining unit bid processes, which are seniority based.

How to apply: Completion of a King County employment application and DAJD supplemental questionnaire is required. Resumes or letter of interest alone will not substitute for full application. Online applications are preferred. To apply, go to: <http://www.kingcounty.gov/jobs>.

Who to contact: For assistance with the online application process, please contact **NeoGov Customer Support toll free at 1-877-204-4442** or Governmentjobs.com.

For questions about the written examination, please contact **Public Safety Testing at 1-866-447-3911**.

Questions regarding this position and the selection process may be directed to Sergeant Joshua Bott, at 206-477-5957 or Joshua.Bott@kingcounty.gov or Candy Trang, DAJD Human Resources Analyst at Candy.Trang@kingcounty.gov.

More information about this job and the department can be found on the DAJD website at www.kingcounty.gov/dajdjobs.

Veterans' Preference: Incumbents requesting Veterans' preference must submit a copy of their DD214 form, via email to Candy.Trang@kingcounty.gov to determine eligibility. Veterans' preference will be applied as applicable.

About the department: The Department of Adult and Juvenile Detention (DAJD) is a professional and nationally recognized organization that supports safe, vibrant, and healthy communities in partnership with other criminal justice and human service agencies. DAJD operates the largest county jail system in the State of Washington, housing an average daily population of 80 juvenile detainees and more than 1900 adult inmates.

Department's Mission: DAJD contributes to the public safety of the citizens of King County and Washington State by operating safe, secure, and humane detention facilities and community corrections programs, in an innovative and cost-effective manner.

King County DAJD is committed to upholding and promoting equal opportunity in employment. DAJD encourages people of all backgrounds, cultures and religions to apply, including veterans, people of color, immigrants, refugees, women, LGBTQ, and people with disabilities. DAJD values diversity and is committed to making appropriate accommodations as needed to support diversity as we believe that a diverse workforce is a strong workforce.

JOB DUTIES:

- Oversee all activities of inmates, including recreation, meals, educational classes, visitation time, professional visits, social workers, and other authorized activities.
- Ensure the safe, secure, humane custody of inmates, adhering to constitutional obligations including access to legal counsel, medical and mental health services as required.
- Walking, running, sitting, standing for extended periods of time, and climbing stairs.
- Use appropriate physical defensive interventions and restraint techniques to maintain custody and control, up to and including deadly force, in accordance with local, state and federal law; achieve and maintain proficiency in application and use of defensive interventions and physical agility.
- Participate in required trainings in defensive tactics, electronic control devices, pepper spray, and other emergency and safety equipment.
- Ability to perform under high stress when confronted with emergent, critical or dangerous situations; handle multiple activities simultaneously; exercise sound judgment under stressful circumstances in which working with speed and sustained attention are critical to the job.
- Summon medical attention for inmates and render emergency first aid and CPR.
- Enforce rules, policies and procedures.
- Receive inmates into custody; input data into the computer. Sign off warrants, search inmates and property.
- Record personal data on required databases, logs and files. Check computer for outstanding warrants.
- Instruct and manage inmate behavior, in accordance with jail policies and procedures.
- Monitor and direct inmate movement and tasks.
- Operate control room and/or central control; monitor closed circuit television cameras and control access and egress within jails; security and alarm systems, communications and radio traffic.
- Anticipate, watch for, and intervene in potentially dangerous situations and other jail conditions.
- Relay approved information concerning inmates to relatives, attorneys, probation and police officers, and others.
- Coordinate with courts to ensure inmates appear as required.
- Safely operate a motor vehicle.
- Distribute inmate meals, mail, cleaning supplies, commissary requests and other items as required.
- Book and release inmates according policy to and procedure.
- Process and maintain commitments according to policies and procedures.

