



# WYANDOTTE COUNTY SHERIFF'S OFFICE



## CORRECTIONAL SPECIALIST

Applications and instructions to applicants may be obtained in the Human Resources Department of the Unified Government of Wyandotte County/Kansas City, Kansas, 701 North 7<sup>th</sup> Street, Rm. 646, Kansas City, Kansas 66101 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Application packets may also be obtained by phone 913-573-5660, email [jobs@wycokck.org](mailto:jobs@wycokck.org), or on our website [www.wycokck.org](http://www.wycokck.org).

**Responsibilities Include:** The day to day operation of the county jail and provides charge and custody of the Adult Detention facility. Successful interaction with inmates, enforces the rules and regulations of the Wyandotte County Detention Center, and ensures the rights of inmates are protected under the Constitution of the United States. Housing consists of minimum- and maximum-security levels. The Wyandotte County Sheriff's Office is a full-service law enforcement agency. The Correction Specialist is an unarmed, non-union position.

**Minimum Qualifications:** Applicant must possess a High School Diploma or GED, 18 years of age by date of hire. Valid Driver's license, United States Citizen, no misdemeanor convictions involving moral character, perjury or false statements as outlined in the Kansas Statute (KSA 74-5605) and no chronic record of misdemeanors, felony convictions, or convicted of certain domestic violence related offenses. The approximate starting salary is \$3047.20 per month.

Testing for the position of Correctional Specialist will be conducted on a monthly basis. Applicants sitting for the written examination are required to score 70% or above and pass the physical agility within 1:38 seconds in order to proceed in the process. Applicants are required to apply along with required documentation prior to the testing deadline to reserve a seat. Seats are limited to 15 per test dates. Confirmation of test location and time will be provided to the applicant at time of application. Testing dates are subject to change. Failure to attend any portion of the testing will result in disqualification.

Deadline to Apply	Agility Test & Preliminary Interviews
12/29/2021	1/20/2022
1/26/2022	2/17/2022
2/23/2022	3/17/2022
3/23/2022	4/21/2022
4/27/2022	5/19/2022
5/25/2022	6/16/2022
6/29/2022	7/21/2022
7/27/2022	8/18/2022
8/31/2022	9/22/2022
9/28/2022	10/20/2022
10/26/2022	11/17/2022
11/30/2022	12/22/2022
12/28/2022	1/19/2023

The completed application must be returned with the following ORIGINAL documents:

**\*\*INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED\*\***

- Birth Certificate – Official State Certified Copy (Age 18 by date of hire)
- Valid Driver's License
- High School Diploma or GED
- DD-214 – Long form which specifies type and reason for discharge (If applicant has prior military service)
- Pre-Employment Questionnaire
- Applicants will be fingerprinted at time application is submitted
- Applicant should return application in person with original documents

**PLEASE NOTE: YOU MUST PRESENT THE ORIGINAL DOCUMENTS REQUIRED – COPIES WILL NOT BE ACCEPTED.  
HUMAN RESOURCES WILL COPY DOCUMENTS THAT ARE REQUIRED.**

Applicants applying for the position of Correction Specialist will be required to pass a written examination and physical agility examination. Applicants passing both the written and physical agility test will proceed to a board interview. Once a start date has been determined, a group of applicants will be selected to move forward to the background check and CVSA (Computer Voice Stress Analysis). Applicants selected for a conditional offer of employment will participate in post offer testing to include a psychological evaluation (which includes a written assessment and Clinical Assessment Interview with department psychologist) and physical and drug screen. Applicant must be a resident of Wyandotte County OR willing to relocate within 12 months from date of hire.

***The United Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.***



## WYANDOTTE COUNTY SHERIFF'S OFFICE



### CORRECTIONAL SPECIALIST

#### Instructions for Applicants

**To Obtain An Application:** Application packets may be picked up in the Human Resources Department of the Unified Government of Wyandotte County/Kansas City, Kansas, 701 North 7<sup>th</sup> Street, Room 646, Kansas City, Kansas 66101 between the hours of 8:00 a.m. and 5:00 p.m.(CST), Monday thru Friday. Application packets may also be obtained by phone 913-573-5660, email [jobs@wycokck.org](mailto:jobs@wycokck.org), or on our website [www.wycokck.org](http://www.wycokck.org).

