

# **SHAWNEE COUNTY DEPARTMENT OF CORRECTIONS**

## ***Adult or Juvenile Corrections Specialists***

**Applicants will be considered for either *Adult or Juvenile* openings depending on experience, education and qualifications. If you want to be considered for a specific division, please notify the Corrections staff at interview.**

# SHAWNEE COUNTY DEPARTMENT OF CORRECTIONS



## *ACHIEVING EXCELLENCE THROUGH INTEGRITY, DEDICATION AND TEAMWORK*

### **CAREER OPPORTUNITIES WITH THE SHAWNEE COUNTY DEPARTMENT OF CORRECTIONS**

The information provided for employment with the Shawnee County Department of Corrections as outlined in this brochure should be considered for informational purposes only. The information may be amended or otherwise modified at any time. The information contained in this brochure should not be construed as conferring any legal rights upon any applicants.

For further information, contact:

Shawnee County Human Resources Department  
200 E 7<sup>th</sup>, Room B-28  
Topeka, Kansas 66603  
(785) 233-8200 x 4435

Website: <http://www.snco.us/jobs>



## CAREER OPPORTUNITIES WITH THE SHAWNEE COUNTY DEPARTMENT OF CORRECTIONS

### MESSAGE FROM THE DIRECTOR

I appreciate your considering employment with the Shawnee County Department of Corrections. You will find various, exciting employment and career opportunities within both the Adult Detention Center and the Juvenile Detention Center. We are seeking individuals who possess integrity and a strong work ethic. Our role is to provide for the custody and care of offenders placed in our centers by law enforcement and the Courts. Public safety is our main purpose. We recognize, however, that employees serve as role models for the offenders and assist in changing their negative behaviors.

Our vision is "Achieving Excellence Through Integrity, Dedication, and Teamwork." We work towards this vision through staff training, continuous quality improvement of our system, and by setting high standards for performance. We have made excellent improvements in technology including the overall security and monitoring systems between our Department and the Topeka Police and Fire departments, Shawnee County Sheriff's office and Emergency Communications.

We have several staff who have engaged in a 25-30 year corrections career. Many of our employees have taken advantage of promotional opportunities within the Department.

If you would like to know more about the Shawnee County Department of Corrections, please contact us at (785) 291-5000.

*Brian W. Cole, Director*



## SHAWNEE COUNTY DEPARTMENT OF CORRECTIONS

The Shawnee County Department of Corrections provides employment opportunities in both Adult and Juvenile Detention. The Shawnee County Department of Corrections was established in 1980 and employs over 205 corrections officers from both Detention Centers combined. All officers begin their careers working in the individual housing units after completing an intense training program consisting of a 40-hour orientation, a three-week shadowing period, and an 80 hour Basic Officer's Academy. After a 6-month probationary period, an officer can bid the shift they wish to work and days off based on seniority. After receiving module experience, officers can develop specialized skills in many areas. Some of these are:

- Control Center Operator
- Booking/Reception
- Property Officer
- Classification Officer
- Programs Officer
- Court Transport
- C.E.R.T. (Corrections Emergency Response Team)
- Training

The Shawnee County Department of Corrections offers promotional opportunities to officers as well. All employees are encouraged to submit an application and go through a highly competitive interview selection process. The Director of Corrections makes all promotional selections.

- Line Supervisor/Sergeant
- Unit Supervisor/Lieutenant
- Division Manager/Captain
- Deputy Director/Major

The Shawnee County Department of Corrections prides itself on the commitment it has to the community and safe and humane confinement of inmates. With dedication, officers have the opportunity to build skills and help others that makes **CORRECTIONS A CHALLENGING AND REWARDING CAREER.**



## CAREER OPPORTUNITIES WITH THE SHAWNEE COUNTY DEPARTMENT OF CORRECTIONS

### SHAWNEE COUNTY DEPARTMENT OF CORRECTIONS JUVENILE DETENTION CENTER

The Shawnee County Department of Corrections shall operate as a model correctional facility by providing the highest level of safety and security for the employees, inmates, and the community.

The Juvenile Detention Center (JDC) was constructed in 1997. The JDC has a maximum capacity of 75 juveniles, serving both male and female juveniles. The facility has four (4) residential modules with one module assigned for female juveniles. Juveniles placed at the facility are under the age of eighteen (18) years old. The juveniles remain at the facility pending court action or waiting placement to a community based residential facility or state juvenile correctional facility.

