

## CORRECTION OFFICER

Public notice is hereby given of an open competitive exam for the position of Correction Officer in the classified service of the City of Parma, Ohio.

### FILING OF APPLICATION

Applications available **August 7, 2017 through August 21, 2017**. Application must be made on the regular Civil Service application form obtainable at the office of the Parma Civil Service Commission located in Parma Memorial Hall (building directly behind Parma City Hall) 6617 Ridge Rd. Parma, Ohio. **Deadline for filing application is August 21, 2017** no later than 4:30 p.m. **There is a \$30.00 non refundable fee when you file your application (payable in cash or money order – no personal checks). Said fee is waived with proof of financial hardship.**

APPLICATION MUST BE RETURNED BY INDIVIDUAL TAKING THE EXAM.

### EXAMINATION

- TIME: Written exam will be held on Wednesday, August 23, 2017 at 5:00 p.m. MUST HAVE PICTURE ID for admittance to the exam, i.e. driver's license. Please arrive early to register.
- PLACE: Cafeteria at Parma Senior High School, 5311 Longwood Avenue Parma, Ohio
- TYPE OF EXAM: Multiple choice written exam. The exam will contain but not be limited to the following areas: Job related definitions; data interpretation, logic & deductive reasoning; judgment, work relations, etc. A passing point of 70% will be used.
- NOTE: The written test may be suspended if shown to be impractical because of insufficient number of qualified candidates. The candidates will then be ranked in a standard manner based on the information, records, or other data related to the candidate's ability to perform the duties of the position.

### THERE ARE NO ALTERNATE DATES FOR THE EXAM

- ELIGIBLE LIST: Candidates who make a passing grade will be placed on an eligible list for Correction Officer conditionally to passing a background check, physical exam including drug screening, polygraph and psychological exam.

### MINIMUM REQUIREMENT FOR ENTRANCE TO THE EXAM

- AGE: Must be 21 yrs. of age. Provide Original BIRTH CERTIFICATE OR BAPTISMAL CERTIFICATE with application.
- EDUCATION: High School Diploma or GED certificate. Provide Original DIPLOMA OR GED CERTIFICATE with application.
- LICENSE: Must have valid Ohio Driver's License. Provide Original OHIO DRIVER'S LICENSE with application.
- CITIZENSHIP: Must be United States citizen or have legally declared an intent to become a citizen. If, applicable attach copy of CITIZENSHIP PAPER OR DECLARATION OF INTENT with application.

SALARY: Full time \$33,772.92; after six months \$35,126.91; 1<sup>st</sup> yr. \$36,532.87; 2<sup>nd</sup> yr. \$37,987.31; 3<sup>rd</sup> yr. \$39,518.88; 4<sup>th</sup> yr. \$41,517.86.

Part time \$16.24 an hour.

**SEE ATTACHED JOB DESCRIPTION FOR MORE DETAILS**

**EXTRA CREDIT**

VETERAN'S CREDIT Veterans providing COPY OF HONORABLE OR UNDER HONORABLE CONDITIONS DISCHARGE PAPERS OR CERTIFICATE OF SERVICE when filing their application shall receive an additional **20%** of their score provided they receive a passing grade of 70% or better on the written exam. Credit will not be given for any other type of discharge from service i.e. General, Uncharacterized, etc.

EDUCATION Candidates providing an original BACHELOR DEGREE DIPLOMA FROM AN ACCREDITED COLLEGE shall receive an additional **20%** of their score provided they receive a passing grade of 70% or better on the written exam.

Candidates providing an original ASSOCIATE DEGREE DIPLOMA FROM AN ACCREDITED COLLEGE shall receive an additional **10%** of their score provided they receive a passing score of 70% or better on the written exam.

CORRECTION OFFICER Candidates providing satisfactory evidence of being employed as a CORRECTION OFFICER for at least one (1) year of the last three (3) years immediately preceding the date of the examination (August 23, 2017) shall receive an additional **10%** of their score provided they receive a passing grade of 70% or better on the written exam.

OPOTA Candidates providing a valid OPOTA CERTIFICATION FOR BASIC TRAINING FOR FULL SERVICE JAIL PERSONNEL shall receive an additional **10%** of their score provided they receive a passing score of 70% or better on the written exam.

