

APPLICATION FOR EMPLOYMENT
Kaufman County Sheriff's Department
Detention Officer / LVN

Kaufman County Law Enforcement Center
Kaufman, Texas 75142

Instructions- Read Carefully

Please complete in full. Please PRINT your name. Other information may be in handwriting. False information is cause for rejection or dismissal. Employment is subject to applicant's satisfying County requirements as to character, employment references, and physical examination. The application becomes the property of the Kaufman County Sheriffs Department. All applications will be inactive after 30 days.

PERSONAL

Name _____
Last First Middle Initial

Present Address _____ City _____ State _____ Zip Code _____

Telephone Number _____ Were you previously employed by us? Yes No

Do you or your spouse have a relative employed by the County of Kaufman now? Yes No

If yes give name _____ Relationship _____ Department _____

Hiring Process

- Must meet all requirements as listed on the backside of this application
- Pre-employment examination (All applicants will be notified via the U.S. Mail as to the date of the examination, Examination are only scheduled as needed)
- Applicants must pass a background investigation
- Applicants must pass a oral interview board

Date _____ Signature of applicant _____

**** Attach resume with application ****

DETENTION OFFICER/LVN

1. Minimum educational requirements:
 - a. Maintain a valid Texas Vocational Nursing License;
2. **Be 21 years of age;**
3. Be fingerprinted and be subjected to a search of local, state and national records and fingerprint files to disclose any criminal record;
4. Never been or currently on court – ordered community supervision or probation for any criminal offense above the grade of a Class B Misdemeanor or a Class B Misdemeanor within the last ten years;
5. Not currently under indictment for any criminal offense;
6. Never been convicted of any offense above the grade of a Class B Misdemeanor or a Class B Misdemeanor within the last ten years;
7. Never been convicted of any family violence offense;
8. Is not prohibited by State or Federal law from operating a motor vehicle;
9. Is not prohibited by State or Federal law from possessing firearms or ammunition;
10. Be subjected to a background investigation and be interviewed prior to appointment by representatives of the appointing authority;
11. Be examined by a physician, selected by the appointing agency or employing agency, who is licensed by the Texas State Board of Medical Examiners. The physician must be familiar with the duties appropriate to the type of license sought and appointment to be made. The appointee must be declared in writing by that professional within 180 days before the date of appointment by the agency to be :
 - a. Physically sound and free from any defect which may adversely affect the performance of duty appropriate to the type of license sought; and
 - b. Show no trace of drug dependency or illegal drug use after physical examination, blood test, or other medical test;
12. Be examined by a psychologist, selected by the appointing or employing agency, who is licensed by the State Board of Examiners of Psychologists. The psychologist must be familiar with the duties appropriate to the license sought and appointment to be made. This examination may also be conducted by a psychiatrist. The appointee must be declared in writing by that professional to be in satisfactory psychological and emotional health to serve as the type of officer for which the license is sought within 180 days before the date of appointment by the agency. The examination must be conducted pursuant to professionally recognized standards and methods:
 - a. The commission may allow for exceptional circumstances where a licensed physician performs the evaluation of psychological and emotional health. This requires the appointing agency to request in writing and receive approval from the commission, prior to the evaluation being completed; and
 - b. The examination may be conducted by a qualified psychologist exempt from licensure by the Psychologist Certification and Licensing Act, Section 22, who is recognized under the exceptional circumstances;
13. Not have been discharged from any military service under less than honorable conditions including, specifically:
 - a. Under other than honorable conditions
 - b. Bad conduct
 - c. Dishonorable; or
 - d. Any characterization of service indicating bad character;
14. Not have had a commission license denied by final order or revoked, or have a voluntary surrender of license currently in effect;
15. Meet the minimum training standards and pass the commission licensing examination for each license sought;
16. Not violate any commission rule or provision of Occupations Code, Chapter 1701.
17. Complete In-service Training per State Board Requirements
18. Able to communicate effectively with very diverse inmate populations in a Non-biased, non-judgmental manner
19. Must be able to complete and pass Basic Jail Academy within one year of hire and maintain active license.

Employment Information

1. Starting Salary of \$39,000.00
2. Work 12 hour shifts. (6am-6pm or 6pm-6am)
3. Four (4) days on and four (4) days off rotation
4. Must be able to work holidays
5. Two (2) week vacation after 1 year of service
6. Eight (8) hours sick time accumulated per month
7. Must be able to pass pre-employment examination
8. Required to administer medications, treatments, assess emergencies, order supplies & medications, assist with doctor call, maintain and file inmate medical records. Must be able to assist and supervise medication officers.
9. Required to have direct and indirect contact with inmates. Will be required to assist with maintaining inmate and employee immunization programs and records