

**LEXINGTON COUNTY SHERIFF'S DEPARTMENT
EMPLOYMENT APPLICATION INFORMATION**

We appreciate your interest in employment with the Lexington County Sheriff's Department. All applicants must complete a Lexington County Sheriff's Department application. Applications can be obtained at the front lobby of the Sheriff's Department located at 521 Gibson Road, Lexington, South Carolina; at the South Carolina Employment Security Commission (JOB SERVICE) office located at 714 South Lake Drive, Suite 140, Lexington, South Carolina; or online at: www.lexingtonsheriff.com.

Please complete the application accurately and completely, especially concerning past employers and reference information (giving FULL addresses, telephone numbers, etc.). Questionnaires are mailed to any references, current and past employers you indicate in your application, therefore, correct mailing addresses are critical. The Department accepts applications on a continual basis. Completed applications can be turned in at the front desk of the Sheriff's Department, which is open 24 hours a day, or to the above listed JOB SERVICE location, from 8:30am through 4:00pm Monday through Friday. Completed applications may also be mailed to the Department at the following address:

Lexington County Sheriff's Department
ATTN: Human Resources Division
PO Box 639
Lexington, SC 29071

All applicants must meet the following minimum requirements to be considered for employment. Additional requirements for the positions of Deputy, Correctional Officer, and Telecommunications Operator are outlined separately below:

Minimum Requirements for all Positions

- Must have a High School diploma or GED.
- Must have a clear criminal history.
- Must be a United States citizen.
- Driving record must not show a disregard for the law.
- Credit history must show sound financial management with the ability to keep accounts paid up-to-date.
- Results of all pre-employment tests and interviews must meet standards.
- Past employment record must be satisfactory.
- Must pass a drug test.
- Medical examination results must show that you are capable of performing all of the essential functions of the job for which you are applying, with reasonable accommodation.

Additional Requirements for DEPUTY

- Must be at least 21 years-of-age, *AND, MEET AT LEAST ONE OF THE FOLLOWING CRITERIA:*
 - Must already be certified by the South Carolina Criminal Justice Academy (LE Class 1),
 - Must possess college degree (Bachelors or higher),
 - Must be a certified law enforcement officer from another state,
 - Must have prior Military Police experience.

**Additional Requirements for
CORRECTIONAL OFFICER**

- Must be at least 21 years-of-age.

**Additional Requirements for
TELECOMMUNICATIONS
OPERATOR**

- Must be at least 18 years-of-age.

The following documents are **required** in order for your application to be processed:

- Copy of Birth Certificate
- Copy of Social Security Card
- Copy of High School Diploma or GED
- Copy of a valid S.C. Driver's License
- Certified ten year driving record *(You must provide a copy of your driving record from every state you have been licensed to drive in within the past ten years.)*
- Credit report *(This can be obtained from companies such as Equifax, Experian, etc. These are listed in the yellow pages of the phone directory under "Credit Reporting Agencies" and also at the bottom of this page.)*
- Copy of form DD-214 *(if a veteran)*
- Copies of other documents which may be applicable to employment *(Certifications, training documents, diplomas, etc.)*

You will be contacted within several weeks of the submission of your application. If your application is satisfactory, you will be given a date and time to attend applicant testing. Following testing, applicants are placed in an applicant pool along with others who have successfully completed the applicant process to that point. The most qualified applicants are then chosen to continue in the process. If rejected, an applicant may reapply one year after being turned down for employment.

The pre-employment selection process at the Department consists of the following:

- Driving record review
- Criminal record review
- Credit history review
- Psychological screening
- Initial interview
- Polygraph examination
- Background investigation
- Pre-employment physical examination and completion of a health history questionnaire
- Pre-employment drug test
- Any other requirement determined necessary by the Sheriff's Department

This process generally takes six to eight weeks or longer to complete. Any questions may be directed to our Human Resources Division office at (803) 785-2407.

