

EMPLOYMENT APPLICATION

How did you find out the Comanche County Detention Center was accepting applications?

- | | |
|---|--|
| <input type="checkbox"/> Walk In | <input type="checkbox"/> Employment Agency |
| <input type="checkbox"/> Friend _____ | <input type="checkbox"/> Current/Former Employee _____ |
| <input type="checkbox"/> Newspaper (Name) | <input type="checkbox"/> County Website (Name) |
| <input type="checkbox"/> Other _____ | |

APPLICANT'S PRINTED NAME

TELEPHONE NUMBER

DETENTION OFFICER

Definition

A Detention Officer is responsible for the custody of all inmates in the facility, maintaining their security during their time of incarceration and assuming responsibility for all their needs during their detention.

Examples of Work Performed

Responsible for custody and control of inmates; security of detention center; physical movement of inmates; and all inmate's needs. Completes facility logs. Searches all inmates. Searches and escorts all inmates to assigned housing units. Conducts shakedowns and inspections of inmate housing units as needed. Enforces contraband control and inmate rules. Observes inmates and inmate workers. Inspects facility for cleanliness and takes appropriate action to correct. Inspects facility and reports all maintenance problems and unsafe conditions. Inspects cleaning materials and supplies that enter housing areas. Assists the medical staff when needed. Retrieves and searches inmates for sick call, doctor visits, dental visits, church services, and inmate programs. Conducts checks and searches, if necessary, of visitors entering facility. Oversees inmate exercise. Feeds inmates. Distributes and collects inmate requests for legal materials, visitor cards, inmate worker status applications, incoming and outgoing mail, and library materials. Assigns work to and supervises inmate workers. Ensures that all inmates have routine access to showers. Distributes hygiene products, clean clothing, clean linens, and clean bedding to inmates. Reports any criminal intelligence to supervisor. Safeguards keys. Performs others duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Possess high school diploma or general education degree (GED).

Language Skills

Ability to read and interpret documents such as safety rules, operation and maintenance instructions and procedure manuals. Possess ability to write routine reports and correspondence. Possess ability to speak effectively before groups of inmates, employees, law enforcement personnel, and citizens.

Mathematical Skills

Possess ability to add, subtract, multiply, and divide.

Reasoning Ability

Carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is regularly required to sit, stand, walk, climb stairs, use hands to finger, handle, or feel; reach with hands and arms; talk and hear; and taste and smell. The employee regularly may lift and move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals, also interacts consistently with inmates and at times must participate in physical altercations. The noise level in the work environment is usually loud.

After reviewing the "Job Description" for this position, are you able to perform the essential functions of the posting without reasonable accommodations?

_____ **YES** _____ **NO** **INITIALS** _____ **DATE** _____

Comanche County Detention Center is concerned about your ability to perform duties of the job and will not at this time consider your need for reasonable accommodations. If, after reviewing your applications, verifying your responses, and conducting necessary interviews and tests, you are considered for a position and you need reasonable accommodations to perform the essential job functions of that position, we will explore accommodations with you.



APPLICATION FOR EMPLOYMENT

COMANCHE COUNTY DETENTION CENTER
 315 SW 5TH STREET, ROOM 208
 LAWTON, OK 73501

The Comanche County Detention Center accepts applications for employment without regard to race, color, religion, creed, gender, national origin, disability, marital status, veteran status, sexual orientation, or any other legally protected status.

- This is an application for employment and no employment contract is being offered.
- Print clearly in black ink or type. Answer each question fully and accurately. Incomplete applications will not be considered. All information on your application is subject to verification.
- Any misrepresentations, deceit or omissions on your application could result in automatic disqualification. All sections in the employment application are applicable to you regardless of position for employment you are applying for.
- If you have any questions regarding information on this application, please contact the Comanche County Detention Center at 580-250-1902.

POSITION APPLIED FOR

Position	Date of Application	Date Available to Start
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PERSONAL DATA

Last Name	First Name	Middle Name
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Social Security Number	Driver's License Number	Driver's License State
Home Phone: (include area code)	Cell Phone: (include area code)	E-mail address:

Present Address:	Street	City	State	Zip code	County
Mailing Address, if different:	Street	City	State	Zip code	County

EMPLOYMENT HISTORY – List chronologically all present and past employers. Include summer, part-time and self-employment, if additional space is needed, attach to this application.