Applicants applying for the position of Correctional Specialist must return the completed application with the following:

**\*\* Incomplete applications will not be accepted\*\***

- Birth Certificate – Official State Certified Copy (Age 18 by date of hire)
- Valid Driver's License
- High School Diploma or GED
- DD-214 – Long form which specifies type and reason for discharge (If applicant has prior military service)
- Pre-Employment Questionnaire
- Applicants will be fingerprinted at time application is submitted
- Applicant should return application in person with original documents

Please Note: You must present the *ORIGINAL* documents. Copies will not be accepted. Human Resources will make copies of documents that are required.

#### **WRITTEN EXAM:**

The written exam will take place on the third Thursday of each month at the Pierson Park Community Center. The exam will begin promptly at 9:00am; check-in will begin at 8:15am.

#### **PHYSICAL AGILITY:**

The Physical Agility will also take place on the third Thursday each month at the Pierson Park Community Center. The exam will begin promptly at 11:00 am. A voluntary session will be available from 10:30am – 11:00am. The voluntary session is highly recommended as applicants will be able to demonstrate the various obstacles of the physical agility.

For both written and physical agility components seating is very limited and reserved on a first come, first serve basis. Once you submit your completed application your space will be reserved for the next scheduled exam. Testing dates and times are subject to change. Complete applications must be submitted no later than the last Wednesday of the month prior to the scheduled written test.

Please review the Sheriff's Office grooming standards as well as disqualifiers. They are included in the application packet as well as posted on our website [www.wycokck.org](http://www.wycokck.org).

(This information is provided as a courtesy for the applicant and is not intended to be utilized for any other purposes)

*The United Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.*



# Wyandotte County Sheriff's Office



## Criminal Conviction Disqualifiers – Correctional Specialist

A person who has been convicted of any of the following crimes is disqualified from consideration for the position of Correction Specialist:

- A crime that would constitute a felony under the laws of this state.
- A misdemeanor crime of domestic violence, including a violation of domestic battery as provided by K.S.A. 21-3412a, prior to its repeal, or K.S.A. 21-5414, and amendments thereto, or any other misdemeanor under federal, state, or municipal law that has as an element the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim.
- Any other misdemeanor crime within five years preceding the date of application\* that reflects on the honesty, trustworthiness, integrity, or competence of the applicant, including (but not limited to) the following and any similar misdemeanor crimes committed in other jurisdictions:
  - (1) Vehicular homicide, as defined in K.S.A. 2011 Supp. 21-5406 and amendments thereto;
  - (2) Interference with parental custody, as defined in K.S.A. 2011 Supp. 21-5409 and amendments thereto;
  - (3) Interference with custody of a committed person, as defined in K.S.A. 2011 Supp. 21-5410 and amendments thereto;
  - (4) Criminal restraint, as defined in K.S.A. 2011 Supp. 21-5411 and amendments thereto;
  - (5) Assault or assault of a law enforcement officer, as defined in K.S.A. 2011 Supp. 21-5412 and amendments thereto;
  - (6) Battery, battery against a law enforcement officer, or battery against a school employee, as defined in K.S.A. 2011 Supp. 21-5413 and amendments thereto;
  - (7) Mistreatment of a confined person, as defined in K.S.A. 2011 Supp. 21-5416 and amendments thereto;
  - (8) Mistreatment of a dependent adult, as defined in K.S.A. 2011 Supp. 21-5417 and amendments thereto;
  - (9) Unlawful administration of a substance, as defined in K.S.A. 2011 Supp. 21-5425 and amendments thereto;
  - (10) Stalking, as defined in K.S.A. 2011 Supp. 21-5427 and amendments thereto;
  - (11) Criminal sodomy, as defined in K.S.A. 2011 Supp. 21-5504(a)(2) and amendments thereto;
  - (12) Sexual battery, as defined in K.S.A. 2011 Supp. 21-5505 and amendments thereto;
  - (13) Lewd and lascivious behavior, as defined in K.S.A. 2011 Supp. 21-5513 and amendments thereto;
  - (14) Endangering a child, as defined in K.S.A. 2011 Supp. 21-5601 and amendments thereto;