Qualified applicants and employees are treated without regard to race, religion, sex, national origin, age, marital status, or disability.

The Lexington County Sheriff's Department is an Equal Opportunity Employer.

Major Credit Reporting Agencies

Equifax (www.equifax.com or 1-800-685-1111)
Experian (www.experian.com or 1-888-397-3742)
Trans Union (www.transunion.com or 1-800-888-4213)

These are the three major credit reporting agencies. There are other credit reporting agencies-- you are not limited to these three. You can also obtain a **free** credit report, **once per year**, from www.annualcreditreport.com.

LEXINGTON COUNTY SHERIFF'S DEPARTMENT BENEFITS INFORMATION

The Lexington County Sheriff's Department provides law enforcement services for the unincorporated areas of Lexington County, the fourth largest county in the state (725 square miles). The department currently has over 400 full and part time enforcement, corrections, and civilian employees. The department's detention center is responsible for the safety and security of over 700 inmates on a daily basis.

The following is some information about the department that you might find beneficial:

STARTING SALARIES

TELECOMMUNICATIONS OPERATOR	\$29,112
CORRECTIONAL OFFICER	\$32,612
PATROL DEPUTY	\$34,361

The Sheriff can increase the above starting salaries for those individuals with higher qualifications (certified officers, college degree, prior work experience, etc.)

WORK SCHEDULES

Employees (Patrol Deputy, Correctional Officer, Telecommunications Operators) work the following schedule:

12 hour shifts

6am-6pm or 6pm-6am (7am-7pm or 7pm-7am for Telecommunications Operators)

2 days on, 2 days off; 3 days on, 2 days off; 2 days on, 3 days off; (this cycle then repeats).

Correctional Officers work a permanent shift (days or nights). Patrol Deputies and Telecommunications Operators rotate between dayshift and nightshift every 28 days.

ANNUAL LEAVE

Annual leave is accrued at the rate of 10 days per year for employees with less than five years of service with the county; 15 days for 5-10 years of service; and 20 days for 10 or more years of service.

SICK LEAVE

Sick leave is accrued at 12 days per year.

HEALTH AND DENTAL INSURANCE

The Sheriff's Department provides medical and dental insurance for its employees through a county funded Employee Health Care Plan. Basic coverage is provided at a minimal cost to the employee. Employees who wish to cover members of their family may do so through payroll deductions. The following semi-monthly rates apply:

Employee Only	\$41.00
Employee and Children	\$105.50
Employee and Spouse	\$146.50
Employee and Family	\$222.00

LIFE INSURANCE

The Sheriff's Department provides life insurance for its employees. Basic coverage is provided at no cost to the employee. Additional coverage on the employee or his or her dependents is available and can be paid for through payroll deduction.

TYPES OF RETIREMENT SYSTEMS

All full time employees of the county participate in the South Carolina Retirement System or the South Carolina Police Officer's Retirement System.

WORKER'S COMPENSATION

The Sheriff's Department operates under and is subject to the Workers' Compensation Act of South Carolina.

OVERTIME

Employees who are eligible for overtime are paid overtime at the rate of one and one-half (1½) times his or her regular rate of pay for time worked. Overtime will be calculated at any hours worked over eighty-six (86) in a two week pay period for non-exempt, sworn personnel and any hours worked over eighty (80) in a two week pay period for non-exempt, non-sworn personnel.

CREDIT UNION

Employees are eligible for membership in an employee credit union. Membership enables employees to deposit savings or handle loan payments through payroll deduction. There are other programs available through the credit union.

DIRECT DEPOSIT

Employees are paid by a bi-weekly direct payroll deposit system. Checks can be deposited to any financial institution covered by the Federal Reserve. Employees will receive a pay statement indicating gross pay, net pay, and deductions.

U. S. SAVINGS BONDS

All employees may elect to purchase U. S. Savings Bonds through payroll deductions. Information on Savings Bonds is available through the county Human Resources Department.