The required education, training and experience to be considered for a Correctional Specialist includes:

- Graduation from High School or a GED
- Be at least 21 years of age
- Have no felony convictions
- Proof of a valid Driver's License
- Kansas resident within 90 days
- At least three (3) semester hours of college level study in adolescent development, psychology or related subjects; or
  - At least forty-five (45) hours documented training in child care or child development; or
  - At least one (1) year experience as a child care worker or house parent in a facility serving youth of the same age
- Hiring is contingent upon the applicant passing an agility test, a drug/alcohol screening and a polygraph test



## BENEFITS

**Life Insurance** - Free \$5,000 coverage.

**Retirement** - Kansas Public Employees Retirement System (K.P.E.R.S.) automatic membership after one year of employment, 4% of paycheck is held, amount gains interest annually includes death and disability benefits.

**Workers Compensation** - Covers work related injuries.

**Holidays** - 10 paid holidays per year, regular pay plus time and one half for hours worked on a holiday. Additional one Floating Holiday off per year.

**Overtime** - Time and one half paid for hours worked over 40 hours per week for employees covered by overtime.

**Sick Time** - Accrued at 4 hours every two weeks, (104 per year).

**Vacation Time** - Accrued at 4 hours every two weeks. Accrued vacation can be requested after 120 days of employment. Additional hours are earned with tenure.

**Funeral Leave** - Up to 5 days paid.

**Uniforms** - Provided by the Department of Corrections.

**Family Sick Time** - Use up to 40 hours of accrued sick leave annually.

**Sick Leave Incentive** - Earn one day off for every 120 consecutive days worked without any sick leave or suspension without pay. Military leave not included. Additionally, if at least 94 hours of sick leave is accrued during the calendar year receive \$125.00, 84 hours accrued \$75.00 and 74 hours accrued \$25.00.

**Position Title: Corrections Specialist – Adult Division**

**Starting Wage: \$15.50 Per Hour (Range 605)**

**Application  
Deadline:  
Until Filled**

An Online Application must be submitted for each position by 11:59 p.m. on the deadline date (if applicable). Applications with missing information will not be considered.

To view Job Postings and apply on line, visit our website at: [www.snco.us/jobs](http://www.snco.us/jobs)

For more information, call (785) 233-8200, ext. 4435, Shawnee County Human Resources, 200 SE 7<sup>th</sup> St., Rm. B-28, Topeka 66603.

**MINIMUM QUALIFICATIONS - These items need to be included on the Application:**

- High School Diploma or GED Certificate.
- Must be 21 years of age.
- No felony convictions.
- Valid Driver's License. Driving record cannot have any of the following: The following language only applies to those positions in which driving a County owned vehicle is considered an essential function of the position (i.e. Supervisors, Maintenance, Court Transport and Auxiliary Transport, Corrections Emergency Response Team, and Training. No misdemeanor or felony convictions for traffic or vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) that are less than 5 years old; No more than 2 at fault or chargeable accidents that are less than 5 years old; Have no more than 2 traffic infractions (speeding, failure to yield right of way, etc.) that are less than 1 year old.

*Proof of the listed minimum qualifications (i.e., HS Diploma, GED Certificate, Driver's License, other licenses, etc.) may be required at any time during the recruitment/interview process.*

**PREFERRED QUALIFICATIONS:** Prefer post-secondary education in Criminal Justice/Psychology/Behavioral Sciences fields and/or work experience within the criminal justice and/or law enforcement field.

**SPECIAL REQUIREMENTS:** Must pass a physical agility test. After a conditional offer of employment, applicant must pass a background investigation, polygraph test, a pre-employment physical/drug screen and a review of driving record. Required to work additional hours (**mandatory overtime**) and/or may be called to work based upon the immediate needs of the department, in a proven emergency situation, or as determined by the appointing authority.

**DEFINITION:** Under general supervision, this position supervises/controls the activities of correction center inmates. Directly monitors the activities of inmates, processes inmates in and out of the facility, provides low-level counseling to inmates, transports inmates to and from court proceedings, sorts/processes inmate mail/requests, and prepares/maintains reports as it applies to the supervision of the inmates. Participates in the inspection of the inmate master file and other classification related activities as it applies to housing assignments and disciplinary sanctions. Provides effective programs and services to the inmate population, and assists with crisis intervention. Corrections Specialists shall perform a variety of duties including assignments within the Classification, Booking, Court Transport, Programs, Front Desk, Training and Lawn Crew units. This position is required to work additional hours (mandatory overtime) and/or may be called to work based upon the immediate needs of the department, in a proven emergency situation, or as determined by the appointing authority. Performs other duties as required. This position is supervised by the Corrections Unit Supervisor.

