



**OFFICE OF SHERIFF / CORONER
3800 ULM NORTH FRONTAGE ROAD
GREAT FALLS, MT. 59404**

**SHERIFF
Bob Edwards**



**UNDERSHERIFF
John Stevens**

CONFIDENTIALITY

I, _____ understand the MCA
(print name)

Statutes, the Cascade County Policy and Sheriff's Office mandate concerning confidentiality. I understand that violation of these statutes and policies will result in disciplinary action, to include dismissal.

I understand that law enforcement information derived from investigations is confidential. This includes criminal investigative information, intelligence information, fingerprints and photographs and any other information or records made so by law.

I understand that employees should hold confidential all information deemed not for public consumption. That confidentiality of information obtained while in the performance of my duties will be respected and used responsibly and only disseminated to person(s) as directed by the Sheriff or his designee.

I understand that information gained through conducting administrative duties, as a member of an administrative board, administrative decision making entity or the daily processing of the administrative decision-making information is confidential, is not general knowledge to be released, unless authorized by the Sheriff or his designee.

Signature

Date



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PRE-EMPLOYMENT INVESTIGATION DISCOVERY WAIVER

As an applicant to the CASCADE COUNTY SHERIFF'S OFFICE for the position of

_____, I recognize that an employing law enforcement agency has a legal, as well as a moral obligation, to take every reasonable effort to ensure that persons employed by them as peace officers, or in other positions, conform to the very highest standards.

Therefore, I release and hold harmless the CASCADE COUNTY SHERIFF'S OFFICE and their officers, agents, or assigns, now and in the future, from any claim or damages in law or inequity on behalf of myself, my heirs, and assigns, for their refusal to make available any and all of the information contained in this pre-employment investigation, including, but not limited to, the identity(ies) of any person(s) and/or organization(s) which may have supplied information in the course of this investigation, as well as the substance of any information supplied.

I hereby waive my right, now and in the future, to examine, review, or otherwise discover the contents of this investigation and all related document thereto.

Dated this ____ day of _____, 20_____.

Signature of Applicant: _____

Subscribed and Sworn to before me the ____ day of _____, 20_____

Notary Public for the State of Montana

Residing at: _____

My Commission expires: _____

(NOTARIAL SEAL)



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LETTER OF UNDERSTANDING

I am applying for a position with the CASCADE COUNTY SHERIFF'S OFFICE therefore I understand that there are certain requirements I must meet before I can be accepted into this position. I understand that I must submit to an extensive background investigation at a minimum, which consists of the following areas of concern:

- Review of my completed Personal History Statement
- Evaluation of a Johnson, Roberts Personal History Questionnaire
- Thorough criminal background check
- Thorough examination of prior employment
- Examination of my personal credit / financial report

A Hiring Review Board will evaluate the results of this investigation and make a preliminary decision as to my potential suitability for employment. I may at this point receive a conditional offer of employment which will be followed by completion of some or all of the following tests, depending upon position being sought.

- Drug Screening Test
- Standard medical examination
- Hearing test
- Psychological evaluation
- Physical abilities test
- Firearms aptitude evaluation

The aforementioned tests will be administered in a manner selected by the CASCADE COUNTY SHERIFF'S OFFICE. I understand that the results of the tests are the property of the agency to which I have applied, and that I will not receive copies of the reports nor any information contained in them, except as it may relate to a serious condition discovered by the examining physician.

A second Hiring Review Board will evaluate all tests in light of the requirements of the job, along with previous information and will make a final decision as to my suitability for employment, before making recommendations to the Sheriff. The Sheriff will make the final selection(s).

I agree to assist in the expedient conclusion of these reviews and examinations. I understand that successful completion of this process does not guarantee employment with the CASCADE COUNTY SHERIFF'S OFFICE only that I will be considered for positions as they become available, pursuant to established rules and regulations of the CASCADE COUNTY SHERIFF'S OFFICE. I have read and understand the content and purpose of this Letter of Understanding. I agree to abide by these requirements as a condition of employment with the CASCADE COUNTY SHERIFF'S OFFICE.

Signature of Applicant _____

Subscribed and Sworn to before me the _____ day of _____, 20____

Notary Public for the State of Montana
Residing at: _____
My Commission expires: _____

(NOTARIAL SEAL)



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AUTHORIZATION TO RELEASE INFORMATION

Name of Applicant _____
Please print your full name

Date of Birth _____ SSN# _____

As an applicant for a position with the CASACDE COUNTY SHERIFF’S OFFICE I am required to furnish information for use in determining my qualifications and suitability. I realize that this agency will not release the information provided to them to any person, including myself. The information submitted to this agency is confidential and will be used only for investigating my suitability for law enforcement or related employment.