**THE MAXIMUM NOT ACCUMULATIVE TOTAL CREDIT SHALL BE 20% OF A CANDIDATE'S PASSING SCORE**

Reasonable accommodation is available to all applicants. If you have a disability that needs to be accommodated, please contact the Civil Service Commission Office – 885-8060.

By order of the Civil Service Commission  
John L. Thomas, Jr., Chairman  
Timothy Boyko  
Daniel Hoffman  
An Equal Opportunity Employer

## INSTRUCTIONS

Read over the instructions on the face sheet of the application. Follow the directions exactly. Make sure all pages are completed.

On the face sheet of the application you are required to give your home telephone number and a message number. The message number can be that of a friend, neighbor or relative. It must be a number other than your home telephone number.

You will note the application has to be notarized in one place on page 2.

When you return the application, provide originals of the following:

- Driver's License
- Birth Certificate
- High School Diploma or GED
- Military Discharge papers (DD214)  
(it should indicate type of discharge i. e. Honorable  
or under Honorable Conditions)
- Bachelor Degree Diploma
- Associate Degree Diploma
- Correction Officer ID
- OPOTA Certification for full service Jail Personnel

The fee for taking the examination is \$30.00. It is non refundable. It should be cash or a money order. We do not accept personal checks.

Enclosed is a flyer with test date, qualifications, job description, etc. This flyer is for your information and should be retained by you.

If you have any questions, you may call the Civil Service Office, 440-885-8060. Our office hours are 8:30 a.m. to 4:30 p.m. Monday through Friday. The mailing address is:

Parma Civil Service Commission  
6611 Ridge Road  
Parma, Ohio 44129

**51321 - CORRECTIONS OFFICER  
CITY OF PARMA  
018 – DETENTIONS / POLICE DEPARTMENT**

**JOB SUMMARY**

The **Corrections Officer** works under the administrative direction of the Chief of Police and is under the direct supervision of the Corrections Supervisor and Jail Administrator. The **Corrections Officer** executes and enforces policies, procedures, rules and regulations of the Parma Detention Center and the Parma Police Department. The **Corrections Officer** is directly responsible for insuring that the prisoners housed in the City of Parma Detention Center comply with the rules of the facility. Responsibilities include; booking of prisoners, searching of prisoners, providing direct care, custody and control of prisoners, as well as, various administrative and maintenance duties including fiduciary and housekeeping responsibilities. The **Corrections Officer** maintains active certifications in C.R.I.S., L.E.A.D.S., N.C.I.C. and senior breathalyzer operation (BAC). The position of **Corrections Officer** is evaluated on an annual basis by the Corrections Supervisor. Performance of the core objectives of the position are essential job functions. This position (Class II full-time and Class III part-time) is "Classified" within the Civil Service of the City of Parma.

**WORK ACTIVITIES**

- Acts as a liaison between the Corrections Supervisors, the Jail Administrator, the public and various departments of the city\*
- Screens calls, visitors, and correspondence\*
- Responds to sensitive requests for information and assistance\*
- Compiles various reports for management, maintains/creates files, logs, prepares forms, reports, and memos (utilizing Microsoft Office Suite)\*
- Acts as a field training officer for newly hired corrections officers\*
- Maintains order and control in the facility, responds to certain prisoner requests\*
- Responds to incidents occurring in the Detention Center, makes suggestions for operational improvement\*
- Follows policies and procedures, enforces prisoner regulations/standards in accordance with requirements for a "full service jail" as designated in standards set forth in rules 5120 et.al. of the Administrative Code of Ohio\*
- Performs all functions of the jail division of the Parma Police Department from reception through release of inmates\*
- Insures the safe, secure operation of the City of Parma Detention Center\*
- Insures the coordination of detention facility activities with the Parma Municipal Court and Parma Police Department operations\*
- Directs all activities as assignment/duty post requires\*
- Exercises direct control and supervision in a fair and impartial manner over those persons confined in the Detention Center\*
- Performs fiduciary functions relative to prisoner property, cash bonds and prisoner commissary accounts\*
- Handles highly confidential documents and maintains confidentiality of information received\*
- Refers prisoner medical issues to the City Doctor or Nurse Practitioner, dispensed

prisoner medications\*

- Initiates investigations, inspections, provides requests for maintenance and repair\*
- Responds to all emergencies within the Detention Center\*
- Performs all other related duties as assigned by the Corrections Supervisor, Jail Administrator, Chief of Police Supervisor or designee, or Acting Supervisor+