**EXAMPLE OF DUTIES:**

**40% Supervision of inmates:** Directs, monitors and inspects the activities of the inmate population in and out of the housing units. Performs and monitors processing functions such as photo and fingerprinting of inmates. Participates in the intake functions such as pat downs, collection of property, collection of money and processing incoming and outgoing inmates. Ensures inmate handbook and facility rules and regulations are enforced. Maintains a detailed module logbook for documentation of inmate movement, incidents and activities. Provides low-level counseling to inmates and provides intervention to inmates in crisis. Participates and monitors weekly clothing exchange, commissary and library programs. Maintains daily hygiene needs for inmates, monitors meals, razor issuance and module radio. Monitors, escorts and transports inmates to and from programs, housing units, medical/hospital examinations, court-ordered passes, inmate trials and other scheduled appointments. Prepares and implements bonding, court and release paperwork. Frequently schedules and monitors inmate phone, visitation and other special inmate visits. Provides close observation of identified inmates such as Special Housing, close observation and suicide watch inmates. Monitors and directs inmate work crews. Directly supervises inmate programs, trustee inmates, medical clinics, conducts first appearance hearings and other electronic court proceedings.

**25% Safety and Security:** Performs daily inspections of departmental security devices such as doors, cameras, radios, telephones, interior/exterior motion detectors, fence gates and other security equipment. Provides armed transports as required. Performs and inspects inmate cells and modules for contraband. Ensures inmate accountability by conducting frequent head counts, reviewing inmate identification bracelets and photos. Monitors the issuance of food utensils, razors, clippers, and other grooming products. Maintains/monitors issued keys and other facility issued equipment. Frequently conducts/participates in facility shakedown for contraband control. Accesses door controls, camera and intercom systems to assist in efficient movement of inmates, staff and visitors. Monitors facility surveillance equipment as it pertains to the cameras, security monitors, facility interior and exterior door alarms, fire alarms, weather radio, infrared alarms, microwave alarms, map panels and other surveillance equipment. Provides and maintains front lobby security lockers for inmate visitor property. Verifies inmate visitor identification. Performs metal detection searches on visitors. Sorts/reviews incoming mail/records. Maintains the facility visitor information ledger. Submits maintenance requests/orders as required. Maintains/reviews the inmate board, rosters and inmate alerts for inmate accountability and proper housing.

**10% Department Communication:** Responsible for the implementation of reports as it applies to inmate discipline, security breaches, incidents and other reports as required. Completes/maintains security checklist forms for supervisory review. Participates in the review/distribution of inmate requests and grievance forms. Provides bonding program and accounting information to inmates as requested. Inspects/maintains module bulletin boards to ensure departmental policies/procedures are accurate as it applies to medical services, bonding, bondsmen, programs, trustee and other module conduct requirements. Records and distributes court slips for appropriate inmate master file documentation.

**10% Emergencies:** Responds to emergencies such as violent inmates, fire, escape, inmate deaths, power failure, riots, inclement weather and other inmate disturbances as assigned. Provides medical care to injured inmates, maintains control of emergency scene and coordinates immediate emergency response. Monitors/participates in the relocation and evacuation of inmates as directed. Complies with all local, state and federal law, and departmental policy and procedure as it applies to the use of force. Assists in the efficient movement of inmates/staff/visitors as directed. Ensures proper documentation and videotaping of emergency incidents are accurately documented and activated. Coordinates outside agency response for emergencies. In the case of a proven emergency, Corrections Specialists are required to report to work as assigned.

**5% Training & Hiring:** Participates in orientation, in-service, academy and other training as assigned. Participates in the review, development and implementation of departmental policy, procedure and meeting ACA accreditation. Participates on department interview hiring boards.

**5% Public Relations:** Collaborates with outside disciplines such as court personnel, attorneys, SRS, law enforcement agencies, federal agencies, County and Municipal departments and the general public as it applies to the monitoring and supervision of inmates. Provides various agencies with reports, statistics and other information to assist with the effective housing and release of inmates. Schedules and implements transport arrangements for inmates. Frequently corresponds with community-based organizations as it applies to the scheduling and implementation of volunteer services. Provides information to the public via telephone.

