



INFORMATION FOR EMPLOYMENT DEPUTY JAILER

PURPOSE AND USE

The principle purpose of the information forms is to collect information needed to determine qualifications, suitability and availability of applicants for employment as a Deputy Jailer. Your completed form may be used to examine, rate and/or assess your qualifications and contact you concerning availability and/or interview.

EFFECTS OF NONDISCLOSURE

Because the employment information forms request both optional (other skills, training, social security number, etc) and mandatory data (qualifications and biographical information, etc), it is in your best interest to answer all questions. Omission of an item means you may not receive full consideration for a position. Omission of information may also be grounds for not employing you, or for dismissing you after you begin work. All statements are subject to investigation, including a check of your finger prints, police records and former employers. All information you give will be considered in reviewing your application.

NOTICE

Incomplete information will result in a delay in the processing of your application.

Boyd County Detention Center

William D. Hensley, Jailer

209 28th Street Ashland, KY 41129-Office 606-739-4224-Fax 606-989-2102

APPLICANT'S STATEMENT

I agree to submit to and satisfactory pass pre-employment drug screen by a qualified party of the detention center's choosing. I also agree to submit to random drug testing on a mandatory basis.

I understand, if accepted for employment, that this application does not constitute an employment contract, expressed or implied. An individual's employment and compensation can be terminated at any time at the option of either the Boyd County Detention Center or the employee.

I authorize all persons, schools, current employer, previous employers and organizations named in this application (and accompanying resume, if any) to provide the Boyd County Detention Center with any relevant information that may be required to arrive at an employment decision. I authorize the detention center to conduct an NCIC background check and investigate my driving record, criminal history and any other pertinent information as is necessary to arrive at an employment decision, in accordance with applicable detention center policy, procedure and law. I agree to cooperate in such investigations and release those parties supplying such information to the detention center from all liability or responsibility with respect to information supplied. I authorize the detention center to contact any and all personal and previous employment references I provide.

I understand that I will receive certification for OC Pepper Spray and understand that to receive certification I must be exposed to the OC Pepper Spray. I understand that all employees are subject to a 365 day training period (which may be extended).

I agree to abide by the policies, procedures and directives of the employer. I acknowledge that such policies, procedures and directives may be changed, interpreted, withdrawn, or added to by the employer at any time, at the employer's sole option and without any prior notice to me.

I agree to conform to Boyd County Detention Center's rules and regulations, policies and procedures, I understand and agree that while employed at the Boyd County Detention Center I am not permitted to visit, converse or contract favors of any type to any inmate(s) or family member of inmate(s) incarcerated at the Boyd County Detention Center.

Applicant's signature

Date

Below for Boyd County Staff use only:

Application Received:	_____
Application Reviewed:	_____
Scheduled For Interview:	_____
NCIC Complete:	_____
Drug Screen:	_____
References Completed	_____
Applicant Contacted:	_____
Hiring Date:	_____

IF EMPLOYED FOR LESS THAN ONE YEAR, I AGREE TO THE REIMBURSEMENT OF TRAINING EXPENSES, UNIFORMS AND REPLACEMENT COSTS IN THE AMOUNT OF \$2,425.00. I ALSO ATTEST I WILL BE LIABLE FOR ANY COSTS OF ATTORNEY'S FEE REASONABLY INCURRED FOR THE COLLECTION OF THIS DEBT. I UNDERSTAND AND AGREE THAT THE REIMBURSEMENT OF THESE COSTS MAY BE DEDUCTED FROM ANY FUNDS / PAY OWED TO ME BY THE COUNTY UPON MY SEPARATION.

**Cost Analysis Associated with
Employment**

Uniform	\$1,500.00
Replacement Uniforms	\$ 290.00
Training Expenses (Basic jailer, CPR, First Aid)	\$1,290.00
Drug Test	<u>\$ 35.00</u>
Total	\$2,425.00

Print Name _____

Signature _____

Date _____

BOYD COUNTY DETENTION CENTER

EMPLOYMENT INFORMATION – FULL TIME

***Pre-Employment
Conditions***

Applicants Must:

- Must be at least twenty-one (21) years of age
- Must be a high school graduate or possess a GED
- Discharged under honorable conditions, if served in military
- Is not prohibited by federal or state law from possessing a firearm
- Must be able to read and write the English language
- Attend and successfully complete twenty-four (24) hours of Correctional Training per year
- Must possess valid motor vehicle operator's license
- Must successfully complete a criminal, driving, medical history, drug screen and employment background check
- Submit to Random Drug screens
- Must maintain a high level of physical fitness

Hazardous Floor Deputy Applicants must also:

- Agree to Taser impact
- Agree to Pepper Spray exposure
- Be able to work all shifts
- Able to pass weapons training

***Employment
Benefits / Training***

Health ins. - partial premium paid by county
Dental ins. - Paid by employee at group rate
Retirement – Eligible for County Retirement Plan
401 K Available
Uniforms provided
80 hours orientation training
24 hours annual training
Field Training Program
Shift assignment will be subject to facility needs

Salary

Boyd Detention Center Salary Scale

Title	Years of Exp.	Hourly	Yearly
Deputy	(training)	\$18.54	\$38,563
Deputy I	1-5 years	\$20.60	\$42,848
Deputy II	5 – 10 years	\$23.18	\$48,204
Deputy III	11 years +	\$24.72	\$51,418
Sgt:	-----	\$25.75	\$53,560
Lt.	-----	\$27.30	\$56,774

Applicant's Signature

Date



DEPUTY JAILER JOB DESCRIPTION

Position Summary

Responsible for the care and custody of inmates in accordance with statutory and Boyd County Detention Center requirements.

