

GREENE COUNTY SHERIFF'S OFFICE
120 EAST MAIN STREET
Xenia, Ohio 45385



Contact Information:
Lt. Robin Wooten
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Job Classification: Corrections Officer

Salary Information: (current labor agreement)

As of March 25, 2021:

<u>Entry</u>	<u>1 years</u>	<u>3 years</u>	<u>5 years</u>
\$19.48	\$20.42	\$22.21	\$25.30
\$40,518.40	\$42,473.60	\$46,196.80	\$52,624.00

Benefit Information:

We offer an attractive and competitive fringe benefits package including:

- Health Insurance: United Health Care administers the Health Insurance plan for physicians and hospital services covering employee and family.
- Life Insurance: Benefit of \$50,000.00 paid by county; additional benefit available at employee cost
- Vision Care and Dental Plan
- Prescription Plan
- Vacation Time: Two (2) weeks each year for the first five (5) years; then advances in stages up to five (5) weeks after twenty (25) years.
- Paid Holidays (10 paid holidays)
- Personal Days (1 personal day a year)
- Compensation Time (accumulate up to 108 hrs. a year)
- Sick Leave (4.6 hours a pay period = 119.6 hrs. a year)
- Shift Differential Pay (40 cents per hour)
- Ohio Public Employee Retirement System
- Deferred Compensation Programs

Please note – the main reason for not proceeding in the hiring process is deception/lying. Please be honest on your background packet, during the interview and on the Polygraph or Computer Voice Stress Analysis (CVSA).

Job Requirements:

Age: 20

US Citizen: Yes

High School Grad/GED: Yes

Valid OHIO State Driver's License: Yes

Ability to Read/Speak English: Yes

Necessary Certifications: Successful completion of the Ohio Basic Corrections Officer course as outlined in Ohio Revised Code 109:2-9-02. This course will be provided to the new hire during their first year of employment.

Residency: Candidates selected for employment must reside within Greene County or any contiguous counties of Greene County.

Felony, Criminal Activity Disqualifiers:

Felonies: All applicants who have been convicted in court of a felony or the attempt, conspiracy or solicitation of a felony, including but not limited to, treason, murder, voluntary manslaughter, rape, robbery, arson, burglary, kidnapping, assault, theft and any other felony that involves physical force or the threat of physical force or crimes of dishonesty, will be disqualified. (Expunged records included)

Misdemeanors: All applicants who have been convicted of a misdemeanor offense in court within three (3) years of the date of application may be disqualified. All applicants convicted of two (2) or more misdemeanors will be disqualified. (Expunged records included)

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. (Expunged records included)

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. (Expunged records included)

Driving Disqualifiers:

All applicants who have more than three (3) moving violations within the past three years will be disqualified.

All applicants with a conviction for operation a motor vehicle under the influence of alcohol or drugs within the past three (3) years will be disqualified.

All applicants with alcohol or drug related moving violations in addition to any other moving violations within the past three (3) years will be disqualified. (Expunged records included)

Drug Use Disqualifiers:

Drugs (excluding marijuana): Any use of any prohibited substance or abuse of a controlled substance within the previous five (5) years 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 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 within the past three years will be disqualified. (Expunged records included)

Employment Disqualifiers:

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.

All applicants who have been terminated from an employer for any theft offense will be disqualified.

Financial Disqualifiers:

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. Other financial concerns will be reviewed on an individual basis.

Additional Disqualifiers:

All applicants who have made any intentional false alarm or reports 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 admit to a current pattern of alcohol, drug abuse or illegal gambling within the past twenty-four (24) months will be disqualified (i.e., conduct that is predictable, repetitive or continuing activity).

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.

Any applicant who has paid or accepted a bribe or favor to cover or hide any criminal offense, or acted in any manner to prevent discovery and/or apprehension of any criminal by any duly constituted law enforcement agency, or was involved in any plan or attempt to accomplish any of the above, may be disqualified.

Any applicant who has an active protection order against them.

A dishonorable discharge from military service.

All applicants who admit during the selection process to committing any of these offenses listed above may be disqualified as though they had been convicted.

Hiring Process: The Greene County Sheriff's Office is an Equal Opportunity Employer. Employment decisions are made without regard to race, sex, national origin, disability, religion, age (where prohibited by law), or color.

The steps listed below will be followed for every candidate for employment being considered.

1. Complete the initial application for employment. (You will be contacted based on this information.)
2. Initial Background Investigation (may include Criminal History, Driving Record and Credit Check)
3. Pass the Corrections Officer Physical Ability test (Described below)
4. Oral Interview
5. Webcheck (Fingerprints)
6. Computerized Voice Stress Analysis (CVSA)
7. Complete background investigation/home visit
8. If conditional offer is extended:
 - a. Complete a physical examination and drug screening
 - b. Complete a psychological evaluation
 - c. 8-hour job shadow – 4 hours at both buildings

Corrections Officer Physical Ability Test:

Candidates for hire must pass the Corrections Officer Physical Ability Test (COPAT) in 3 minutes and 20 seconds. The COPAT is comprised of the following six stages:

Stage 1 – Start and run 50 feet while making two turns

Stage 2 – Ascend and Descend four flights of steps (30 steps)

Stage 3 – Serpentine run of 45 feet while jumping three 18" hurdles

Stage 4 – Pull and hold a weight of 70 lbs. while moving six times through a 180 degree arc (side-to-side)

Stage 5 – Push and hold a weight of 70 lbs. while moving six times through a 180 degree arc (side-to-side)

Stage 6 – Complete a squat thrust, vault over a 2'6" rail, complete reverse squat thrust; vault over a 2'6" rail to return to starting position; Repeat 5 times

Weight Carry: Carry a 65 pound weight a distance of 50 feet in one continuous motion (not timed)