



WESTERN VIRGINIA REGIONAL JAIL CORRECTIONAL OFFICER SELECTION REQUIREMENTS

I. Disqualifiers

A. Criminal History:

- 1) Conviction of any felony
- 2) Conviction of any Class I misdemeanor (Class II-IV misdemeanors will be evaluated on a case by case basis).
- 2) Conviction of any crime involving moral turpitude (crimes contrary to justice, honesty or good morals).

B. Traffic Violations:

- 1) Minus 6 or more points on a Virginia Operators License or the equivalent for an out of state license will be reviewed on a case by case basis.
- 2) Conviction of Driving Under the Influence of Drugs or Alcohol, Refusal to take Blood or Breath Test, Eluding Police, Racing, or Hit and Run.
- 3) Incidents that involve the suspension or revocation of driving privileges will be reviewed on a case by case basis.

C. Drug Use:

- 1) Conviction for possession, use or sale of any illicit drugs.
- 2) Possession or use of any illicit drug will be reviewed on a case by case basis.

D. Other:

- 1) Dishonorable Discharge from any military service. Less than Honorable or General Discharges will be reviewed on a case by case basis.
- 2) Untruthfulness or the falsification of any application, certificate, credential, interview, test, or documents associated with the position.
- 3) Failure to provide complete and accurate information on any application or other documents associated with the position.

- 4) Failure to comply with deadlines to return requested information to the background investigator.
- 5) Failure to comply with applicant's appointment(s) schedule without prior notification to the background investigator.
- 6) Credit history with a current unsatisfactory rating will be reviewed on a case by case basis.
- 7) Not being a United States citizen.
- 8) Background investigation indicating less than acceptable job performance with past employers.
- 9) Incidents of past physical or mental abuse of anyone.
- 10) Obtaining a score that is below the established minimum standard on any test or evaluation administered during the selection process.
- 11) Cheating on any examination or testing associated with the position.
- 12) Behavior unsuitable or inappropriate for a Correctional Officer as determined by the appointing authority.
- 13) Tattoos visible while in a short sleeve shirt will not be in compliance with our uniform policy. However, applicants in the process of removing or covering tattoos may continue in the employment process. Call for details,
- 14) **Applicants who fail to achieve a passing score on the written examination or physical agility test are eliminated from the selection process. Applicants can only take the written test three (3) times within a three (3) year period in order to achieve a passing score.**

II. ESSENTIAL JOB FUNCTIONS

The ability to carry out the essential job functions is of paramount importance in attaining regular employment as a correctional officer. The essential job functions for the position of Correctional Officer with the Western Virginia Regional Jail, as defined by task analysis, are as follows:

- A. Effectively control an inmate, forcibly if necessary, using handcuffs and other restraints; subdue violent and or resisting suspects/inmates using maneuvers and

weapons and resort to the use of hands and feet and other approved weapons to effect physical control or utilize in self-defense.

- B. Prepare investigative and other descriptive reports, including sketches, using appropriate spelling, sentence structure, grammar, symbols and mathematical computations.
- C. Operation of an emergency vehicle during both the day and night to do prisoner transports.
- D. Communicate effectively and coherently over public safety radio channels while initiating and responding to radio communications.
- E. Gather and record information in job related investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.
- F. Load, unload, aim and fire issued firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed by the Department of Criminal Justice Services firearms certification standards.
- G. Perform searches of people, vehicles, inmate housing areas (cells, pods), buildings and large outdoor areas which may involve feeling and detecting objects by using body senses, walking for long periods of time (including up and down stairs), and supervising inmates in their daily activities.
- H. Engage in routine job related functions that include such demands as shift work, walking, visually observing and physically checking the cells and day rooms in the inmate living areas and places accessible to the inmates, visitors, and the general public to ensure that they are secure.
- I. Effectively communicate with people, including juveniles and senior citizens, by listening, giving information, providing directions, mediating disputes and advising of right and processes.
- J. Demonstrate communication skills in court and other formal settings. Must be able to convey pertinent facts and details and appropriately handle scrutiny and confrontation.

- K. Detect, preserve and collect evidence/contraband and substances that form the basis of criminal offenses and jail infractions.
- L. Endure verbal, physical and mental confrontations with the hostile views and opinions of inmates and other people encountered, in an antagonistic environment.
- M. Perform rescue functions at worksite, accidents, emergencies and disasters, administering emergency medical assistance, lifting, dragging and carrying people away from dangerous situations; securing and evacuating people from dangerous areas.
- N. Transport prisoners and mentally ill persons using handcuffs and other appropriate physical restraints per the Western Virginia Regional Jail Policy and Procedure Manual.
- O. Extinguish small fires by using a fire extinguisher and other appropriate means.
- P. Read, write and comprehend legal and non-legal documents, including the preparation and processing of committal records, release information, civil and criminal legal papers.
- Q. Be aware that you are subject to hazardous and life threatening situations which may result in significant bodily harm or death.
- R. Be free of psychopathology to the extent to which personal psychological issues do not interfere with the essential job functions listed above.

II. MEDICAL STANDARDS

Applicants must successfully complete a medical examination. The medical examination will be used to evaluate the applicant's ability to successfully perform the essential job functions.

- 1) Vision: Must have visual acuity that is 20/40 when both eyes are tested together and pass a color vision examination. Vision must be correctable to 20/40 with contact lenses.
- 2) Hearing: Will be determined by medical examination.