

# WEBER COUNTY CORRECTIONAL FACILITY

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Volume

## ADMINISTRATION

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Chapter

### JB 03 - CORRECTIONS OFFICERS

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JB 03/01.00 **GENERAL**

JB 03/01.01 **Purpose**

The purpose of this chapter is to provide policy, rationale and procedure for defining qualifications required to apply for a position as a Corrections Officer and for the application and screening process.

JB 03/01.02 **Cross Reference**

UJS B.03

Weber County Human Resources

JB 03/01.03 **Definitions**

**WCCF** Weber County Correctional Facility

**WCSO** Weber County Sheriff's Office

JB 03/02.00 **CORRECTIONS OFFICERS**

JB 03/02.01 **Policy**

It is the policy of the WCCF that persons applying for the position of Corrections Officer within the Weber County Sheriff's Office shall:

- A. meet minimum qualifications as defined in this chapter;
- B. meet minimum qualifications required by Weber County Human Resources; and
- C. successfully pass a background investigation to be conducted by the WCSO.

JB 03/02.02 **Rationale**

- A. The qualifications included in the chapter are required by State law.
- B. Background investigations of applicants are required by State law.

JB 03/02.03 **Procedure: Corrections Officers Qualifications**

- A. To qualify for consideration of the position of Corrections Officer within the WCSO, applicants shall:
  - 1. be a citizen of the United States;
  - 2. be 21 years of age;
  - 3. be a high school graduate;
  - 4. not have been convicted of a crime for which the applicant could have been punished by imprisonment in a federal or state penitentiary;
  - 5. have demonstrated good moral character as determined by a background investigation; and
  - 6. be free of physical, emotional, or mental condition that might adversely affect the performance of required duties.

JB 03/02.04 **Procedure: Screening Applicants**

- A. **Screening Applicants**
  - 1. Elements of the screening process for new applicants include, but may not be limited to:

- a. Weber County Employment Application;
- b. completion of a WCSO background packet and investigation;  
and/or
- c. personal interviews.

B. Background Investigations

- 1. A WCSO staff member shall be designated by the Sheriff to conduct background investigations.
- 2. Applicants shall successfully pass a WCSO background investigation prior to being hired and/or referred for admission to an approved Corrections Academy.
- 3. Background investigations may consider all convictions obtained in this state or other jurisdiction, including a conviction which has been expunged, dismissed, or treated in a similar manner.

JB 03/03.00 **LEARNING OBJECTIVES**

Staff shall demonstrate an understanding of:

- A. the minimum qualifications required to function as a corrections officer;
- B. what types of specialized training is required; and
- C. who shall conduct background investigations prior to hiring an applicant.