Essential Duties and Responsibilities

Maintain discipline over inmates; admittance and booking of inmates to Detention Center; escort inmates to and from court or other required appointments; assist in the cleaning and sanitation of the Detention Center, keep records and make reports verbally and in writing. Under supervision, this position also supports the department by performing other work as assigned. The position requires shift work including nights, weekends and holidays and is subject to call back within 24 hours if the needs of the facility require it. Additional duties included but are not limited to:

- 1) Is a sworn peace officer
- 2) Carries a firearm in the course of duty.
- 3) Be able to perform all tasks related to in and out processing of inmates
- 4) Arrange for the inmates to attend court
- 5) Supervise the general cleaning of the Detention Center
- 6) Supervise the distribution of inmate meals
- 7) Specifically supervise the cleaning of inmate cells
- 8) Transport inmates to doctor, dentist, hospital or other appointments
- 9) Process work release inmates out and back in to the Detention Center
- 10) Search work release inmates and other inmates for contraband
- 11) Search cells periodically for contraband
- 12) Serve and file warrants
- 13) Use and monitor a two-way radio
- 14) Meet and deal effectively and courteously with the public
- 15) Process and account for money received for bonds, fines, etc.
- 16) Maintain daily logs and records as required
- 17) Culminate an arrest on Detention Center property when necessary
- 18) Write offense citations accurately
- 19) Mark and disperse evidence properly
- 20) Testify in court
- 21) Assist all law enforcement agencies in a cooperative manner
- 22) Be familiar with previous shift's activities and be able to pass-on information to on-coming shift personnel

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

Completion of a high school education or equivalent; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must be at least 21 years of age and possess a valid Kentucky Driver's License.

Must not have been convicted of a felony or misdemeanor, excluding traffic violations and/or minor convictions. It is at the discretion of the Jailer as to whether such violations and/or convictions are related to the job and are a basis for rejection of an employment application.

Subject to an extensive background check. May be required to undergo psychological and/or other pre-employment testing. In addition, he or she must possess a high degree of integrity and be a sober, order and law-abiding citizen. Individuals with histories of offenses of assault and/or sexual abuse will not be eligible for employment consideration.



Boyd County Detention Center
William D. Hensley, Jailer

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BOYD COUNTY DETENTION CENTER

An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

It is the policy of the Boyd County Detention Center to provide employment, training, compensation, promotion, and other conditions of employment based on qualifications, without regard to race, color, religion, national origin, sex, age, marital or veteran status, the presence of non job-related disability, or any other legally protected status.

(Print Only)

Date of Application

Last Name

First Name

Middle Initial

Name you go by

Date of Birth

Age

Male Female

Street Address

City

State

Zip Code

Telephone number (s)

Social Security No.

Cell phone number (s)

E-mail address

How did you find out about job openings within our facility?

JOB INTERESTS

Type of employment seeking (choose one): _____ Full time _____ Part time

Position seeking (choose one or more): _____ Floor Deputy _____ Control Room _____ Admin/Clerical

Date available for employment: _____

Currently employed? Yes _____ No _____

EDUCATION AND TRAINING

	<u>Address</u>	<u>Degree</u>	<u>Grade Completed</u>
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High School	_____	_____	_____
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College	_____	_____	_____
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Graduate School	_____	_____	_____
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Apprentice, business, technical, military or vocational school _____

Other training or skills (factory or office machines operated, special courses, military training, etc.)

Describe any honors received

OTHER JOB-RELATED ACTIVITIES

List professional, trade, business or civic activities and offices held. May exclude membership which would reveal sex, religion, national origin, age, ancestry, or other protected status. _____

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience. _____

MILITARY

Have you served in the military? Yes _____ No _____ Branch of service _____

Final rank _____ Type of discharge _____

Nature of Duties and / or special training received: _____

Honors or special awards: _____

Copy of DD214 Attached: _____ Yes _____ No _____ If no reason: _____

Have you ever previously been employed at the Boyd County Detention Center: _____

If yes when and reason for departure. _____

EMPLOYMENT HISTORY

Start with the present or last job and provide a **complete** job history. It is suggested to submit a resume with the application to provide further details. *Explain any gaps in employment in comments section.*

Employer	_____	Dates worked:	From _____	To _____
Address	_____	Starting salary:	\$ _____	Per _____
Job title	_____	Final salary:	\$ _____	Per _____
Supervisor/Dept.	_____	Phone number	_____	
Reason for leaving	_____	May we contact?	Yes _____	No _____

