

HAMILTON COUNTY SHERIFF'S OFFICE

SIMON L. LEIS, JR.
SHERIFF



SECOND
TO
NONE

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SIMON L. LEIS, JR.
SHERIFF

Upon his acceptance of the Office of Sheriff in 1987, Sheriff Simon L. Leis, Jr. made a commitment to the Citizens of Hamilton County and to the men and women of the Sheriff's Office to make the Hamilton County Sheriff's Office second to none. Honoring that commitment Sheriff Leis established a rigid departmental physical fitness and weight standard for personnel, requiring continued compliance and has provided out of drug forfeiture monies several physical fitness facilities for his personnel to maintain those standards, to the benefit of the individuals and the public they serve. He also established strict personnel appearance standards which resulted in national recognition of the Sheriff's Office in 1991 as "Best Dressed County Sheriff's Office." The Sheriff's Office law enforcement and corrections training programs have been upgraded; recognized statewide for excellence; and are used by other agencies.

As you consider a law enforcement career with the Hamilton County Sheriff's Office, you have the opportunity to become a member of the finest law enforcement agency in the world. Our goal is to attract and recruit a high quality, diverse group of candidates who will succeed at training and on the job as Hamilton County Deputy Sheriff's. We strive to attract highly motivated and qualified applicants. We are a dedicated group of men and women, who work as a team serving and protecting the Citizens of Hamilton County. All Hamilton County sheriffs' Deputies commence their careers in the Corrections Division where they obtain valuable experiences, knowledge and other skills. The Hamilton County Sheriff's Office is a progressive Law Enforcement Agency with many career advancement opportunities.

Few are called to a career in law enforcement. Fewer still can meet the rigorous standards required of a Hamilton County Deputy Sheriff. If you are ready for a challenging and fulfilling career, take the first step with us.

Your application for the position of corrections officer is the first step in the employment process. The Hamilton County Sheriff's Office is an equal opportunity employer.



Simon L. Leis, Jr.
Sheriff
Hamilton County, Ohio

**Justice Center
Room 120
1000 Sycamore Street
Cincinnati, Ohio 45202-1336
(513) 946-6600
Fax: (513) 946-6616**

The Hamilton County Sheriff's Office appreciates your interest. Great opportunities, benefits, an exciting career await you as a Hamilton County Deputy Sheriff. The Hamilton County Sheriff's Office has a great deal to offer new employee. A position with the Hamilton County Sheriff's Office is more than just a job... it's a career. All officers begin their careers in the Corrections Division where they obtain valuable experience, knowledge and other skills. After a one year probationary period, officers become eligible to train to become state of Ohio certified peace officers, and may then apply for other positions within the Sheriff's Office such as Court Services Officer and Patrol Officer. If you are ready for a challenging and fulfilling career, take the first step with us.

The Hamilton County Sheriff's Office is accepting applications for the position of **Corrections Officer**. This is a full-time, permanent, bargaining unit position.

Job Duties: Supervise inmates in their daily activities within the Hamilton County Justice Center and other facilities. Activities include: Observing inmate behavior, breaking up fights, self-defense, making appropriate referrals, searching inmate's person and affects, conduct accurate head counts of inmates, distributing meals, commissary, hygiene items, and mail, reporting unusual incidents orally and in writing, maintaining accurate log entries of activities. In addition, daily activities include operating various safety and security equipment, in a safe and efficient manner, such as: keys, alarm devices, fire extinguishers, self contained breathing apparatus, fire and riot equipment, appropriate OSHA safety equipment, electrical control panels, computer terminals, printers, fax machines and other mechanical equipment. Performs other related duties as assigned.

Your application for the position of Corrections Officer is the first step in the employment process.