DEFERRED COMPENSATION

Employees are eligible to participate in the South Carolina Public Employees Deferred Compensation Plan, 401K or 457. The amount deposited is determined by the employee and participation is optional. This is a tax-deferred savings program and is handled automatically by payroll deduction.

MONTGOMERY GI BILL

Veterans may qualify to use their GI Bill education benefits while working and receiving on-the-job training at the Sheriff's Department.

VEHICLES

At the discretion of the Sheriff, certain employees are authorized to have department vehicles on a twenty-four-hour, seven day-a-week basis. Patrol Deputies must reside within Lexington County in order to be allowed to drive their assigned patrol vehicle home.

EQUIPMENT

Department personnel receive that equipment (uniforms, firearms, etc.) that is necessary for the position for which they are hired.



"Pride in Professionalism"

LEXINGTON COUNTY SHERIFF'S DEPARTMENT

APPLICATION FOR EMPLOYMENT

**521 GIBSON ROAD
LEXINGTON, SOUTH CAROLINA 29072
TELEPHONE: (803) 785-8230
FAX: (803) 785-2327**

SHERIFF JAMES R. METTS, ED.D.

AN EQUAL OPPORTUNITY EMPLOYER



LEXINGTON COUNTY SHERIFF'S DEPARTMENT

I, _____, permit my present and prior employers to divulge to this organization relevant personal information from my personnel file(s) they possess. I also authorize this organization to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of its choice. I authorize it to make an investigative report whereby information is obtained through personal interviews with neighbors, friends, and others with whom I am acquainted.

I understand and acknowledge that information contained herein may be subject to disclosure under the South Carolina Freedom Of Information Act.

I understand and agree that if I should admit to or divulge my involvement in any criminal offenses during the application process, such may be reported to the proper jurisdictional authority for investigation and/or prosecution.

I release from liability, agree not to sue, and hold harmless, the Lexington County Sheriff's Department, Sheriff James R. Metts, his deputies, agents, assigns, and others similarly situated from any and all liability in any way with the processing of my application even if they should be negligent.

Signature of Applicant

Date

Signature of Witness

Date

APPLICANT INFORMATION (Continued...)

Have you ever worked under another name? If so, please give name:

First

Middle

Last

Are you a United States Citizen? Yes No

If No, give Visa number: _____

Immigration number: _____

Do you possess a Driver's License? Yes No If Yes, from which state? _____

If yes, give Driver's License number: _____

Date you would be available to start work? _____

Would you work: Full Time? Part Time? Day and Night shift?

Have you ever maintained any online social networking site(s) (MySpace, Facebook, etc.)? Yes No

If Yes, list the service, web address, and/or user ID for each site: _____

EDUCATION AND TRAINING

High School: _____ Location: _____

Dates Attended: From: _____ To: _____

Did you graduate? Yes No Degree: _____

College: _____ Location: _____

Dates Attended: From: _____ To: _____

Did you graduate? Yes No Degree: _____

EDUCATION AND TRAINING (Continued...)

Other: _____ Location: _____

Dates Attended: From: _____ To: _____

Did you graduate? Yes No Degree: _____

If you did not graduate from high school, have you passed the General Educational Development (GED) test?

Yes No If Yes, when and where did you complete the GED? _____

Indicate languages you speak, read, and/or write: _____

List any professional license(s) you hold: _____

List scholarships, academic honors, awards you have received: _____

List training, skills, and/or experience you have that, in your opinion, would be particularly useful in the position for which you are applying:

Can you type? Yes No If so, how many words-per-minute? _____

List any equipment, office machines, and/or software you can operate: _____

EMPLOYMENT HISTORY

Beginning with the most recent, list all present and past employment. Correct addresses and telephone numbers MUST BE PROVIDED in order to process your application.