Toward this end, I authorize release of any and all information that you may have concerning me, including information of confidential or privileged nature. I hereby authorize all my previous employers, physicians, and professionals who may have examined or treated me, friends, acquaintances, credit reporting services public agencies, and all others, to furnish the CASCADE COUNTY SHERIFF’S OFFICE any and all information they may have concerning me.

I hereby release you, your organization, or others, from liability or damage which may result from furnishing the information requested. I further authorize that a photocopy of this form shall be for all intents and purposes, as valid as the original. I authorize you to retain a copy of this form in your files.

This release is valid for any information supplied within one (1) year of the date of my signature.

Signature of Applicant _____

Subscribed and Sworn to before me the _____ day of _____, 20____

(NOTARIAL SEAL)

Notary Public for the State of Montana
Residing at: _____
My Commission expires: _____

Cascade County Job Description

Class Title	Adult Detention Officer
FLSA	Non-Exempt
Date	August 2011

Job Summary

Guards inmates at the Cascade County Regional Detention Center in accordance with established policies, procedures and as directed for public safety. May guard inmates in transit between the detention center, courtroom, prison, or other points. Under the direct supervision of the Shift Supervisor or general supervision of the facility command staff. Responsible for maintaining a secure detention facility and the safe custody of all inmates. Performs a variety of technical and administrative tasks associated with facility operations and the incarceration of inmates. Work includes the observation and accompaniment of inmates inside and outside the detention center and related care record keeping requirements. Officers maybe assigned to work any shift.

Distinguishing Class Features

Patience and firmness are required in frequent contacts with inmates who are violent (murderer's, rapist, child molesters, fighters, etc.), suicidal, and mentally unstable. Officers are also subjected to hazards associated with custody work including exposure to various hazards such as noise, a variety of physical conditions, close quarters and exposure to human body fluids.

Essential Job Duties and Responsibilities

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions, which may be found in positions of this class.)

- Conduct head counts to ensure that each inmate is present;
- Monitor conduct of inmates in cellblocks, or during work or recreational activities, according to established policies, and procedures, to prevent escape or violence;
- Inspect conditions of locks, window bars, grills, doors, and gates at detention facility to ensure security and help prevent escapes;
- Record information, such as inmate identification, incidences of inmate disturbance, and keep daily logs of inmate activities;
- Search inmates, vehicles and conduct shakedowns of cells for valuables and contraband, such as weapons or drugs;
- Use weapons, handcuffs, and physical force to maintain discipline and order among inmates;
- Inspect mail and property for the presence of contraband;
- Conduct fire, safety and sanitation inspections;
- Settle disputes between inmates;
- Observe meal distribution;
- Observe medication pass;
- Conduct equipment and tool inventories at the workstation and in the cellblocks (material safety data sheet);
- Monitor hygiene control;
- Attend trainings, meetings, conferences and workshops as requested and authorized;
- Observing, receiving and otherwise obtaining information from relevant sources;
- Enter, transcribe, record, store or maintain information in written or electronic/magnetic form;

- ❑ Take on responsibilities and challenges;
- ❑ Performs related work as required.

Required Knowledge and Abilities

Knowledge and understanding of:

- ❑ Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions;
- ❑ Laws, legal codes, court procedures, precedents, government regulations, executive orders and agency rules;
- ❑ Basic computer hardware and software, including applications Word, Excel, Outlook and AS400;
- ❑ Prisoner restraint and transportation;
- ❑ First aid and CPR;
- ❑ Behavior modification techniques;
- ❑ Self defense techniques;
- ❑ Recordkeeping, report preparation, filing methods and records management techniques;
- ❑ Legal and law enforcement terminology;
- ❑ Safety rules, procedures and practices.

Skill in:

- ❑ Using tact, discretion, initiative and independent judgment within established guidelines;
- ❑ Reacting in an emergency and making sound, rational decisions, demonstrating good judgment;
- ❑ Monitoring/assessing inmate performance, and making improvements or take corrective action;
- ❑ Social perceptiveness being aware of others' reactions and understanding why they react as they do;
- ❑ Critical thinking using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
- ❑ Active listening;
- ❑ Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations;
- ❑ Educate and encourage others to follow practices and procedures to accomplish work objectives.

