



CITY OF KENT, OHIO

CIVIL SERVICE COMMISSION ■ 930 OVERHOLT RD. ■ KENT, OHIO 44240 ■ 330-678-8101

THE KENT CIVIL SERVICE COMMISSION ANNOUNCES A COMPETITIVE EXAMINATION FOR THE POSITION OF **DETENTION OFFICER** (Part-Time)

<u>Written Examination Date:</u>	October 11, 2017
<u>Written Exam Location:</u>	City of Kent Fire Department Training Room 320 S Depeyster St. Kent, Ohio 44240
<u>Written Examination Start Time:</u>	6:00 pm
<u>Starting Wage:</u>	\$14.47

Examination will be used to establish an eligible list to fill vacancies for the position of Detention Officer (Part-Time) with the City of Kent Police Department.

Application: Applications and information are available Monday through Friday from 8:00 am to 4:00 pm at City of Kent Service Administration Complex, 930 Overholt Rd., Kent, Ohio (at the fork in the road at Cherry and Overholt). Application and information are also available on the City of Kent's web site:
http://www.kentohio.org/boards/civil_service.asp or Kent Police Department's web site:
<http://www.kentpd.org>.

Application Deadline: A completed Civil Service application must be submitted by **Thursday, October 5, 2017 3:00 pm** Applications may also be emailed with a cover letter to mooref@kent-ohio.org *Please note:* that in the event of tie scores on the examination,

priority on the eligible list shall be determined by date and time application was filed with the Commission.

Examination Process: Detention Officer Examination will consist of a written test to be administered on **Wednesday, October 11, 2017 at 6:00 pm**. In order to be ranked on the eligible list, you must pass the examination process with a minimum passing score of 70%. The examination will measure an applicant's knowledge, skills, and abilities as exemplified in this posting.

Responsibility: Under the general supervision of the shift supervisor, is responsible for the receipt, identification, detention, care, and release of prisoners; maintenance and supervision of holding facilities, preparation and maintenance of holding facility records. Provides clerical assistance in records and communications services and performs other job-related duties as required.

Typical Tasks (Illustrative Only): Searches prisoners for weapons and contraband. Receives, tags, stores, and releases prisoners' personal property. Responsible for securing prisoners' meals and for feeding prisoners. Maintains detention facility in a safe, sanitary, and secure condition. Observes prisoners to prevent injury or escape. Prepares arrest, booking, release, and related reports. Maintains arrest and detention logs, detention and property records, and related materials. Assists in transportation of prisoners to court or other holding facilities as required. Performs basic typing, filing, data entry, and records archiving tasks. Responds to and answers general, non-emergency inquiries from the public. Performs additional job-related tasks as assigned.

Working Conditions: The working environment of a Detention Officer is unpleasant at times, and includes exposure to a variety of conditions not found in a typical office setting. These exposures include, but are not limited to, people who are belligerent, unclean, ill, intoxicated, or otherwise influenced by mind-altering substances, unusual odors and noise, physical contact and verbal abuse. The Detention Officer works independently and must remain alert and attentive during the entire shift, whether day or night.

Necessary Knowledge, Skills, and Abilities: General knowledge of law enforcement principles related to the practices, procedures, and methods used in the arrest and handling of prisoners; general knowledge of standard safety and security practices and procedures and methods used in the maintenance of detention facilities; ability to observe situations and persons to detect suspicious, dangerous, or problem circumstances ability to exercise independent judgment and reasoning involving problems relevant to the supervision and maintenance of a holding facility; ability to follow oral and written instructions and to complete accurate records and reports; ability to learn typing and basic office equipment operation; ability to communicate with prisoners and the general public coming from a wide variety of educational and cultural backgrounds, ability to maintain effective working relationships.

Necessary Education, Training, and Experience: Any combination of training and experience that would indicate possession of the knowledge, skills, and abilities listed in this posting. Applicants must possess a valid State of Ohio motor vehicle operator's

license. Applicants must be at least eighteen (18) years of age at the time of hire and must be bondable under the provisions established by the State of Ohio.

Special Requirements: Must work varied shifts, including afternoons, nights, and weekends on a part-time, intermittent basis. Applicants must be willing to obtain American Correctional Association Certification within one year of hire.

Essential Job Functions:

1. Searches for and removes weapons and contraband from prisoners.
2. Controls prisoners' personal property by removing it from the prisoner(s) upon booking, tagging it and storing it in an envelope, and returning it upon the prisoners' release.
3. Prevents injury or escape by visually or verbally checking on prisoners two to three times per hour or more.
4. Secures meals for prisoners by completing meal tickets, driving to pick up meals, distributing meals and utensils, and removing/cleaning during completion.
5. Maintains detention facilities in safe, sanitary, and secure condition by separating misdemeanants from felons, men from women when possible; by spraying bunks, mattresses, and cell areas with sanitizing spray; by washing sheets after each use; by emptying trash; by cleaning up spills, debris, and various forms of waste material using gloves, mops, and related equipment.
6. Prepares arrest, booking, release, and related reports.
7. Maintains arrest, activity, and detention logs, detention and property records, and related materials.
8. Uses a camera to take pictures of each prisoner.
9. Assists in transportation of prisoners to court or other holding facility during crowded conditions by accompanying Police Officer and remaining with prisoner as directed.
10. Performs basic typing, filing, data entry, and record archiving tasks.
11. Responds to and answers general, non-emergency inquiries from the public.

Credit for Military Service: Applicants who have been honorably discharged from active duty in the armed forces of the United States are eligible to receive additional credit of 20% of their composite score only after a passing score has been attained. A copy of the applicant's honorable discharge, the DD-214, **MUST BE SUBMITTED** with the Civil Service Application.

Please note that military status is no longer part of the Civil Service Application. Consequently, if you have military status that qualifies you for additional (extra) credit, you may volunteer this information to the Civil Service Commission. Any records or copies of records you produce to establish this credit will not be kept in the Civil Service Commission Office. They will be held by the City of Kent's Human Resources Office until they are no longer needed. They will then be returned or destroyed.

Accommodation for Testing: Persons requesting an accommodation for testing must provide seventy-two (72) hours written notice to the Kent Civil Service Commission to have the request considered.

Special Note: In order to be admitted to the Civil Service Examination applicants must present valid picture identification (such as a driver's license) and their admission form that will be issued to the candidate by mail. Only those applicants that have filed a Kent Civil Service Application with the Civil Service Commission by **Thursday, October 5, 2017 3:00 pm** will be admitted to participate in the examination.

The duties listed above are intended only as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

The City of Kent provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, disability, genetics, or military status in accordance with applicable federal, state, and local laws.

MISSION STATEMENT

The mission of the Kent Police Department is to serve and protect the persons and property in the City of Kent. We strive to create and promote partnerships with our community through education and collaboration. We apply the law consistently while professionally interacting with the public.