



# CHEBOYGAN COUNTY SHERIFF DEPARTMENT

**DALE V. CLARMONT**  
SHERIFF

870 S. Main St.  
Cheboygan, MI 49721

Brenda Beckwith  
Jail Administrator

TIMOTHY C. COOK  
UNDERSHERIFF

231-627-3155  
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Jodi Beauchamp  
Administrative Assistant

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## APPLICANT QUALIFICATIONS/PRE-EMPLOYMENT STANDARDS

Position Title: Corrections Officer

Department: Cheboygan County Sheriff's Department

\*Certain standards may be waived for applicants if they have successfully completed the requirements of MSCTC and LCOPAT and are currently working as a corrections officer in Michigan.

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### Local Correction Officer Pre-Service Eligibility Requirements

A Local Corrections Officer candidate must meet all pre-employment minimum hiring standards for a Local Corrections Officer contained within Public Act 125 of 2003 and those approved by the Michigan Sheriffs' Coordinating and Training Council (MSCTC), and in addition, must meet at least one (1) of the following requirements:

- a. Must successfully complete a 160 hour Local Corrections Officers Academy approved by the Council.  
*OR*
- b. Must graduate from an associate or baccalaureate degree program offered by an accredited institution of higher education which incorporates a 160 hour Local Corrections Officer Academy approved by the Council.  
*OR*
- c. If a military veteran, must provide a copy of their Military Discharge Long Form DD214, which demonstrates corrections experience received in the military the Council determines is equivalent to the Michigan standard for certification established under the authority of the Local Corrections Officers Training Act (Mich. P.A. 125 of 2003) and must successfully complete the 96 hour Re-Entry/Core Training program.

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- File a properly completed application packet
  - High School graduate or equivalent
  - Not less than 18 years of age
  - Are able to work in the United states
  - Possess a valid driver's license
  - Have no prior felony convictions
  - Any misdemeanor charges and convictions will be reviewed on a case-by-case basis for eligibility
  - