

# CECIL COUNTY SHERIFF'S OFFICE- CORRECTIONAL FACILITY

## A CAREER IN CORRECTIONS



You're probably wondering what a career as a Correctional Officer means to you?

- A rewarding position serving your community
- Job advancement opportunities within the corrections/law enforcement field
- Excellent Benefits

### **WHAT DOES THE JOB INVOLVE**

Correctional Officers maintain order and discipline at the Detention Center 24 hours a day 365 days a year. They ensure the overall security of the inmates and supervise their daily activities. Officers monitor compliance to the established rules and regulations of the facility as well as federal, state, and local laws/ordinances.

### **QUALIFICATIONS**

- High school diploma or GED
- 18 years of age
- Valid driver's license
- Good moral character
- US Citizen/Resident Alien

### **THE SKILLS NEEDED**

Successful Officers possess the following:

- Communication: effectively and concisely relay information verbally as well as in writing
- Judgment and Decision making: quickly assess a situation and determine the appropriate response
- Perception: monitor multiple activities and individuals and predict future behavior
- Understanding: sensitivity to the emotions, conditions and motivations of people of various backgrounds

### **JOB DUTIES**

- Document inmates activities and monitor movement throughout the facility
- Prepare paperwork for booking new inmates and release of existing inmates
- Monitor conformance to facility rules and regulations
- Oversee work assignments of inmates
- Inspect the condition of dormitories and housing units for security and cleanliness
- Search inmates for contraband
- Receive inventory and track personal property of all inmates

### **APPLICATION PROCESS**

- Complete application and provide required documents
- Candidates tour the facility
- Background investigation conducted to include interview and fingerprinting
- Second interview conducted with Command Staff
- Selected candidates receive a conditional offer of employment. A polygraph, drug screen, physical and psychological examinations are performed.
- Upon favorable results of required examinations selected candidates are appointed

### **BENEFITS**

- Competitive Salary
- Shift Differential
- Uniforms provided
- Insurance Coverage Plans
  - Health
  - Dental
  - Vision
- Paid Time Off
  - Vacation
  - Holidays
  - Personal Leave Days
  - Sick Leave
- Term Life Insurance
- Workers' Compensation coverage
- Pension
  - 25 yr retirement at 50% of salary or 2% per yr
- 457 Deferred Compensation

Other benefits include:

- Direct Deposit
- Voluntary Term Life Insurance
- Accident/Disability Insurance

### **WHAT ELSE SHOULD I KNOW?**

During the first year of employment, new Correctional Officers attend a 7 week training academy. Continued employment is dependant upon successful completion of the training program.

**For additional information or an application contact:**

**Alissa Cirillo, Recruiter**

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**[www.cecilcountysheriff.org](http://www.cecilcountysheriff.org)**