- (15) Contributing to a child's misconduct or deprivation, as defined in K.S.A. 2011 Supp. 21-5603 and amendments thereto;
- (16) Furnishing alcoholic liquor or cereal malt beverage to a minor, as defined in K.S.A. 2011 Supp. 21-5607 and amendments thereto;
- (17) Unlawful cultivation or distribution of controlled substances, as defined in K.S.A. 2011 Supp. 21-5705 and amendments thereto;
- (18) Unlawful possession of controlled substances, as defined in K.S.A. 2011 Supp. 21-5706 and amendments thereto;
- (19) Unlawfully obtaining and distributing a prescription-only drug, as defined in K.S.A. 2011 Supp. 21-5708 and amendments thereto;
- (20) Unlawful possession of certain drug precursors and paraphernalia, as defined in K.S.A. 2011 Supp. 21-5709 and amendments thereto;
- (21) Unlawful distribution of certain drug precursors and drug paraphernalia, as defined in K.S.A. 2011 Supp. 21-5710 and amendments thereto;
- (22) Unlawful abuse of toxic vapors, as defined in K.S.A. 2011 Supp. 21-5712 and amendments thereto;
- (23) Unlawful distribution or possession of a simulated controlled substance, as defined in K.S.A. 2011 Supp. 21-5713 and amendments thereto;
- (24) Unlawful representation that non-controlled substance is controlled substance, as defined in K.S.A. 2011 Supp. 21-5714 and amendments thereto;
- (25) Unlawfully hosting minors consuming alcoholic liquor or cereal malt beverage, as defined in K.S.A. 2011 Supp. 21-5608 and amendments thereto;
- (26) Theft, as defined in K.S.A. 2011 Supp. 21-5801 and amendments thereto;
- (27) Theft of property lost, mislaid, or delivered by mistake, as defined in K.S.A. 2011 Supp. 21- 5802 and amendments thereto;
- (28) Criminal deprivation of property, as defined in K.S.A. 2011 Supp. 21-5803 and amendments thereto;
- (29) Criminal trespass, as defined in K.S.A. 2011 Supp. 21-5808 and amendments thereto;
- (30) Criminal damage to property, as defined in K.S.A. 2011 Supp. 21-5813 and amendments thereto;
- (31) Giving a worthless check, as defined in K.S.A. 2011 Supp. 21-5821 and amendments thereto;
- (32) Counterfeiting, as defined in K.S.A. 2011 Supp. 21-5825 and amendments thereto;
- (33) Criminal use of a financial card, as defined in K.S.A. 2011 Supp. 21-5828 and amendments thereto;
- (34) Unlawful acts concerning computers, as defined in K.S.A. 2011 Supp. 21-5839 and amendments thereto;
- (35) Interference with law enforcement, as defined in K.S.A. 2011 Supp. 21-5904 and amendments thereto;
- (36) Interference with the judicial process, as defined in K.S.A. 2011 Supp. 21-5905 and amendments thereto;

- (37) Criminal disclosure of a warrant, as defined in K.S.A. 2011 Supp. 21-5906 and amendments thereto;
- (38) Simulating legal process, as defined in K.S.A. 2011 Supp. 21-5907 and amendments thereto;
- (39) Intimidation of a witness or victim, as defined in K.S.A. 2011 Supp. 21-5909 and amendments thereto;
- (40) Obstructing apprehension or prosecution, as defined in K.S.A. 2011 Supp. 21-5913 and amendments thereto;
- (41) False impersonation, as defined in K.S.A. 2011 Supp. 21-5917 and amendments thereto;
- (42) Tampering with a public record, as defined in K.S.A. 2011 Supp. 21-5920 and amendments thereto;
- (43) Tampering with a public notice, as defined in K.S.A. 2011 Supp. 21-5921 and amendments thereto;
- (44) Violation of a protective order, as defined in K.S.A. 2011 Supp. 21-5924 and amendments thereto;
- (45) Official misconduct, as defined in K.S.A. 2011 Supp. 21-6002 and amendments thereto;
- (46) Misuse of public funds, as defined in K.S.A. 2011 Supp. 21-6005 and amendments thereto;
- (47) Breach of privacy, as defined in K.S.A. 2011 Supp. 21-6101 and amendments thereto;
- (48) Denial of civil rights, as defined in K.S.A. 2011 Supp. 21-6102 and amendments thereto;
- (49) Criminal false communication, as defined in K.S.A. 2011 Supp. 21-6103 and amendments thereto;
- (50) Disorderly conduct, as defined in K.S.A. 2011 Supp. 21-6203 and amendments thereto;
- (51) Harassment by telecommunication device, as defined in K.S.A. 2011 Supp. 21-6206 and amendments thereto;
- (52) Criminal distribution of firearms to a felon, as defined in K.S.A. 2011 Supp. 21-6303 and amendments thereto;
- (53) Promoting obscenity or promoting obscenity to minors, as defined in K.S.A. 2011 Supp. 21-6401 and amendments thereto;
- (54) Promotion to minors of material harmful to minors, as defined in K.S.A. 2011 Supp. 21-6402 and amendments thereto;
- (55) Prostitution, as defined in K.S.A. 2011 Supp. 21-6419 and amendments thereto;
- (56) Promoting prostitution, as defined in K.S.A. 2011 Supp. 21-6420 and amendments thereto;
- (57) Patronizing a prostitute, as defined in K.S.A. 2011 Supp. 21-6421 and amendments thereto; or
- (58) A second or subsequent occurrence of driving under the influence, as defined in K.S.A. 8-1567 and amendments thereto.