\*Denotes Essential Job Functions

+Denotes Essential Job Functions, Scheduling Accommodations Possible

## **TOOLS AND EQUIPMENT**

- Live-Scan fingerprint equipment
- Computerized booking and date entry equipment/software
- General office equipment
- Fax Machine/Copy Machine
- Video Arraignment Equipment
- Physical Restraints/OC Spray/Taser (optional)
- Blood alcohol and drug testing devices
- I.D. Camera/Communication System
- Portable Radio
- Video tape equipment/Digital equipment
- Fire suppression equipment
- Departmental Vehicle

## **JOB CONTEXT**

The **Corrections Officer** must be able to work all shifts, on a flexible schedule with rotating days off. This position is offered as full time (with benefits) or part-time (without benefits); full time works a 40-hour work week, and part-time as needed, operating 12 months a year. Regular and consistent on-site attendance is an essential job function. The **Corrections Officer** works in a temperature controlled environment of the Detention Center. The stress level of the position varies from low to high. The physical activities are medium to high, as mobility and use of force are required.

## **JOB QUALIFICATIONS**

Upon hire, a **Corrections Officer** must have:

- High school diploma or GED
- Reached the age of 21 years
- A valid State of Ohio Driver's License
- Ability to communicate effectively in both oral and written form
- U.S. citizenship and ability to read and write English
- Ability to use Microsoft Office Suite software including Outlook, WinWord, Excel, Access and Power Point preferred
- Supervisory skills

- Ability to work independently without direct supervision
- Ability to present oneself satisfactorily in an oral interview

After hire, a **Corrections Officer** must have:

- Training in Parma Police Department and Parma Detention Center Policies and Procedures within one hundred twenty (120) days of employment
- Completion of Training Packet/Examination as issued by Corrections Supervisor
- Obtain and maintain certification in C.R.I.S., L.E.A.D.S., and N.C.I.C.
- Obtain and maintain certification in senior breathalyzer operation (BAC)
- Maintain a thorough knowledge of departmental procedure
- Within the first year of assignment, Certification in OPOTA Basic Training for Full Service Jail Personnel as set forth by the Minimum Standards for Full Service Jails in the State of Ohio (currently 136-140 hours). Training shall include, but not be limited to:
  1. Overview of “Minimum Standards for Jails in Ohio”
  2. Interpersonal Communication
  3. Overview of the Criminal Justice System
  4. Supervision of Prisoners
  5. Crisis Intervention
  6. Stress Management and the Correctional Officer
  7. Basic Security Duties
  8. Body Searches, Clothed and Unclothed
  9. Fire Safety
  10. Prisoner Discipline
  11. Prisoner Booking, Health Screening, Identification, Fingerprint & Photograph
  12. Cell and Living Area Searches
  13. Transportation of Prisoners
  14. Legal Aspects of Corrections
  15. Courtroom testimony
  16. Suicide Prevention, Detection, and Response
  17. Prisoner Abnormal Behavior
  18. Handling Medical Problems
  19. Substance Abuse
  20. Report Writing
  21. Psychological Aspects of Incarceration
  22. Use of Force
  23. Unarmed Self Defense
  24. First Aid/CPR-AED
  25. Hostage Situations
  26. Fights, Riots and Disorders
  27. Escapes
  28. Cultural Diversity
  29. Ethics and Professionalism

December 31, 2017, the starting salary for a full time Class II **Corrections Officer** is \$33,772.92. In accordance with City Ordinance 423-06, the starting rate of pay for a part-time Class III **Corrections Officer** will be the lowest hourly rate of a Class II **Corrections Officer**. The City of Parma is an equal opportunity employer.

Promotional probationary period shall be six (6) months in accordance with the above referenced Collective Bargaining Agreement.