Current or latest Employer	Phone Number (including area code)	
Address	Start Date	Ending Date
City	State	Zip Code
Job Title	Work Performed	
Supervisor's name	Reason for Leaving	

Employer Name	Phone Number (including area code)	
Address	Start Date	Ending Date
City	State	Zip Code
Job Title	Work Performed	
Supervisor's name	Reason for Leaving	

Employer Name	Phone Number (including area code)	
Address	Start Date	Ending Date
City	State	Zip Code
Job Title	Work Performed	
Supervisor's name	Reason for Leaving	

Employer Name	Phone Number (including area code)	
Address	Start Date	Ending Date
City	State	Zip Code
Job Title	Worked Performed	
Supervisor's name	Reason for Leaving	

Employer Name	Phone Number (including area code)	
Address	Start Date	Ending Date
City	State	Zip Code
Job Title	Work Performed	
Supervisor's name	Reason for Leaving	

Employer Name	Phone Number (including area code)	
Address	Start Date	Ending Date
City	State	Zip Code
Job Title	Work Performed	
Supervisor's name	Reason for Leaving	

REFERENCES – Give at least three (3) references, not relatives or former employers, who are responsible adults of reputable standings in their communities, such as business or professional persons, supervisors or co-workers, who have known you well during the past five (5) years.

Name	How do you know them?	
Address	City	State
Phone Number	Years Known	

Name	How do you know them?	
Address	City	State
Phone Number	Years Known	

Name	How do you know them?	
Address	City	State
Phone Number	Years Known	

EDUCATION/ADDITIONAL INFORMATION

Name and Address of School	Circle Highest Year Finished	Type of Diploma/Degree
High School	09 10 11 12	
College	09 10 11 12	
College	09 10 11 12	
Graduate, Professional, Business or Trade School	09 10 11 12	

Can you speak, read or write any foreign languages? (If, yes list languages and proficiency in each)

COURT RECORDS

Have you ever been arrested or convicted of a misdemeanor or felony?	Yes _____ No _____
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Date of Arrest	Date of Offense	Date of Conviction	Police Agency	Charge	Disposition

MILITARY RECORDS

Do you have any prior military service?	Yes _____ No _____
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Are you currently in the military?	Yes _____ No _____
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Describe any job-related training in the United States Military:

APPLICANT'S STATEMENT

I understand that this is an application for employment and no employment contract is being offered. All information on your application is subject to verification. _____

Initials

I understand that my employment will be contingent upon the results of a complete background investigation. I am aware that any omission, falsification, misstatement or misrepresentation will be the basis for my disqualification as an applicant or my dismissal from the Comanche County Detention Center. I agree to the conditions and certify that all statements made by me on this application are true, correct and complete, to the best of my knowledge. I also understand that this employment application shall become the property of the Comanche County Detention Center and that it and the information received in response to the background investigation are public records. _____

Initials

(a) I understand the Comanche County Detention Center shall not hire or promote anyone who may have contact with inmates, and shall not enlist the services of any contractor who may have contact with inmates, who:

(1) Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997);

(2) Has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or

(3) Has been civilly or administratively adjudicated to have engaged in the activity described in paragraph (a) of this section. _____

Initials

I further understand and agree that my employment will be contingent upon the results of a complete drug test and that I may be required to take drug tests during the term of my employment with the Comanche County Detention Center. _____

Initials

In the event of employment, I understand that I am required to abide by all the policies and procedures of the Comanche County Detention Center. _____

Initials

I certify that all the answers given within this application are true and complete to the best of my knowledge. _____

Initials

I understand that to be considered for employment, I shall submit the following documents with my application and that these are attached:

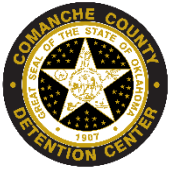
1. A copy of the applicant's high school diploma or GED certificate
2. A copy of the applicant's college diploma or transcript, if applicable
3. A copy of the applicant's military form DD-214, if applicable
4. A copy of any special license(s) and/or certificate(s) that the applicant may hold

I understand that the following documents will be required to be submitted after a conditional offer or employment is given:

5. A copy of the applicant's current and valid driver's license
6. A copy of the applicant's social security card
7. A copy of the applicant's Foreign National Work Permit, if applicable

Signature of Applicant

Date



APPLICATION FOR EMPLOYMENT

AUTHORIZATION TO RELEASE INFORMATION
COMANCHE COUNTY DETENTION CENTER
315 SW 5TH STREET, ROOM 208
LAWTON, OK 73501

Applicant's Name: _____

Current Address: _____

Date of Birth: _____ SSN: _____

To Whom It May Concern:

I am an applicant for employment with the Comanche County Detention Center. This agency needs to thoroughly investigate my background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above agency.

I hereby request and authorize you to release to the Comanche County Detention Center any and all information or records concerning me, my background and personal history, my employment, education, military service, or criminal history. The intent of this authorization is to give my consent for full and complete disclosure of any and all information or records, including photocopies, whether private, public, confidential, or privileged, and to include the contents of investigatory files, evaluations, or rating complaints or grievances filed against me.

A photocopy or FAX copy of this release form will be valid as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature.

I agree to indemnify and hold harmless any person to whom this request is presented and his agents and employees from and against all claims, damages, losses and expenses, arising out of or by reason of complying with this request.

Failure to release the information requested may result in the discontinuance of the background investigation and the processing of my application.

For and in consideration of the Comanche County Detention Centers acceptance and processing of my application for employment I agree to hold the Agency, it's agents and employee's harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

This authorization is valid for (6) months from the date of my signature.

Signature: _____ Date: _____