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Ending Salary: _____

Job Duties: _____

Supervisor's Name: _____ Telephone: _____

Dates Employed: From: _____ To: _____

Reason for Leaving: _____

May we contact this employer? Yes No If No, please explain why. _____

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Ending Salary: _____

Job Duties: _____

Supervisor's Name: _____ Telephone: _____

Dates Employed: From: _____ To: _____

Reason for Leaving: _____

May we contact this employer? Yes No If No, please explain why. _____

EMPLOYMENT HISTORY (Continued...)

Correct addresses and telephone numbers MUST BE PROVIDED in order to process your application.

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Ending Salary: _____

Job Duties: _____

Supervisor's Name: _____ Telephone: _____

Dates Employed: From: _____ To: _____

Reason for Leaving: _____

May we contact this employer? Yes No If No, please explain why. _____

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Ending Salary: _____

Job Duties: _____

Supervisor's Name: _____ Telephone: _____

Dates Employed: From: _____ To: _____

Reason for Leaving: _____

May we contact this employer? Yes No If No, please explain why. _____

EMPLOYMENT HISTORY (Continued...)

Correct addresses and telephone numbers MUST BE PROVIDED in order to process your application.

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Ending Salary: _____

Job Duties: _____

Supervisor's Name: _____ Telephone: _____

Dates Employed: From: _____ To: _____

Reason for Leaving: _____

May we contact this employer? Yes No If No, please explain why. _____

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Ending Salary: _____

Job Duties: _____

Supervisor's Name: _____ Telephone: _____

Dates Employed: From: _____ To: _____

Reason for Leaving: _____

May we contact this employer? Yes No If No, please explain why. _____

REFERENCES

Complete addresses and telephone numbers **MUST** be provided.

CO-WORKERS / FORMER CO-WORKERS

Name: _____

Address: _____

Telephone: Home: _____

Work: _____

Cell: _____

Name: _____

Address: _____

Telephone: Home: _____

Work: _____

Cell: _____

Name: _____

Address: _____

Telephone: Home: _____

Work: _____

Cell: _____

REFERENCES (Continued...)

Complete addresses and telephone numbers **MUST** be provided.

PERSONAL REFERENCES (No relatives or former employers.)

Name: _____

Address: _____

Telephone: Home: _____

Work: _____

Cell: _____

Name: _____

Address: _____

Telephone: Home: _____

Work: _____

Cell: _____

Name: _____

Address: _____

Telephone: Home: _____

Work: _____

Cell: _____

REFERENCES (Continued...)

Complete addresses and telephone numbers **MUST** be provided.

NEIGHBORS

Name: _____

Address: _____

Telephone: Home: _____

 Work: _____

 Cell: _____

Name: _____

Address: _____

Telephone: Home: _____

 Work: _____

 Cell: _____

Name: _____

Address: _____

Telephone: Home: _____

 Work: _____

 Cell: _____

MILITARY SERVICE

If applicable, are you registered with Selective Service? Yes No

Have you ever served in the military? Yes No If No, skip the rest of this section.

Branch: _____

Dates of Service: From: _____ To: _____

Highest Rank / Grade: _____ Type of Discharge: _____

Date and Location of your last Discharge: _____

List all Medals and Decorations awarded to you during your military service: _____

If you are presently a member of the National Guard or any military reserve, indicate the unit, location, and describe your obligation:

Have you ever been court-martialed or subject to disciplinary action to include non-judicial punishment (i.e. Article 15, Captain's Mast, etc.) while serving as a member of the Armed Forces?

Yes No If Yes, explain: _____

APPLICANT PERSONAL HISTORY

Have you ever illegally possessed, used, and/or sold any amount of the following drugs or substances?

- | | | | |
|---------------|-----------|-----------------|--------------|
| Marijuana | Opium | Steroids | Crack |
| Cocaine | Heroin | PCP | Amphetamines |
| Hashish | Speed | Ecstasy | Barbiturates |
| LSD | Quaaludes | Methamphetamine | Morphine |
| Hallucinogens | Inhalants | | |

Yes No

If Yes, explain in detail, indicating which drug(s) or substance(s) and date last used: _____

Other than those listed, are there any other drugs or substances that you have illegally possessed, used, and/or sold to include prescription medications that were not prescribed to you?