**5% Departmental Support:** Responsible for a wide variety of assignments as directed. Participates in the scheduling of special program events for inmates. Provides rover duties. Inventories and monitors inmate clothing, property and program supplies. Calculates inmate incarceration time. Reviews journal entries. Coordinates inmate statistics. Conducts local and national background checks through the NCIC system. Monitors work release inmate work schedules and payroll. Maintains the inmate master file. Interviews inmates as it applies to proper classification. Provides support to all facility departments as required.

**KNOWLEDGE, ABILITIES AND SKILLS:**

**Knowledge of:** The methods/procedures of operating a correctional facility; The attitudes, problems and behavior of criminal offenders; The criminal justice system.

**Ability to:** Think and act quickly during an emergency; Establish and maintain effective relationships with residents, other employees and the general public; Prepare written and oral reports; Communicate clearly and effectively, both orally and in writing, using the English language.

**Position Title:** Corrections Specialist – Juvenile Division

**Starting Wage:** \$15.50 Per Hour (Range 605)

**Application  
Deadline:  
Until Filled**

An Online Application must be submitted for each position by 11:59 p.m. on the deadline date (if applicable). Applications with missing information will not be considered.

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For more information, call (785) 233-8200, ext. 4435, Shawnee County Human Resources, 200 SE 7<sup>th</sup> St., Rm. B-28, Topeka 66603.

**MINIMUM QUALIFICATIONS - These items need to be included on the Application:**

- High School Diploma or GED Certificate.
- Must be 21 years of age.
- No felony convictions.
- A minimum of: (A) 3 semester hours college-level study in adolescent development, psychology or a related subject; (B) 45 clock hours in documented training in child care or child development; OR (C) 1 year experience as a child care worker/house parent in a facility serving youth of the same age.
- Valid Driver's License. The following language only applies to those positions in which driving a County owned vehicle is considered an essential function of the position (i.e. Supervisors, Maintenance, Court Transport and Auxiliary Transport, Corrections Emergency Response Team, and Training). Driving record cannot have any of the following: No misdemeanor or felony convictions for traffic or vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) that are less than 5 years old; No more than 2 at fault or chargeable accidents that are less than 5 years old; Have no more than 2 traffic infractions (speeding, failure to yield right of way, etc.) that are less than 1 year old. If you are applying from out of state or have recently moved to Kansas, you will have 90 days from the date of hire to provide a photocopy of your Kansas Driver's License to the supervisor in your department.

*Proof of the listed minimum qualifications (i.e., HS Diploma, GED Certificate, Driver's License, other licenses, etc.) may be required at any time during the recruitment/interview process.*

**PREFERRED QUALIFICATIONS:** Prefer post-secondary education in Criminal Justice/Psychology/Behavioral Sciences fields and/or work experience within the criminal justice and/or law enforcement field.

**SPECIAL REQUIREMENTS:** Must pass a physical agility test. After a conditional offer of employment, applicant must pass a background investigation, polygraph test, a pre-employment physical/drug screen and a review of driving record. Required to work additional hours (**mandatory overtime**) and/or may be called to work based upon the immediate needs of the department, in a proven emergency situation, or as determined by the appointing authority.

**DEFINITION:** Under general supervision, this position supervises/controls the activities of correction center inmates. Directly monitors the activities of inmates, processes inmates in and out of the facility, provides low-level counseling to inmates, transports inmates to and from court proceedings, sorts/processes inmate mail/requests, and prepares/maintains reports as it applies to the supervision of the inmates. Participates in the inspection of the inmate master file and other classification related activities as it applies to housing assignments and disciplinary sanctions. Provides effective programs and services to the inmate population, and assists with crisis intervention. Corrections Specialists shall perform a variety of duties including assignments within the Classification, Booking, Court Transport, Front Desk, Training and Sanction House units. This position is required to work additional hours (mandatory overtime) and/or may be called to work based upon the immediate needs of the department, in a proven emergency situation, or as determined by the appointing authority. Performs other duties as required. This position is supervised by the Corrections Unit Supervisor.