MINIMUM QUALIFICATIONS:

- High School graduate or GED equivalent
- Must be at least 18 years of age, of good moral character
- Must be a US citizen
- Must not have been convicted of a misdemeanor involving moral character or any felony
- Must be drug free for past 3 years
- Must submit to a criminal and personal background check

- Weight must be in proportion to height in accordance with established standards * See attachment *
- Must be able to speak, read and write the English language
- Must pass written examination, physical fitness assessment, medical examination
- Successful Completion of a personal background investigation
- Successful completion of 4 oral interviews
- Pass CVSA (Computer Voice Stress Analyzer)
- Qualified applicants must pass all phases of pre-employment testing

HIRING PROCESS:

- ✓ Application
- ✓ Written Examination
- ✓ Background Investigation
- ✓ Must agree to and sign a Background Investigation Release of Information form
 - Personal History Statement
 - Employment Previous/Current
 - Address verification
 - Criminal, Traffic and Civil Records Check
 - References
 - Financial
 - Military
 - Education
 - Drivers license verification
- ✓ Medical Examination
- ✓ Must successfully pass a Pre-Employment Drug Screen
- ✓ CVSA (Computer Voice Stress Analyzer)
- ✓ Must submit to and successfully pass at least (4) Pre-Employment Interviews

The entire selection process may take from one to several months depending on operational need. During the application process, sensitive or confidential aspects of

your personal life may be investigated, and your professional and personal acquaintances interviewed.

EMPLOYMENT BENEFITS:

The Hamilton County Sheriff's Office offers an attractive and competitive fringe benefits package.

SALARY - \$28,529.00 starting to \$41,846.00 top

- **Medical & Dental Coverage – available after 30 days (some employee contribution required)**
- **Vision Care Plan**
- **Vacation – 2 to 6 weeks per year, based on seniority**
- **Holidays – 10 per year**
- **Uniforms - provided as needed**
- **Uniforms Service Allowance**
- **Longevity Pay**
- **Training – 8 weeks paid training ****
- **Sick Leave**
- **Life Insurance**
- **Excellent Retirement Plan ***
- **Paid Military Leave**
- **Promotional Opportunities**
- **Deferred Compensation Program**
- **Credit Union**

Candidate must be able to work all three shifts, irregular hours, holidays and weekends.

There is a twelve – month probationary period for this position.

****New hires are required to sign a three year employment agreement. Should you voluntarily separate from the Hamilton County Sheriff's Department prior to completing three years, you may be required to reimburse the Sheriff's Department for all or part of your training expenses.**

***Hamilton County Employees are members of the Public Employees Retirement System (PERS), which provides for full retirement benefits after 30 years service. Hamilton County Employees do not participate in Social Security.**

**Applications may be obtained in
Room 120 of the Hamilton County Justice Center
1000 Sycamore Street Cincinnati, Ohio 45202-1336 Monday through Friday 8:00
AM to 4:00 PM or online at www.hcso.org**

DISQUALIFYING CRITERIA:

All applicants are expected to meet high standards the following occurrences in your background could result in rejection of your application. **This is not to be construed as an inclusive list of reasons for disqualification or rejection.**

- Felony conviction or felony conduct.
- Misdemeanors: All applicants who have been convicted of a misdemeanor offense in court within five (5) years of the date of application may be disqualified. All applicants convicted of two (2) or more misdemeanors will be disqualified.
- Non-compliance to law.
- Illegal use of drugs (excluding marijuana): Any use of any prohibited substance or abuse of a controlled substance may be grounds for rejection. All applicants who have been convicted in court of the possession and/or sale of narcotics, dangerous drugs or hallucinogens or any other controlled substance or drug of abuse that relates to job performance or an attempt, conspiracy or solicitation to commit such a criminal act, will be disqualified.
- Marijuana: All applicants who have been convicted in court for the sale of marijuana, or an attempt, conspiracy or solicitation to commit such a criminal act, will be disqualified. All applicants who have been convicted in court for the possession of marijuana may be disqualified. **All applicants who have used marijuana during the selection process will be disqualified.**
- Intemperate use of alcohol.
- Anti-social behavior.
- Poor work record.
- Poor driving record. For instance, numerous crashes or numerous convictions for moving traffic violations, or currently have six or more active points on your driving record within the past two years.
- Numerous debts which are not regularly being paid. Your background will also be considered in terms of moral character, emotional stability, and reputation in the community and your interest in serving people.
- Guns, concealed weapons and dangerous ordinance: Any applicants who have been convicted in any federal, state or municipal court of violating any gun control ordinance, carrying any concealed weapon, or possession of any dangerous ordinance, may be disqualified. Any attempt to violate any law, statute, or regulation to the above may be grounds for rejection.
- Sex Offenses and Acts of Violence: All applicants who have been convicted in court of a sex offense as defined in Chapter 2907 of the Ohio Revised Code, or an offense of causing or threatening bodily harm as defined in Chapter 2903 of the Ohio Revised Code, or an attempt, conspiracy or solicitation to commit such a criminal act, will be disqualified.

- All applicants who within five (5) years of the date of application have been discharged from previous employment for insubordination, serious misconduct on the job, unexcused absenteeism or tardiness, may be disqualified. All applicants who within the past five (5) years have been suspended, reprimanded, or disciplined for insubordination, misconduct on the job, unexcused absenteeism, tardiness, inefficiency, or neglect of duty on two (2) or more occasions, may be disqualified.
- Pilferage or theft of cash, goods, or services from a place of employment will be cause for disqualification.
- All applicants who have failed to obey or honor any judgments entered by a court of record, including, but not limited to, alimony or support payments, or have failed to pay any fine imposed by a court of record, may be disqualified.
- All applicants who have been other than honorably discharged from the United States military service for reasons that are job related may be disqualified.
- All applicants who have made any intentional false alarm to any police agency may be disqualified.
- Any applicant who is currently a member of any organization that advocates crime or the violent overthrow of the United States government will be disqualified.
- All applicants who have made false statements regarding any material matter during the selection process or have omitted any requested material information on the questionnaire, or who have cheated during any portion of the selection process will be disqualified.

WRITTEN NOTIFICATION:

Applicants who fail to successfully complete any phase of the selection process will be notified, in writing, following the completion of that phase.

If a position opening is not listed, then we are not accepting applications at this time. Applicants are directed to periodically check the Hamilton County Sheriff's Office website at www.hcso.org for future employment opportunities.

***** Phone Calls regarding applications will not be accepted. Applicants are advised not to call the Hamilton County Sheriff's Office regarding the application process. *****

**Glenn Thomas
Personnel Recruiting
Hamilton County Sheriff's Office
(513)-946-6608**

MALE

| HEIGHT | MINIMUM ACCEPTABLE WEIGHT | AVERAGE WEIGHT | MAXIMUM ACCEPTABLE WEIGHT |
|-------------------|--|---------------------------|--|
| 5 FEET / 0 INCHES | 113 | 131 | 155 |
| 1 | 116 | 134 | 159 |
| 2 | 118 | 137 | 163 |
| 3 | 122 | 141 | 166 |
| 4 | 125 | 145 | 171 |
| 5 | 129 | 149 | 175 |
| 6 | 133 | 153 | 180 |
| 7 | 136 | 157 | 186 |
| 8 | 140 | 161 | 189 |
| 9 | 143 | 165 | 194 |
| 10 | 148 | 170 | 200 |
| 11 | 152 | 174 | 204 |
| 6 FEET / 0 IN | 156 | 179 | 219 |
| 1 | 160 | 183 | 223 |
| 2 | 164 | 188 | 229 |
| 3 | 169 | 193 | 235 |
| 4 | 174 | 199 | 242 |
| 5 | 179 | 204 | 248 |
| 6 | 184 | 210 | 255 |
| 7 | 189 | 215 | 261 |
| 8 | 194 | 221 | 267 |
| 9 | 199 | 226 | 273 |
| 10 | 204 | 232 | 279 |
| 11 | 209 | 238 | 285 |
| 7 FEET / 0 IN | 214 | 243 | 291 |