Employer	_____	Dates worked:	From _____	To _____
Address	_____	Starting salary:	\$ _____	Per _____
Job title	_____	Final salary:	\$ _____	Per _____
Supervisor/Dept.	_____	Phone number	_____	
Reason for leaving	_____	May we contact?	Yes _____	No _____

Employer	_____	Dates worked:	From _____	To _____
Address	_____	Starting salary:	\$ _____	Per _____
Job title	_____	Final salary:	\$ _____	Per _____
Supervisor/Dept.	_____	Phone number	_____	
Reason for leaving	_____	May we contact?	Yes _____	No _____

Employer	_____	Dates worked:	From _____	To _____
Address	_____	Starting salary:	\$ _____	Per _____
Job title	_____	Final salary:	\$ _____	Per _____

Supervisor/Dept. _____ Phone number _____
Reason for leaving _____ May we contact? Yes _____ No _____

Employer _____ Dates worked: From _____ To _____
Address _____ Starting salary: \$ _____ Per _____
Job title _____ Final salary: \$ _____ Per _____
Supervisor/Dept. _____ Phone number _____
Reason for leaving _____ May we contact? Yes _____ No _____

Employer _____ Dates worked: From _____ To _____
Address _____ Starting salary: \$ _____ Per _____
Job title _____ Final salary: \$ _____ Per _____
Supervisor/Dept. _____ Phone number _____
Reason for leaving _____ May we contact? Yes _____ No _____

Comments (please explain any gaps in employment) _____

REFERENCES

Give name, **daytime telephone number** and the best time to contact five people who can provide a personal reference. Do not use relatives or previous employers.

1. _____
2. _____
3. _____
4. _____
5. _____

Do you know anyone who works at the Boyd County Detention Center? No _____ Yes (list names) _____

YES NO

_____	_____	Are you 21 years of age or older?
_____	_____	Do you have a valid driver's license?
_____	_____	Do you have a high school or GED diploma?
_____	_____	Do you have a Social Security card?
_____	_____	Are you legally eligible for employment in the U.S.?
_____	_____	Can you provide documentation verifying your eligibility?
_____	_____	Are you able to perform the essential duties and responsibilities of the position for which you are applying with or without accommodation?
_____	_____	Since the age of 18, have you ever been charged with or convicted of a misdemeanor or felony?
_____	_____	If yes, please give dates, charges and an explanation _____

PREA Standard 115.17

- _____ Have you engaged in sexual abuse and/or sexual misconduct in any previous jobs or in the community?
_____ Have you been convicted of engaging in sexual abuse and/or sexual misconduct?
_____ Have you ever received an administrative or civil punishment for your role in the activity described above?
_____ If yes to any of the above questions, please provide dates, allegations, charges and details of these incidents:

Are you available to work any shift and day of the week? Yes NO

Write a statement on why you would be the best person to be chosen as a deputy jailer at BCDC?

What are your strongest assets: _____

What are your weaknesses (Describe)? _____

Where do you see yourself in 5 years? _____

What do you hope to accomplish with this type of career? _____

I understand that any false information made by me on this application, or any supplement document, will be sufficient grounds for immediate discharge if I am employed. I understand I must also complete the “applicant’s statement” listed on the reverse side.

Applicant’s signature

Date

Boyd County Detention Center

Pre-employment Consent Form

I agree to submit to pre-employment drug testing as required by Boyd County Detention Center Policy. I understand that the specimens I provide will be analyzed for the presence of drugs. I authorize release of the test results to the Boyd County Detention Center officials. I understand my employment is contingent upon passing the pre-employment test.

I understand that the Boyd County Detention Center has a “zero-tolerance” policy with respect to abuse of drugs and alcohol and that ongoing compliance is a condition of employment. I agree to comply and understand that violation of the regulation or policy may result in penalties up to and including dismissal.

X

Signature

Date

X

Witness

Date

Boyd County Detention Center

Request for Local & NCIC Record Check

Please fill out upper portion of form

Name: _____
(Last) (First) (Middle) (Maiden)

Present Address: _____ How long? _____

Previous Address: _____ How long? _____

Description: Sex _____ Race _____ Eye color _____ Hair color _____

Birth date _____ Height _____ Weight _____

Place of birth _____

Drivers License number _____ Driver's OL State _____

Social Security number _____

Official use only

Date of Request: _____ By: _____
F.C.R.J Official

Kentucky State Police results:

The above named person had been checked and our files reveal:

Traffic Arrest Yes _____ No _____

Accidents: Yes _____ No _____

Criminal Arrest: Yes _____ No _____

Details of Arrest Attached Yes _____ No _____

Remarks:

Date: _____

Signed: _____

Central Records

NOTICE

Withholding or failure to provide accurate and truthful information on this application shall be grounds for immediate termination of employment. All prospective employees will have a criminal background check run and all new employees shall have a drug screen performed.

Signature: _____ Date: _____