- Write detailed reports concerning any recommendation, problem, observation or emergency situations or occurrences within the jail, according to DAJD policy and training, or when directed by supervisors.
- Provide excellent customer service including professional and respectful behavior.
- Ensure confidentiality is upheld to the highest ethical standard.
- Demonstrate excellent verbal and written communication skills.
- Maintain safety and security of inmates in their assigned residential unit/functional area, with special attention to their physical whereabouts, health and emotional well-being.
- Inspect facility, inmates, visitors and packages delivered to the facility.
- Utilize and monitor electronic screening devices.
- Conduct searches related to safety and security to include, but not limited to: vehicles, facilities, property and person for contraband, health hazards, safety and security violations.
- Must be able to perform mandatory overtime.
- Proper supervision of inmate cleaning and perform facility inspections routinely.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Minimum qualifications for entry level:

- Twenty-one years of age by the time of hire.
- Have a high school diploma or GED.
- Must possess a valid Washington State Driver's License by the time of hire.

Most competitive: Applicants who possess corrections and/or criminal justice experience.

Lateral Experience: Training requirements and starting salary range will be evaluated on a case-by-case basis.

SUPPLEMENTAL

INFORMATION:

Applicants currently working as a Corrections Officer are subject to the same application, testing and screening process as other candidates. However some additional benefits may be realized post-hire and include the following:

- Salary Consideration: Incumbents may be considered for placement at a step within the Corrections Officer salary range that is closest to their current salary (salaries must remain within the stated Corrections Officer salary range);
- Salary Consideration for Laterals: Salary may be evaluated for previous corrections experience on a case-by-case basis, up to Step 5 of the Corrections Officer salary range;
- Training Waiver Consideration: Incumbents may be considered for a full or partial Corrections Academy waiver, based on confirmation of attendance and successful completion of a comparable Corrections Academy. Training records of these incumbents will be reviewed to determine eligibility for a full or partial waiver.

Appearance: Corrections Officers are expected to keep their appearance within established guidelines. Hair will be neat, clean and well-groomed.

- Male officers are expected to be clean-shaven, except that they may have mustaches which shall not extend below the lip line or one-half inch (1/2") from the side of the mouth. Beards, handlebar and twisted-end mustaches are not allowed. Sideburns shall

not extend past a horizontal plane at the base of the ear lobes and shall be neatly trimmed.

- Female officers may wear one pair of earring studs (only one earring per ear), measuring no more than three-sixteenth of an inch (3/16") in diameter. Hoop earrings or any earring that hangs below the ear lobe are not allowed.
- No other visible piercing related jewelry is authorized.
- Tattoos, branding (intentional burning of the skin to create a design), voluntary disfigurement (marring or spoiling of the appearance or shape of a body part), or scarification (intentional cutting of the skin to create a design) shall be reviewed by the department on a case-by-case basis. Tattoos that are obscene, gang related or racially insensitive are forbidden.

Selection process: Incumbents selected for this position must submit all required forms and materials, and successfully complete each of the following:

- King County application for employment. Once the applications are screened, incumbents will be contacted by DAJD to precede the PST testing phase.
- Written examination administered by Public Safety Testing.
- Successful incumbents will be contacted by DAJD to proceed to the department's background investigation process. The DAJD background investigation process is a thorough and extensive process which includes, but is not limited to: completion of an extensive Background Investigation Questionnaire, employment references check, criminal background check, polygraph examination, psychological testing/evaluation, finger printing, interview and physical examination (pre-employment physical).

Additional information regarding physical testing - Washington State Criminal Justice Training Center requirements: All Corrections Officers will be required to pass the Physical Ability Test (PAT) at time of hire. The physical qualification process will include the following components:

- Push-Ups: 15 minimum to 23 for maximum points, no time limit
- Sit-Ups: 12 minimum up to 18 for maximum points, one minute time limit
- 1.5 Mile Run: Complete a 1.5 mile run in 16: 17 minutes for maximum points; "0" points for running 18: 17 minutes or more

Test preparation kit may be purchased on PST's webpage. In order to pass the Physical Agility Test administered by the WSCJTC, the applicant must earn 120 points from three events. It is not mathematically possible to earn 120 points and pass the test if the applicant fails any one of the events.