Yes No

If Yes, explain in detail, indicating which drug(s) or substance(s) and date last used: _____

Do you drink alcoholic beverages? Yes No If Yes, indicate how much and how often:

Do you use any form of tobacco? Yes No If Yes, indicate form:

APPLICANT PERSONAL HISTORY (Continued...)

How many individuals do you support financially? _____

Indicate any income other than your current salary, including your spouse's salary, if applicable:

Total amount of your present debt: _____

Have you ever been named in a lawsuit either as a plaintiff or a defendant? Yes No

If Yes, explain in detail: _____

Have you ever been engaged in a private business? Yes No

If Yes, indicate the name and nature of the business, as well as the capacity of your affiliation:

Are you currently in default on any student or education loan? Yes No

If Yes, explain: _____

Have you ever been terminated (fired) or asked to resign from a job? Yes No

If Yes, explain: _____

APPLICANT PERSONAL HISTORY (Continued...)

Would you object to wearing a uniform? Yes No

Would you object to working overtime? Yes No

Would you object to working regular shifts? Yes No

Would you object to working rotating shifts? Yes No

Would you object to working holidays? Yes No

Would you object to being away from home for long periods of time due to official duties? Yes No

If Yes, explain: _____

Have you ever been arrested by law enforcement? Yes No If Yes, indicate the following:

Offense Charged: _____

Law Enforcement Agency: _____ State: _____

Date: _____ Disposition: _____

Offense Charged: _____

Law Enforcement Agency: _____ State: _____

Date: _____ Disposition: _____

Offense Charged: _____

Law Enforcement Agency: _____ State: _____

Date: _____ Disposition: _____

Have you ever been convicted of a felony? Yes No

If Yes, give details: _____

APPLICANT PERSONAL HISTORY (Continued...)

Have you ever been placed on probation? Yes No

If Yes, explain: _____

Have you ever stolen anything? Yes No If Yes, explain: _____

Have you ever been subject to a restraining order? Yes No

If Yes, explain in detail: _____

Do you possess a valid South Carolina Driver's License? Yes No

If Yes, indicate Driver's License number: _____

Do you possess a Driver's License issued by another state? Yes No

If Yes, indicate: State: _____ Driver's License Number: _____

Has your Driver's License ever been suspended or revoked? Yes No

If Yes, explain: _____

Are your driving privileges restricted? Yes No

If Yes, give details: _____

Are you attempting to conceal any information regarding your background? Yes No

APPLICANT PERSONAL HISTORY (Continued...)

You will find a Job Description included with this application which details the position you are applying for (Deputy, Correctional Officer, Telecommunications Operator). After reading the Job Description, answer the following questions.

After training, could you perform the essential job functions of the position that you are applying for?

Yes No

If No, explain: _____

If No, what, if any, reasonable accommodations could be made so that you could perform the essential job functions?

DISCLAIMER

I hereby certify that all statements on this form are true and complete and that any misstatement or omission will subject me to disqualification or dismissal.

This, the _____ day of _____, _____

Signature of Applicant

STATISTICAL INFORMATION

The information collected in this section is used for statistical purposes only and in no way has any bearing on the processing or outcome of the employment application. This data will be kept in a confidential file.

Application Date: _____
Month / Day / Year

Full Name: _____
First Middle Last

Address: _____
Number Street

_____ City State Zip County

Telephone: Home: _____

Work: _____

Cell (Other): _____

Position Applied For: Deputy Correctional Officer
Telecommunications Operator Clerical
Other _____

Social Security Number: _____

Date-of-Birth: _____

Race: _____ Sex: _____

Are you a Vietnam Veteran? Yes No

Are you a Disabled Veteran? Yes No If Yes, VA Disability Rating? _____ %

How did you hear about our agency? Advertisement Job Service Employment Agency

County Employee Specify: _____

Career Fair Specify: _____

Other Specify: _____

JOB DESCRIPTION

Deputy— Patrol

GENERAL STATEMENT OF JOB

Under regular supervision, patrols assigned areas of the County and responds to calls-for-service; enforces all local, state, and federal laws relating to public safety and welfare. Works under stressful, high-risk conditions. Reports to the Sergeant-Shift Supervisor.