Ability to:

- ❑ Analyze situations quickly and objectively, to recognize actual and potential danger, and to determine a proper course of action;
- ❑ Effectively cope with stressful situations, tactfully and with respect to the rights of others;
- ❑ Read, interpret and communicate laws, ordinances, rules and regulations, and apply such in the course of the work;
- ❑ Maintain an effective and professional working relationship with co-workers, supervisors, other county employees, other agency personnel, and citizens of varied racial and economic backgrounds contacted during the course of work and out of work;
- ❑ Prepare accurate, reliable and grammatically correct written reports containing findings, recommendations and legal terminology;
- ❑ Follow oral and written directions;
- ❑ Communicate effectively verbally and in writing;
- ❑ Consider the relative costs and benefits of potential actions to choose the most appropriate one;
- ❑ Use active listening skills;
- ❑ Concentrate on a task over time without being distracted;
- ❑ Pay attention to detail and accuracy;

- ❑ Handle inmate complaints, settle disputes, resolve grievances or conflicts, or otherwise negotiate with others;
- ❑ Inspect equipment, structures, or materials to identify cause of errors or other problems or defects;
- ❑ Accept constructive criticism;
- ❑ Deal effectively with stressful situations in a professional manner, which include (suicide/attempted suicides, deaths, the mentally unstable, drunks, drug addicts, fighters);
- ❑ Provide personal assistance, medical attention, or personal care to others such as coworkers, customers, or patients;
- ❑ Be honest and ethical;
- ❑ Be reliable, responsible, dependable and fulfill obligations;
- ❑ Lead, take charge and offer opinions and direction;
- ❑ Perform heavy manual labor, including bending, stooping, reaching, carrying and lifting heavy objects weighing up to 50 lbs;
- ❑ Manual dexterity of both hands and feet to perform activities such lifting overhead, twisting, climbing ladders and stairs, repetitive arm motion below, at, and above shoulder level;
- ❑ Walk 5-7 miles per day on a variety of surfaces such as concrete, pavement, dirt, and grass;
- ❑ Work while wearing required personal safety equipment which includes gloves, safety glasses, etc. as needed;
- ❑ Works independently and as a team member;
- ❑ Observe work hours;
- ❑ Demonstrate punctuality;
- ❑ Work collaboratively with management and co-workers;
- ❑ Observe established lines of authority;
- ❑ Deal with the public or other employees in a pleasant and courteous manner;
- ❑ Establish and maintain effective working relationships with supervisor, co-workers, and building occupants;
- ❑ Exercise sound judgment within established policies and procedures;
- ❑ Work extended hours, nights, weekends and holidays as needed;
- ❑ Other duties as assigned.

Reporting Relationships

General supervision is provided by a Sergeant or a higher level of personnel depending upon assignment. Chain of command Corporal, Staff Sergeant, Sergeant, Lieutenant, Commander, Undersheriff, Sheriff.

Decision- making Authority:

May exercise independent judgment in prioritizing emergency situations.

Challenges and Problems:

Challenged to prioritize work orders and jobs and being able to respond to emergency and security situations.

Minimum Qualifications

Education/Experience/Training:

- Graduation from high school or G.E.D. **and**
- Must be at least 18 years of age at the time of employment;
- Recruitment & selection processes will involve a written test, oral interview, extensive criminal background check and psychological evaluation;

- The Employer shall supply any shots necessary to the employees at the Employer's expense. These shots shall include TB test, Hepatitis A and B or any other shots that are deemed necessary by the Employer for the employee's safety.

Desired Qualifications:

- Previous experience in a detention setting desirable.

Certifications:

- Successful completion of the Montana State Law Enforcement Academy Corrections/Detention Officer basic within one (1) year of employment;
- First Aid and CPR certification required within one (1) year of employment;
- OC and Taser certification required within six (6) months of employment.

Sheriff's Office Employment Statement:

Any individual with a felony conviction, a domestic violence conviction or outstanding warrants is ineligible for consideration for employment by the Cascade County Sheriff's Office. Other types of convictions will be considered on a case by case basis.

Essential Physical Abilities

Essential Physical Abilities:

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 the duties of the job, the employee is required to sit for extended periods;
- Must be able to control, restrain, and subdue individuals and defend against an attack;
- Frequently required to stand and walk; climb stairs; reach with hands and arms; stoop, kneel, crouch, or crawl; speak and hear; and lift and/or move up to, but not limited to 50 pounds;
- Occasionally required to walk and/or run on slippery, and /or uneven surfaces;
- Personal mobility which permits the employee to enter and search a variety of confined spaces;
- Clarity of speech and hearing which permits the employee to hear voice conversation and to communicate.

Working Conditions:

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.

- Rotating shift work is required;
- Potential exposure to smoke, noxious odors, fumes, chemicals, needles, drugs, infectious diseases, blood borne pathogens, body fluids, and toxic substances are additional hazards of the position;
- Exposure to physical violence;
- The noise level in the work environment varies from low to sporadically loud.

Approved: August 25, 2011

Employee Signature

Date

Supervisor Signature

Date