The physical requirement standards are gender and age neutral. The standard is set to test any person's physical ability regardless of gender or age and all elements are completed in the same manner (i.e. all incumbents' complete straight-knee push-ups). Additional information regarding the WSCJTC requirements can be found at: <https://fortress.wa.gov/cjtc/www/>. This website includes full details regarding the PAT, as well as information regarding how to prepare for the PAT. Individuals should consult with their health care provider before beginning a physical exercise program.

Post hire: Once hired, incumbents must successfully pass a physical ability test (PAT). The post-

hire PAT is administered by the Washington State Criminal Justice Training Commission (WSCJTC) which is required for admission to the Corrections Officer Academy. Failure to successfully pass the WSCJTC PAT will result in termination of employment. Incumbents must complete a four-week orientation, a four-week Corrections Officer Academy, a seven-week field training program and successfully complete a one-year probationary period. All incumbents must be able to participate in rigorous physical training at the academy and must be able to work with adult inmates in physical situations throughout their employment.

The background investigation is an ongoing process and may lead to termination of employment if adverse information is obtained during employment.

If you have failed the Department of Adult and Juvenile Detention's background investigation process within the past two years, your application will not be considered at this time, unless otherwise notified.

Translation services are available to applicants, if needed. King County is committed to Affirmative Action/ Equal Employment Opportunities.

Union membership: Positions in this classification are represented by the King County Corrections Guild (KCCG).

PREA Notification: The Department of Adult and Juvenile Detention (DAJD) follows and maintains federal and state requirements standards including, but not limited to, Prison Rape Elimination Act (PREA) standards which apply to all public and private institutions that house adult or juvenile offenders. PREA standards preclude the department from hiring or promoting anyone who has engaged in, or been convicted of any conduct which would violate PREA standards related to sexual assault including:

- Sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution;
- Convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or,
- Has been civilly or administratively adjudicated to have engaged in the activity described above.

Additionally, PREA standards require that the department consider any incidents of sexual harassment involving an inmate or detainee in determining whether or not to hire or promote anyone.

The above is in compliance with PREA and its implementing regulations, 28 C.F.R. Part 115, Subpart A, Section 115.17, Hiring and Promotion Decisions.

**Hiring incentives are subject to change without notice and are only available until funding is exhausted which may occur at any time.*

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.

Corrections Officer - Entry Level and Lateral Supplemental Questionnaire

- * 1. Have you undergone the background investigation process for employment with the King County Department of Adult and Juvenile Detention within the last two years?
 - Yes
 - No
- 2. How did you hear about this position?
 - King County Jobs Website
 - Recruitment Fair / Function
 - A Personal Referral
 - Radio or Spotify Ad
 - Corrections / Jail Association Advertisement
- * 3. Are you currently, or have you in the past, participated in volunteer activities within a King County Department of Adult and Juvenile Detention facility (Maleng Regional Justice Center, King County Correctional Facility or King County's Juvenile Detention Facility)?
 - Yes No
- * 4. Following is a series of supplemental questions designed to assess your job related experience and qualifications. Please note that as part of the screening process, your responses will be reviewed in conjunction with your general application materials. The employment history detailed in your application materials must validate/support your responses to the supplemental questions. If your responses cannot be validated, you will not proceed to the next steps of the review/selection process. The general employment application must be completed to include your work history. You are welcome to submit a resume as well; however, failure to provide a detailed work history on the general application may prohibit further consideration. Do you understand that your responses to the supplemental questions for this position must be supported by your general application materials?
 - Yes
 - No
- * 5. Are you at least 20 1/2 years old at this time?
 - Yes
 - No
- * 6. Do you have a high school diploma or G.E.D.?
 - Yes
 - No
- * 7. Do you possess a valid driver's license and/or can you obtain a Washington State driver's license by the date of employment?
 - Yes No

