

APPLICATION AND SELECTION PROCESS LOUISVILLE METRO CORRECTIONS DEPARTMENT

The Louisville Metro sworn and non-sworn staff members strive to provide a safe and secure environment and uphold the constitutional and civil protection of persons incarcerated within our walls. Our purpose is simple... *We provide secure incarceration for those committed to our care, custody, and control.*

Louisville Metro Corrections is looking for people who enjoy working with people to join our team. The application and selection process includes many steps designed to fully examine the applicant's abilities and interests in the field of corrections. The following information is provided so that you may know exactly what is expected of an applicant.

The Corrections Department is an adult detention institution classified as a "mega-jail" consisting of multiple facilities located in downtown Louisville Kentucky.

APPLICATION REQUIREMENTS

You must qualify as an applicant before you can be considered. To be qualified as an applicant, you must first complete an online application at:

<http://www.mycareernetwork.com/clientResumeMgr/jobDetails.asp?jid=74128&cid=696> Those completing an application will be scheduled for a mandatory tour of the facility and a written test. At the written test, candidates will be required to provide the following documents:

A. Documents

- Verification of education, birth date, driver's license and DD214 (if former military). You must bring these with you to the written test. See "B" below for details.
- Completed Louisville Metro Corrections Department Supplemental Application Form. This form is provided to you at the written test.
- Completed "Temperament Assessment" Form. This form is provided to you at the written test.

B. Acceptable Forms of Verification

➤ Education

High school graduation or its equivalent is the minimum level of education required for Louisville Metro Corrections Officers. The following are acceptable documentations of your education. **Please do not submit original documents:**

- ✓ High school diploma;
- ✓ High school transcript;
- ✓ Letter from the Board of Education verifying your high school education; OR
- ✓ GED certificate from an approved state department of education with a certificate number affixed to the GED certificate.

➤ Birth

You must be 21 years of age at the time of the written test. A **copy** of one of the following documents is necessary to verify your age:

- ✓ Birth certificate;
- ✓ Passport; OR
- ✓ Notification of birth registration.

➤ Valid Driver's License

You must produce a valid driver's license before you take your written test.

SELECTION PROCESS

The phases of the selection process are outlined below. In addition to completing the selection process, all corrections recruits must also be eligible to obtain peace officer status and meet specific physical requirements. Along with being physically and morally fit, an officer is expected to be able to carry, fire, and maintain a firearm.

A. *Mandatory Tour of the Facility*

You will be taken on a tour of the facility by Louisville Metro Corrections personnel.

B. *Written Exam*

The Louisville Metro Human Resources Department will schedule corrections officer applicants for a written examination. Applicants must bring a driver's license and **COPIES** of high school diploma/transcript or G.E.D. Certificate, birth certificate and DD214.

C. *Physical Agility Test*

Applicants who pass the written exam will be scheduled by the Corrections Department for the physical agility test. The physical agility test consists of an obstacle course and a weight push. A description of the physical agility requirements is included in this packet.

D. *Interview*

LMDC schedules applicant interviews for those who pass the physical agility test.

E. *Polygraph Examination*

Many applicants will be selected to take a polygraph examination. Questions posed during the examination will include any illegal drug activity, arrests, convictions, employment history and alleged false information provided on the employment application. Specific questions will be reviewed immediately prior to the examination.

F. *Background Investigation*

The Metro Corrections Identification Bureau will fingerprint corrections officer applicants, conduct a criminal history investigation, and review the applicant's driving record. Applicants who live outside of the Louisville/Jefferson County region are required to provide a record check from the county in which they reside during their interview. All felony and domestic violence convictions disqualify corrections officer applicants automatically (see attached "Notice Regarding Federal Firearms Act/Domestic Violence"). The background investigator or human resources representative will contact employers, neighbors, and professional and personal references.

G. *Medical Exam*

Applicants may be scheduled for a medical physical by the Corrections Department after completing the previously listed steps in the hiring process. The medical examination consists of vision and hearing tests, standard measure of height and weight, pulmonary function analysis, blood pressure and pulse rate, temperature and respiration, electrocardiograph, and other procedures including blood and urine tests, drug screening and general physical examination. A self-administered medical data history is also obtained.

H. *Psychological Exam*

Candidates who have completed all other phases of the hiring process and are selected to remain in the applicant pool will be scheduled for a psychological evaluation by the Corrections

Department. The psychological evaluation consists of two parts: 1) Candidates complete self-administered written tests; 2) A licensed psychologist will conduct interviews with the candidates based on the results of the written tests. The purpose of the psychological evaluation is to determine those candidates who are best suited to handle the stress of a correctional environment.

APPOINTMENT

Upon employment, recruits will attend an academy class at the Training Center located on Taylor Blvd. for nine weeks. Academy classes are held Monday through Friday 7:00 AM to 3:30 PM with some variation to allow for special exercises. After graduation, recruits will complete three weeks of on-the-job training while assigned to a field-training officer (FTO). Employee progress will be evaluated during a nine-month probationary period after academy graduation.

RESCHEDULING

Due to the expected applicant volume, we cannot make examination schedules for your convenience. Rescheduling requests are limited and must be made prior to the examination.

ADDRESS/CONTACT INFORMATION

We are on an extremely tight schedule and do not want you to miss hearing from us on any matter due to a name change, incorrectly addressed mail and/or wrong telephone number. Therefore, if your name, email address, address and/or phone number changes **before** you have taken the written exam, you can change your contact information in one of the following two ways.

If you applied online, you can change your information in our database by logging onto www.mycareernetwork.com with the email address and password you used when you applied. Once you have logged onto your account, you will be on the "Welcome" page. Click on "Edit Profile" under the MyAccount heading, make the necessary changes, and click on "Save Details" at the bottom of the screen.

If you submitted a paper application, you can change your information by contacting Jennifer Ruark at (502)574-3696 or Jennifer.Ruark@louisvilleky.gov.

If for any reason you no longer wish to be considered, we ask that you notify us in writing at Louisville Metro Human Resources, 517 Court Place, Louisville, KY 40202; e-mail Jennifer.Ruark@louisvilleky.gov; or fax (502) 574-1041.

If your contact information changes **after** you have taken the written exam, you will need to notify Sharon Franklin of the Corrections Department at (502)574-2168 or Sharon.Franklin@louisvilleky.gov.