ESSENTIAL JOB FUNCTIONS

Enforces all local, state, and federal law relating to public safety and welfare; performs all duties in compliance with applicable policies, procedures, laws, regulations, and standards of safety. Performs routine patrol duties, including but not limited to patrolling assigned areas of the County, responding to emergency calls and/or public calls for assistance, maintaining order and public safety, apprehending and arresting law violators and criminal suspects, issuing traffic citations/summons, transporting prisoners and mental patients, etc. Assists with criminal investigations. Interviews witnesses, complainants and victims; gathers physical evidence and preserves it for court; provides case follow-up as needed. Prepares cases for prosecution; provides court testimony as necessary. Participates in special operations as assigned. Serves civil papers. Provides courtroom security as assigned. Maintains assigned equipment and vehicles. Participates in public relations efforts as necessary to maintain a cooperative and positive relationship between the Sheriff's Department and the community. Attends periodic training sessions; maintains required level of proficiency in the use of firearms. Receives and responds to citizens' inquiries, concerns, and complaints concerning law enforcement activities. Receives and reviews various records and reports, including incident reports, accident reports, investigative reports, use-of-force reports, warrants, etc. Prepares various documents including incident reports, accident reports, investigative reports, use-of-force reports, pursuit reports, warrants, subpoenas, case documentation, etc. Refers to policy and procedure manuals, codes, regulations, laws, maps, statutes, training manuals, etc. Operates/uses a variety of police equipment, which may include a police vehicle, firearms, datamaster, radar, etc.; operates various types of office equipment, machinery, and tools in the performance of duties such as a computer, printer, adding machine, radio equipment, telephones, tape recorder, fax machine, copier, etc. Uses office and computer supplies, restraining devices, protective hear, and a variety of other police-issued materials and supplies. Interacts and communicates with various groups and individuals, such as the immediate supervisor, other administrative staff, co-workers, other County employees, other law enforcement agency personnel, other government agencies, attorneys, court personnel, community leaders, complainants, victims, witnesses, suspects, social service agencies, community organizations, vendors, and the general public.

NON-ESSENTIAL JOB FUNCTIONS

May perform duties of a telecommunications officer or school crossing guard when necessary. Performs general clerical work as required, including attending meetings, preparing reports, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, greeting and assisting office visitors, etc. Performs other related duties as required.

EDUCATION, EXPERIENCE AND CERTIFICATION REQUIREMENTS

Requires a high school diploma or GED equivalent, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must have successfully completed required law enforcement courses and possess required law enforcement certifications. Must possess a valid S.C. driver's license.

ADA REQUISITES

Physical Requirements: Tasks involve the ability to exert moderate, though not constant, physical effort, typically involving some combination of driving, walking, running, climbing and balancing, stooping, kneeling, crouching and crawling, and which involves the lifting, carrying, pushing and pulling of moderately heavy objects and materials (up to 50 pounds), and occasionally heavy object (100 pounds or more) While performing police work, must be able to defend oneself from assault and to restrain suspects of varying weights.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange pertinent and vital information to co-workers. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires ability to read a variety of law books, maps, policy and procedure manuals, warrants, criminal records, etc. Requires the ability to prepare reports, logs, records, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles or rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions relatively complex principles and techniques; to make independent judgment in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational and cultural backgrounds and in a variety of technical and/or professional languages including law enforcement.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape; identify degrees of similarity or difference in shades, forms, etc.; and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery, firearms and other special equipment; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, firearms, etc. Must have significant levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency, unusual or dangerous situations, or in situations in which working speed and sustained attention are make or break aspects of the job. The worker may be subject to danger or risk to a significant degree, or to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words,; hearing: perceiving nature of sounds by ear).