- * 8. If required for the position you are seeking, are you willing and available to work at any hours/shift, including days, swing, graveyard, weekends and holidays?
- Yes
 No
- * 9. If required for the position you are seeking, are you willing to work at any *facility location: Seattle (King County Correctional Facility, King County Courthouse) or Kent (Maleng Regional Justice Center)? (*To include working within the secure perimeter of a detention facility with inmate contact.)
- Yes
 No
- * 10. If required for the position you are seeking, are you willing to work mandatory overtime?
- Yes
 No
- * 11. Corrections Officer candidates must pass a physical ability test (PAT) administered at the Washington State Criminal Justice Training Center. The PAT requirement includes the ability to do 23 push-ups, 18 sit ups within one minute, and a timed 1.5 mile run in less than 18 minutes. Are you able to meet the PAT requirements as described above?
- Yes
 No
- * 12. All candidates for employment with DAJD must undergo a thorough background investigation process. This process includes a polygraph examination, investigation for criminal activity, traffic records, conviction records, employment and education history, character and reputation in the community, etc. Selected positions may also require psychological testing and evaluation, and a pre-employment general medical physical. Applicants may be rejected for criminal behavior, drug use, or any indications in the areas listed in the "Background Investigation Screening" questionnaire. Are you willing to undergo a background investigation process as described above?
- Yes
 No
- * 13. The Department of Adult and Juvenile Detention is firmly committed to a drug-free workplace. Employees of the department are prohibited from using illegal drugs. Should you be hired by the Department of Adult and Juvenile Detention, you acknowledge that you will adhere to the department's policies and rules regarding drug use.
- Yes No
- * 14. PLEASE NOTE: A "yes" response to any of the remaining questions may automatically disqualify you from further consideration. Responses will be confirmed and verified in the course of the department's background investigation process. Do you understand that a "yes" response to the remaining questions may automatically disqualify you from further consideration?
- Yes No
- * 15. In the last 3 years, have you illegally used any other controlled substance or other illegal drugs/narcotics? For purposes of this question, illegal drugs/narcotics/controlled substances include, but is not limited to, the following: Cocaine or Crack · Club drugs:

Ecstasy, Ketamine, GHB, Rohypnol, or MDMA · Hallucinogens: PCP, Angel dust, Wet, Phencyclidine, LSD, Mushrooms or Psilocybin · Opiates: Opium, Morphine or Heroin · Stimulants: Methamphetamines, Crank, Crystal, Ice, Speed, Glass or Amphetamine · Aerosols: Huffing paint, Nitrous Oxide (Whippits), or Khat

- Yes
 No

- * 16. In the last 3 years, have you bought, sold, offered to sell, possessed, transported, manufactured, delivered or possess with intent to manufacture or deliver a controlled substance? • Cocaine or crack • Club drugs – Ecstasy, Ketamine, GHB, Rohypnol or MDMA • Hallucinogens – PCP, Angel dust, Wet, Phencyclidine, LSD, Mushrooms or Psilocybin • Opiates – Opium, Morphine or Heroin • Stimulants – Methamphetamines, Crank, Crystal, Ice, Speed, Glass or Amphetamine • Aerosols – Huffing paint or Nitrous Oxide (Whippits), or Khat
- Yes No

- * 17. In the last 3 years, have you been convicted of a domestic violence or a domestic violence-related crime?
- Yes No

- * 18. Have you ever been disciplined in the workplace for sexual, racial, or other harassment or discrimination?
- Yes
 No

- * 19. If former military, did you receive any discharge other than "Honorable"? If yes, please contact the HR Representative handling this recruitment for information regarding required additional information.
- Yes
 No

- * 20. Were you referred by a current department employee to this job posting?
- Yes No

21. If yes, please provide the employee's full name. If no, leave this answer blank.

- * Required Question