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**TO ALL CANDIDATES FOR HIRE WITH THE CITY OF PARMA**

**In an effort to create/maintain an exemplary work force, the City of Parma will conduct a Background Check on all candidates for hire including a polygraph test. If, as a result of such Background Check and/or polygraph test, certain information is received, it will serve as basis for disqualification of that candidate.**

**A candidate MAY BE DISQUALIFIED if the Background Check and/or Polygraph test reveals a finding, by review of the Bureau of Motor Vehicles report that the applicant is an UNACCEPTABLE DRIVER.**

**\* Classification as an UNACCEPTABLE DRIVER; defined as one who, during the previous five (5) year period, has received:**

1. A conviction for one (1) of the following {or a second conviction ever}:
  - Drag racing.
  - Driving while under the influence of alcohol or drugs.
  - Vehicular homicide.
  - Leaving the scene of an accident.
  - Willfully eluding or fleeing a police officer after a traffic violation.
  - Driving under suspension.
  - Failure to maintain Financial Responsibility (insurance).
2. Two (2) or more chargeable or "at fault" accidents, the nature and severity of the accident to be taken into account.
3. Three (3) moving violations for which a total of six (6) or more points were received.
4. Any combination of one (1) chargeable or "at fault" accident and two (2) moving violations.

**DISCOVERY OF ONE OR MORE OF THE FOLLOWING WILL RESULT IN IMMEDIATE DISQUALIFICATION:**

**1. CONVICTION OF :**

- A FELONY in the State of Ohio, or an offense in another state that would be a felony if committed in the State of Ohio.
- Any offense involving MORAL TURPITUDE.
- A SEX CRIME (as defined by ORC 2907 or Parma Codified Ord. 666).

*Examples (but not limited to):*

- ✓ Unlawful sexual conduct with a minor.
- ✓ Sexual Imposition.
- ✓ Public Indecency.
- ✓ Voyeurism.
- ✓ Procuring.
- ✓ Solicitation.

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Parma Civil Service Commission



## DISPATCHER / CORRECTIONS

### Disqualification Criteria / page 2.

- ✓ Loitering to engage in solicitation.
  - ✓ Prostitution.
  - ✓ Exposing juveniles to harmful materials.
  - ✓ Deception to obtain matter harmful to juveniles.
- CONTRIBUTING TO THE DELINQUENCY OF A MINOR.
  - PROVIDING FIREARMS TO A MINOR.
  - An offense involving the unlawful use, sale, manufacture, production or possession of a controlled substance.
  - An offense involving the unlawful use, sale, manufacture, production or possession of prescription drugs.
  - DOMESTIC VIOLENCE or related offenses.
  - ASSAULT or other act of physical violence.
  - OBSTRUCTING JUSTICE.
  - OBSTRUCTING OFFICIAL BUSINESS.
  - RESISTING ARREST.
  - DESTRUCTION OR DAMAGE TO PRIVATE PROPERTY.
  - ILLEGAL USE/INVOLVEMENT WITH FIREARMS.
  - INDUCING PANIC.
  - IMPERSONATING AN OFFICER/FIREFIGHTER.
  - MISCONDUCT AT AN EMERGENCY.
  - FRAUD.
  - SECOND OFFENSE OF USE OF FIREWORKS.
  - TELEPHONE HARASSMENT.
  - FILING FALSE POLICE REPORT.
  - THEFT.
  - MENACING.
  - RECEIVING STOLEN PROPERTY.
2. Has a criminal proceeding pending or is under investigation for a crime.
  3. Being a registered SEX OFFENDER.
  4. Being on PAROLE or PROBATION for any criminal matter.
  5. Repeated incidents involving alcohol use or abuse.
  6. Involvement with STREAKING or MOONING activities within 5 years.
  7. MASTERBATION when there is the possibility of view by public.
  8. Involvement with VOYEURISM.
  9. Involvement with any aspect of ILLEGAL PROSTITUTION.
  10. Maintains an on-going relationship with individual(s) who are reputed to be involved in recent or current felonious activity.
  11. Any violation of public trust while previously employed in law enforcement/firefighting or other public or government service.
  12. An affiliation with, and/or support of, any organization or group which advocates the overthrow of the State or of the United States Government, or whose professed goals are contrary to the interests of public safety and welfare.

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## DISPATCHER / CORRECTIONS

Disqualification Criteria / page 3.