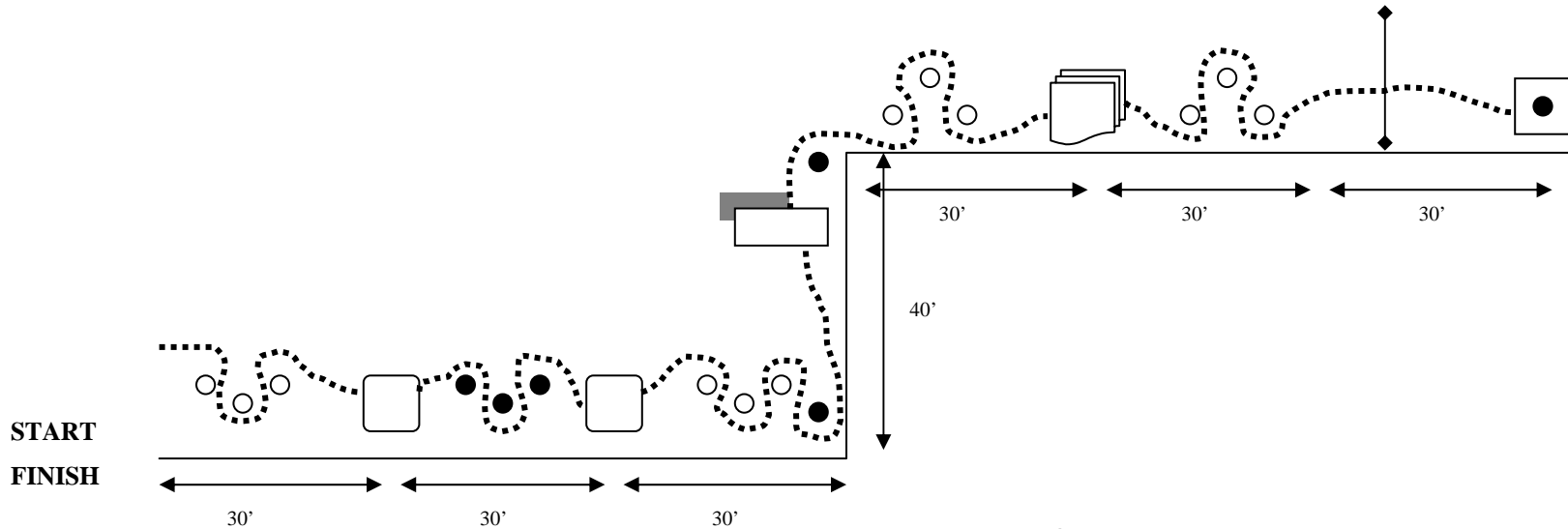
FEMALE

| HEIGHT | MINIMUM ACCEPTABLE WEIGHT | AVERAGE WEIGHT | MAXIMUM ACCEPTABLE WEIGHT |
|-------------------|--|---------------------------|--|
| 4 FEET / 8 INCHES | 95 | 111 | 137 |
| 9 | 97 | 113 | 140 |
| 10 | 99 | 115 | 142 |
| 11 | 100 | 117 | 144 |
| 5 FEET / 0 INCHES | 103 | 120 | 148 |
| 1 | 106 | 123 | 152 |
| 2 | 108 | 125 | 155 |
| 3 | 111 | 129 | 159 |
| 4 | 114 | 132 | 162 |
| 5 | 117 | 135 | 166 |
| 6 | 120 | 139 | 171 |
| 7 | 123 | 142 | 174 |
| 8 | 130 | 146 | 179 |
| 9 | 130 | 150 | 184 |
| 10 | 134 | 154 | 189 |
| 11 | 138 | 158 | 195 |
| 6 FEET / 0 INCHES | 143 | 164 | 201 |
| 1 | 147 | 168 | 207 |
| 2 | 151 | 172 | 213 |
| 3 | 155 | 176 | 219 |
| 4 | 159 | 180 | 225 |
| 5 | 164 | 184 | 231 |
| 6 | 168 | 188 | 237 |
| 7 | 171 | 191 | 243 |
| 8 | 175 | 195 | 249 |

MAXIMUM ALLOWABLE BODY FAT TABLE









| Age Group | 18-27 | 28-39 | 40 + Older |
|----------------------------|--------------|--------------|-------------------|
| Male (% body fat) | 22% | 24% | 26% |
| Female (% body fat) | 30% | 32% | 34% |

Hamilton County Sheriff's Office Agility Course



BASE TIME FOR COMPLETION OF COURSE – 1min. 45 sec.

- A. Employees 40-49 years of age – Add 15 seconds
- B. Employees 50-59 years of age – Add 30 seconds
- C. Employees 60 and over – Add 45 Seconds

-  Traffic Cone (small)
-  Large Cone or Barrell
-  4ft High Side Horse
-  Crawl Under Barrier
-  Table/Barrel with Gun
-  Line of Travel
-  Culvert (4ft by 10ft)
-  Steps