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

JOB DESCRIPTION

Correctional Officer

GENERAL STATEMENT OF JOB

Under occasional supervision, provides for the safety of staff and inmates and the security of the detention facility; supervises inmate activities, and performs related corrections work as assigned. Works under stressful, high-risk conditions. Reports to the Sergeant—Corrections.

ESSENTIAL JOB FUNCTIONS

Maintains the security and safety of the County's detention facility, inmates, and staff through implementation of established policies and procedures. Monitors jail access and egress. Monitors security cameras, alarms systems, automated locking systems and other specialized security equipment. Patrols facility to ensure security; inspects locking and security devices and doors for proper working condition. Processes and books inmates; searches, photograph, and fingerprints inmates; secures inmates' property and issues clothing and supplies; establishes inmate records and accounts; completes medical screenings; receives and processes inmates for weekend sentences; escorts inmates to proper housing locations. Performs initial classification of all new arrivals; conducts NCIC background checks on new inmates. Supervises meals, visitation, recreation and exercise, telephone privileges, counseling, court visits, movement within the facility, and medical attention; conducts head counts regularly. Maintains key and tool control. Supervises inmate workers. Ensures that inmates are provided with appropriate sanitary conditions, clothing and supplies; may administer medications as prescribed and perform drug/alcohol tests on inmates; administers First Aid and/or CPR as required. Routinely searches inmates, cells, kitchen and other inmate-accessible areas for contraband and other safety and security hazards. Observes and maintains orderly conduct among inmate population; subdues unruly or violent individuals; responds to emergency situations on jail property; investigates incidents, crimes, disputes, abuse of drugs, etc., among inmates. Processes inmates for release as ordered. Transports inmates to court or to other facilities as required. Receives and responds to inmate requests. Completes and maintains required paperwork. Maintains assigned vehicle and equipment. Keeps Shift Sergeant apprised of daily incidents and activities. Participates in public relations efforts necessary to maintain cooperative and positive relationships between the department and community. Receives and responds directly to inquiries, concerns and complaints in areas of responsibility. Attends training, workshops, meetings, etc., as required to maintain job knowledge and skills. Receives and reviews incident reports, booking sheets, medical / mental health records, daily inmate population counts, directives, court papers, sentencing commitments, warrants, key logs, restraint logs, duty rosters, memos, etc. Prepares and/or processes incident reports, jail counts, security reports, and various other logs, reports, records, etc. Refers to policy and procedure manuals, computer manuals, court rulings, laws, codes, statutes, directories, etc. Operates Various types of office and special equipment, machinery and tools in the performance of duties such as a computer, typewriter, calculator, radio equipment, telephone, fax machine, copier. Operates a variety of police / detention equipment, including a police vehicle, passenger van, alarm systems/security monitors, stun equipment, intercom system, camera, fingerprinting machine, etc. Uses clerical and computer supplies, First Aid supplies, protective gear, restraining devices and other police-issued supplies. Interacts and communicates with the immediate supervisor, other department administrators, co-workers, other County personnel, personnel of other detention facilities, other law enforcement agencies, emergency response agencies, attorneys, judges and court personnel, inmates, visitors, volunteers, clergy, bondsmen, medical personnel, contractors, and the general public.

NON-ESSENTIAL JOB FUNCTIONS

Conducts jail tours. Performs general clerical work as required, including entering and retrieving computer data, preparing reports and records, copying and filing documents, answering the telephone, etc. Performs other related duties as required.

EDUCATION, EXPERIENCE AND CERTIFICATION REQUIREMENTS

Requires a high school diploma or GED equivalent, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must successfully complete required corrections courses and obtain or possess certification as a Correctional Officer. Must possess a valid S.C. driver's license. Must obtain or possess First Aid and CPR certifications.