13. Alcohol or controlled substance abuse which has hampered job performance at any time during the five years immediately preceding the date of application.
14. Deceptive results of a polygraph or CVSA examination regarding the applicant's background.
15. Evidence that the applicant has willfully provided false or misleading information at any time during the application process, in his/her written application, oral interview or Personal History Statement, or has cheated during any testing in the application process.
16. Any conclusion brought about by the investigation that indicates the applicant is unsuited for police/firefighting work.
17. Prior termination for cause from a law enforcement or fire fighting agency.
18. Separation from any branch of the United States Armed Forces with a GENERAL DISCHARGE or LESS THAN HONORABLE conditions or for reasons of unsuitability or misconduct AND with the ineligibility of re-enlistment.
19. A conclusion by any physician, psychiatrist or psychologist which questions the applicant's suitability to perform the duties of a police officer/firefighter.
20. Drug usage (see DRUG USEAGE DISQUALIFICATION attachment).

**A Candidate MAY BE disqualified if the Background Check and/or polygraph test reveals "traits of an undesirable employee" as evidenced by, but not limited to, convictions, arrests, or reported/learned involvement in the following listed factors. Consideration will be made on a CASE BY CASE BASIS.**

1. Commission of undiscovered crimes.
2. Events of delinquency as a juvenile.
3. Conviction of D.U.I. and other driving record more than 5 years preceding the date of application.
4. Unfavorable recommendations from past/present references, employers, creditors, landlords, or neighbors.
5. A demonstrated lack of financial responsibility.
6. A history of sporadic or inconsistent employment.
7. Involvement in criminal or questionable activities, whether or not arrested.
8. Questionable character or fortitude.
9. Inability to control temper.
10. Personal reputation.
11. Inability to accept responsibility.
12. Previous employee history, to include (but not limited to):
  - ✓ Abuse of sick time.
  - ✓ Disciplinary record.
  - ✓ Work ethics/quality.
  - ✓ Punctuality and dependability.

Any other factor or combination of factors, which would limit, or prohibit, the applicant's suitability to perform the duties of a police officer/fire fighter.

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# DRUG USAGE DISQUALIFICATIONS

Any ILLEGAL use of a controlled substance within the listed time limits preceding the date of application:

- Marijuana.....3 years.
- Schedule 1 Drugs (as defined in Ohio Revised Code)..... 10 years.  
*Examples (but not limited to):*
  - Ecstasy
  - LSD/Acid
  - Heroin
  - Mushrooms
  - Psychedelic Drugs
  - Club Drugs
  - Rohypnol
  - PCP ~ Angel Dust
  - Bath Salts
- Schedule 2 thru 5 Drugs (as defined in Ohio Revised Code)....5 years.  
*Examples (but not limited to):*
  - Cocaine
  - Opium
  - Ketamine
  - Amphetamines
  - Oxycodone
  - Anabolic Steroids
  - Morphine
  - Fentanyl
  - Valium
  - Methamphetamines
  - Hydrocodone with aspirin/acetaminophen
  - Adderall
  - Ritalin
  - Methadone
  - Barbituates
  - Cough Suppressants with Codeine
- Inhalants.....5 years.  
*Examples (but not limited to):*
  - Whippets
  - Paint
  - Solvents
  - Nitrates
  - Propellant gases
  - Toluene

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## **IMPORTANT DRUG RELATED DEFINITIONS**

**MARIJUANA** – **Because marijuana is a Schedule I controlled substance** under Federal Law, **any use, purchase, possession, distribution, sale or manufacture** (including transportation for the purpose of distribution, sale or manufacture) **of marijuana or its derivatives** that would be regarded as illegal under the federal Controlled Substance Act **shall be regarded as “illegal” for purposes of application.**

**MEDICAL MARIJUANA** – Because marijuana has **no** recognized medical use under Federal Law, “medical marijuana” or products containing “medical marijuana” are considered as “illegal” for purposes of application.

**SYNTHETIC MARIJUANA and SALVIA DIVINORUM** – The Synthetic Drug Abuse Prevention Act of 2012 makes it unlawful as of July 9, 2012, to use or possess any amount of synthetic cannabinoid (e.g. Spice, K2) or Salvia Divinorum (e.g. Diviner’s Sage or Seer’s Sage).

**“NOTE: The Civil Service Commission may give consideration on any immediate or drug usage disqualification guidelines on a case by case basis.”**