K.S.A. 74-5602(j); K.S.A. 74-5605(b)(3); K.A.R. 106-2-2a(a).

\*A conviction for a crime in this category more than five years before the date of application, although not a disqualifier, will be considered in determining whether an offer of employment will be made to the applicant.

"Conviction" includes rendering of judgment by a military court martial under the uniform code of military justice, by a court of the United States, or by a court of competent jurisdiction in any state, whether or not expunged; and any diversion agreement entered into for a misdemeanor crime of domestic violence and any diversion agreement entered into on or after July 1, 1995 for a felony. K.S.A. 74-5605(d).

**This list is not inclusive. A candidate also may be disqualified if the totality of the circumstances indicates that he or she would not be suitable as a Correction Specialist.**



# Wyandotte County Sheriff's Office



## GROOMING STANDARDS

The following are some of the established appearance and grooming standards you should be aware of before applying for a position with the Wyandotte County Sheriff's Office. This is being provided for informational purposes only. These are not disqualifiers. The Wyandotte County Sheriff's Office is a paramilitary organization and members must maintain strict grooming standards.

- The hair will present a tapered appearance on the sides and back of the head. Hair will not protrude onto the forehead below the band of properly worn headgear. Ponytails, pigtails, rat tails, etc. are prohibited in order to minimize their use by an individual during a confrontation.
- The hair will not be cut or shaved so that any letters, wording, design, logo, symbol, etc. is visible.
- When combed, the hair will not fall over the ears or touch the collar except for closely cut hair at the back of the neck.
- Beards, goatees and other facial hair are now authorized and approved by the Sheriff. Beards and other facial hair are to be kept clean and well groomed. Beards shall not fall below the jaw line.
- Sideburns will be kept neatly trimmed. They will not extend below the lowest part of the ear lobe and will be of even width not to exceed 1 inch.
- Wigs or hairpieces will not be worn on duty except for cosmetic reasons to cover natural baldness or physical disfiguration. Under these conditions when a wig or hairpiece is worn, it will conform to prescribed requirements for hairstyles.
- Sworn and cadet female personnel in uniform will wear the hair in styles that permit the proper wearing of prescribed headgear.
  - In all cases, female employees will wear their hair in a style that does not conflict with or jeopardize an officer's safety. Styles such as pigtails, ponytails, rat tails and large bouffant hairstyles are not acceptable.
- Ear studs may be worn with the uniform by female employees only. Such items will be limited to one ear stud per ear. They will not be worn in the upper portion of the ear.
- Visible body piercing studs or simulated body-piercing studs, other than ear studs, are prohibited for both male and female employees.
- Fingernails will be kept clean, neatly trimmed and will not extend more than one-eighth inch (1/8") from the tip of the finger.
- The purpose of the following tattoo policy is to promote the uniformity of appearance, to maintain neutrality and the perception of neutrality amongst members of the public, to prevent discrimination or the perception of discrimination amongst members of the public, to encourage esprit de corps, foster discipline and to encourage public confidence in the position of Sheriff's Office employee.
- **No visible tattoos will be displayed on the face, head, neck, hands or arms. Visible tattoos on the arms will be covered by a long sleeve shirt or Department authorized sleeve.**