

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 are available **September 23, 2015 through October 2, 2015**. 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 October 2, 2015** 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 **Monday, October 5, 2015 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: Parma Senior High School in the Cafeteria, 6285 West 54th Street, Parma, Ohio
- TYPE OF EXAM: Multiple choice written exam. The exam will contain but not be limited to the following areas:
EXAM: 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 \$32,782.88; after six months \$34,097.18; 1st yr. \$35,461.92; 2nd yr. \$36,873.72; 3rd yr. \$38,360.40; 4th yr. \$40,300.78.

Part time \$15.76 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 (October 5, 2015) 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

51321- Corrections Officer
City of Parma
Parma Police Department

JOB SUMMARY:

A **Corrections Officer** works under 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 **Corrections Officer** must be able to work all shifts, on a flexible schedule with rotating days off. This position is offered as full time or part-time, full time works a 40-hour work week, and part-time as needed, and operates 12 months a year. 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. The **Corrections Officer** is a classified Civil Service Position, Class II full time, and Class III part-time. The position of **Corrections Officer** is evaluated on an annual basis by the Corrections Supervisor.

GENERAL DUTIES & RESPONSIBILITIES:

The **Corrections Officer** acts as a liaison between the Corrections Supervisors and the Jail Administrator, the public and various departments of city, screens calls, visitors and correspondence and responds to sensitive requests for information and assistance, compiling various reports for management, maintains/creates files, logs, prepares forms, reports and memos, acts as a field training officer for newly hired corrections officers. The **Corrections Officer** maintains order and control in the facility, responds to certain prisoner requests. Responds to incidents occurring the Detention Center, makes suggestions for operational improvement. Utilizes Microsoft Office Suite, follows policies and procedures, enforces prisoner rules, decision making, and initiates discipline for prisoner rule violations.

WORK ACTIVITIES:

- 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

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 QUALIFICATIONS:

Upon hire the corrections officer must have:

- High school diploma or GED
- Reached the age of 21 years
- A valid State of Ohio Drivers 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 the 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
-

In accord with the Collective Bargaining Agreement between the City and the Ohio Policeman's Benevolent Association (Corrections Officers) the starting salary for full time Class II Corrections Officer is \$32,782.88. The City of Parma is an equal opportunity employer.

The promotional probationary period shall be 6 months in accord with the above referenced Collective Bargaining Agreement.

In accord with City Ordinance 423-06, the starting rate of pay for part-time Class III Corrections Officer will be the lowest hourly rate of Class II Corrections Officers.