

# EDMUNDS COUNTY SHERIFF' S OFFICE



Jonathan J. Waldner – Sheriff

Kyle Couchey – Chief Deputy

Andrea Carlson- Jail Administrator



PO Box 303 -221 2<sup>nd</sup> St – Ipswich, SD 57451 PH: 605-426-6262- Fax 605-426-6257

## APPLICATION FOR JAIL STAFF

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last first middle

Address: \_\_\_\_\_  
Street/ Box City State Zip

Telephone Number: \_\_\_\_\_  
Home Cell Work

Email: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ State of Drivers License: \_\_\_\_\_

|  |                   |           |
|--|-------------------|-----------|
| Are you under the age of 18?   | Yes               | No        |
| Are you legally eligible to be employed in the US?                                 | Yes               | No        |
| Do you have or are you able to obtain a SD Driver's license?                       | Yes               | No        |
| May we contact your current or most recent employer?                               | Yes               | No        |
| What type of Employment are you seeking?   | Full Time         | Part Time |
| Do you have a Highschool Diploma or GED?   | Yes               | No        |
| What date would you be available to start employment?                              |                   |           |
| Have you ever been charged with a Misdemeanor?                                     | Yes               | No        |
| Have you ever been charged with a Felony?  | Yes               | No        |
| If you answered yes to being charged with a felony or misdemeanor, please explain. | <hr/> <hr/> <hr/> |           |

# **EDMUNDS COUNTY SHERIFF' S OFFICE**

## Education and Training

|                                | School Name | Location | Year Graduated | Degree/Diploma |
|--------------------------------|-------------|----------|----------------|----------------|
| Highschool                     |             |          |                |                |
| College/University             |             |          |                |                |
| Graduate School                |             |          |                |                |
| Business/<br>Vocational School |             |          |                |                |
| Other                          |             |          |                |                |

## Education and Training

Please list any additional training or schooling that you have attended.

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Please list any relevant licenses or certifications you currently obtain.

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## Employment History

|   |                   |
|---|-------------------|
| Employer #1 Name:                         |                   |
| Dates of Employment:                      |                   |
| Supervisor Name and Contact Phone number: |                   |
| Job Title:                                |                   |
| General Description of Duties:            | <hr/> <hr/> <hr/> |
| Reason for Leaving:                       | <hr/> <hr/> <hr/> |

# **EDMUNDS COUNTY SHERIFF' S OFFICE**

## **Employment History**

|  |                   |
|--|-------------------|
| <b>Employer #2 Name:</b>                         |                   |
| <b>Dates of Employment:</b>                      |                   |
| <b>Supervisor Name and Contact Phone number:</b> |                   |
| <b>Job Title:</b>                                |                   |
| <b>General Description of Duties:</b>            | <hr/> <hr/> <hr/> |
| <b>Reason for Leaving:</b>                       | <hr/> <hr/> <hr/> |

|  |                   |
|--|-------------------|
| <b>Employer #3 Name:</b>                         |                   |
| <b>Dates of Employment:</b>                      |                   |
| <b>Supervisor Name and Contact Phone number:</b> |                   |
| <b>Job Title:</b>                                |                   |
| <b>General Description of Duties:</b>            | <hr/> <hr/> <hr/> |
| <b>Reason for Leaving:</b>                       | <hr/> <hr/> <hr/> |

|  |                   |
|--|-------------------|
| <b>Employer #4 Name:</b>                         |                   |
| <b>Dates of Employment:</b>                      |                   |
| <b>Supervisor Name and Contact Phone number:</b> |                   |
| <b>Job Title:</b>                                |                   |
| <b>General Description of Duties:</b>            | <hr/> <hr/> <hr/> |
| <b>Reason for Leaving:</b>                       | <hr/> <hr/> <hr/> |

# **EDMUNDS COUNTY SHERIFF' S OFFICE**

## **Employment History**

|  |                   |
|--|-------------------|
| <b>Employer #5 Name:</b>                         |                   |
| <b>Dates of Employment:</b>                      |                   |
| <b>Supervisor Name and Contact Phone number:</b> |                   |
| <b>Job Title:</b>                                |                   |
| <b>General Description of Duties:</b>            | <hr/> <hr/> <hr/> |
| <b>Reason for Leaving:</b>                       | <hr/> <hr/> <hr/> |

## **Job Description and Qualifications**

### **JOB OVERVIEW:**

Join a dedicated team that plays a vital role in the safety and security of our correctional facility. As a Correctional Officer/Jailor you will be responsible for maintaining the order, enforcing the rules, and ensuring the well-being of the inmates housed in our facility. We are looking for disciplined and responsible individuals to employ in our facility.