**EXAMPLE OF DUTIES:**

**40% Supervision of Inmates:** Directs, monitors and inspects the activities of the inmate population in and out of the housing units. Performs and monitors processing functions such as photo and fingerprinting of inmates. Participates in the intake functions such as pat downs, collection of property, collection of money and processing incoming and outgoing inmates. Ensures inmate handbook and facility rules and regulations are enforced. Maintains a detailed module logbook for documentation of inmate movement, incidents and activities. Provides low-level counseling to inmates and provides intervention to inmates in crisis. Participates/monitors weekly clothing exchange, commissary and library programs. Maintains daily hygiene needs for inmates, monitors meals, razor issuance and module radio. Monitors, escorts and transports inmates to and from programs, housing units, medical/hospital examinations, court proceedings and other scheduled appointments. Prepares and implements bonding, court and release paperwork. Frequently schedules/monitors inmate phone, visitation and other special inmate visits. Provides close observation to identified inmates such as Aggressive Behavior and suicide precaution inmates. Monitors/directs Sanction House work crew. Directly supervises inmate programs, medical clinics, conducts first appearance hearings and other electronic court proceedings.

**25% Safety and Security:** Performs daily inspections of departmental security devices such as doors, cameras, radios, telephones, interior/exterior motion detectors, fence gates and other security equipment. Provides transports as required. Performs/inspects inmate cells and modules for contraband. Ensures inmate accountability by conducting frequent head counts, reviewing inmate identification photos. Monitors the issuance of food utensils, pencils, razors, clippers and other grooming products. Maintains and monitors issued keys and other facility issued equipment. Frequently conducts/participates in facility shakedown for contraband control. Accesses door controls, camera and intercom systems to assist in efficient movement of inmates, staff and visitors. Monitors facility surveillance equipment as it pertains to the cameras, security monitors, facility interior/exterior door alarms, fire alarms, weather radio, infrared alarms, microwave alarms, map panels and other surveillance equipment. Provides and maintains front lobby security lockers for inmate visitor property. Verifies inmate visitor identification. Performs metal detection searches on visitors. Sorts and reviews incoming mail. Records and maintains the facility visitor information ledger. Submits maintenance requests and orders as required. Maintains and reviews the inmate board, rosters and inmate alerts for inmate accountability and proper housing.

**10% Department Communication:** Responsible for the implementation of reports as it applies to inmate discipline, security breaches, incidents and other reports as required. Completes and maintains security checklist forms for supervisory review. Participates in the review and distribution of inmate requests and grievance forms. Inspects and maintains module bulletin boards to ensure departmental policies and procedures are accurate as it applies to medical services, programs and other module conduct requirements. Records, files and distributes correspondence for appropriate inmate master file documentation.

**10% Emergencies:** Responds to emergencies such as violent inmates, fire, escape, inmate deaths, power failure, riots, inclement weather and other inmate disturbances as assigned. Provides medical care to injured inmates, maintains control of emergency scene and coordinates immediate emergency response. Monitors and participates in the relocation and evacuation of inmates as directed. Complies with all local, state and federal law, and departmental policy and procedure as it applies to the use of force. Assists in the efficient movement of inmates, staff and visitors as directed. Ensures proper documentation and videotaping of emergency incidents are accurately documented and activated. Coordinates outside agency response for emergencies.

**5% Training and Hiring:** Participates in orientation, in-service, academy and other training as assigned. Participates in the review, development and implementation of departmental policy, procedure and meeting ACA accreditation. Participates on department interview hiring boards.

**5% Public Relations:** Collaborates with outside disciplines such as court personnel, attorneys, JJA, KDHE, SRS, law enforcement agencies, federal agencies, County and Municipal departments and the general public as it applies to the monitoring and supervision of inmates. Provides various agencies with reports, statistics and other information to assist with the effective housing and release of inmates. Schedules and implements transport arrangements for inmates.

**5% Departmental Support:** Responsible for a wide variety of assignments as directed. Provides rover duties. Inventories and monitors inmate clothing, property and program supplies. Reviews journal entries. Conducts local and national background checks through the NCIC system. Maintains the inmate master file. Interviews inmates as it applies to proper classification. Provides support to all facility departments as required.

**KNOWLEDGE, ABILITIES AND SKILLS:** Knowledge of: The methods/procedures of operating a correctional facility; The attitudes, problems and behavior of criminal offenders; The criminal justice system. Ability to: Think and act quickly during an emergency; Establish and maintain effective relationships with residents, other employees and the general public; Prepare written and oral reports; Communicate clearly and effectively, both orally and in writing, using the English language.