ADA REQUISITES

Physical Requirements: Tasks involve the ability to exert moderate, though not constant, physical effort, typically involving some combination of driving, walking, running, climbing and balancing, stooping, kneeling, crouching and crawling, and which involves the lifting, carrying, pushing and pulling of moderately heavy objects and materials (up to 50 pounds), and occasionally heavy objects (100 pounds or more). While performing corrections work, must be able to defend oneself from assault and to restrain suspects of varying weights.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange pertinent and vital information to co-workers. Includes the receiving of information and instructions from supervisor. Includes receiving direction from supervisor.

Language Ability: Requires ability to read a variety of law books, maps, policy and procedure manuals, warrants, criminal records, etc. Requires the ability to prepare reports, records, lists, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions relatively complex principles and techniques; to make independent judgment in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational and cultural backgrounds and in a variety of technical and/or professional languages including law enforcement, corrections, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape; identify degrees of similarity or difference in shades, forms, etc.; and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery, firearms and other special equipment; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, firearms, etc. Must have significant levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency, unusual or dangerous situations, or in situations in which working speed and sustained attention are make or break aspects of the job. The worker may be subject to danger or risk to a significant degree, or to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words,; hearing: perceiving nature of sounds by ear).

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JOB DESCRIPTION

Telecommunications Operator

GENERAL STATEMENT OF JOB

Under general supervision, performs specialized radio and communications work for the Lexington County Communications Center. Work involves receiving and processing citizen requests for service from Law Enforcement, Fire Service, Emergency Medical Service, Animal Service, Public Works, and Building Services; interrogating and instructing callers on how to handle emergencies including life saving instructions, such as CPR, rescue breathing, and bleeding control; assisting in the training of new telecommunications operators. Reports to a Shift Supervisor.

ESSENTIAL JOB FUNCTIONS

Receives and processes emergency calls for service from citizens. Dispatches emergency service personnel. Coordinates additional resources for emergency calls. Provides emergency medical instruction over the telephone for all Emergency Medical Services calls. Operates the National Crime Information Center (NCIC) computer to support law enforcement operations. Utilizes Computer-Aided Dispatch (CAD) to ensure accurate and timely dispatch of emergency services. Monitors status of all responding agencies. Answers calls for service for other county agencies after hours. Receives and/or reviews emergency and non-emergency calls for service, requests for NCIC information, QA sheets, patient condition information, and radio transmissions. Prepares and/or generates CAD call cards, NCIC entries, and time sheets and cards. Refers to map books and Emergency Medical Dispatch (EMD) protocols. Operates radio console, CAD, Automatic Vehicle Locator (AVL), NCIC computer, fax machine, telephones, headsets, telecommunication device for the deaf (TDD), and message writer paging system. Uses maps and clerical supplies. Uses radio, CAD, recording NCIE, and EMD-Pro QA. Interacts and communicates with citizens, law enforcement personnel, fire service personnel, emergency medical service personnel, immediate supervisor, and the general public.

NON-ESSENTIAL JOB FUNCTIONS

Provides tours for visitors. Maintains a clean communications center. Performs other related work as required.

EDUCATION, EXPERIENCE AND CERTIFICATION REQUIREMENTS

Requires a high school diploma or GED equivalent, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess or successfully obtain South Carolina 9-1-1 certification and NCIC certification.

ADA REQUISITES

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computer terminals, radio panels with hand and foot pedals, copiers, Dictaphones, etc. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, logs, operational manuals, etc. Requires the ability to prepare correspondence, reports, forms, logs, charts, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems; to interpret a variety of instructions furnished in written, oral, and diagrammatic of schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including legal and medical technology, and emergency response codes.

Numerical Aptitude: Requires the ability to utilize mathematical formulas. Must be able to add, subtract, multiply, and divide. Must be able to utilize decimals and percentages.

Form / Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of office equipment, communications equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, and in emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio equipment.

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