### **RESPONSIBILITIES:**

- Monitor inmate activities and ensure safety protocols are followed
- Conduct regular security checks
- Enforce rules and regulations within the facility
- Respond to incidents and emergencies as needed.
- Escort inmates both in and out of the facility as required
- Complete reports and maintain accurate records
- Assist other jail staff to ensure smooth operation in the facility.
- Utilize a CAD system and a security system for doors, cameras, and other facility access utilities.
- Maintain records of property issued, collected, or kept in stock within the facility.
- Performs other related duties as directed by a supervisor.

# **EDMUNDS COUNTY SHERIFF' S OFFICE**

## **Job Description and Qualifications**

### **MINIMUM QUALIFICATIONS:**

- Must possess a High School Diploma or GED
- Must be 18 years of Age
- Must possess a valid drivers license
- Must be willing and able to work a variety of shifts and hours including days, nights, weekdays, weekends, and holidays.
- Adequate mental and physical capacity to perform assigned duties in an efficient and safe manner.
- The ability to comprehend and follow complex oral and written instructions during emergency situations.
- Able to complete numerous tasks simultaneously and accurately during emergency situations.
- Maintain a professional working relationship with a variety of public and private agencies as well as the public in general.
- Skill in making decisions in high pressure and emergency situations.
- Skill in critical thinking, decision-making, and conflict resolution.
- Ability to remain calm and composed in a high stress situation.
- Prior experience in a correctional facility, law enforcement, or military is preferred but not mandatory.
- CPR certified is preferred but not required upon hire.

### **PHYSICAL DEMANDS:**

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.

- While performing the duties of this job, the employee is regularly required to be standing and or walking for extended periods of time.
- The employee frequently is required to move materials around the facility for stock, storage, cleaning, etc.
- The employee is to be occasionally required to run if an emergency arises.
- The employee must regularly lift and/or move up to 50 pounds.
- Physically fit enough to restrain and individual if needed.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.
- Possess the ability to hear and to talk clearly.

# **EDMUNDS COUNTY SHERIFF' S OFFICE**

## **BENEFITS:**

- This position offers a competitive benefits package including health, dental, life, and retirement.

Edmunds County Sheriff's Office is a proud equal opportunity employer.

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## **Pre-Employment Agreement**

I understand and agree that:

1. If I misrepresent or deliberately leave out a fact in my application, I may be refused employment, or if employed, I may be terminated.
2. The County has my authorization to thoroughly investigate my work, medical, and personal history that is job related. I will hold no person, corporation, or organization liable for giving or receiving information in this investigation.
3. In consideration of my employment, I agree to conform to the rules and regulations of the County, and I understand that no representative of the County has any authority to enter into any agreement, oral or written, for employment for any specified amount of time or to make any agreement or assurances contrary to this policy.
4. Any doctor, hospital, or testing laboratory may conduct medical tests and I hereby give consent to having all information released necessary for the County to determine my abilities to perform job duties now or in the future.
5. Passing the pre-employment physical examination including a drug and alcohol screening test may be a prerequisite for qualifying for employment. If a job offer is made, I understand it is conditioned on this requirement. Failure to provide accurate medical information will be grounds for dismissal.
6. The County is an equal opportunity employer. The County does not discriminate and no question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state, or federal law.
7. If employed, I understand that my employment is for no definite amount of time and if terminated, the County is liable only for wages, salary, and benefits earned as of the date of termination.
8. I understand that employment shall not be deemed complete until a probation period of one year has elapsed as a new employee or a six-month probation period for a promotion transfer.
9. I have read and agree to the above and hereby certify that the facts I have provided in my employment application are true and complete.
10. The application is current and active for only the position applied for and it will be necessary for me to fill out a new application for other positions that may be available.

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Signature of applicant

date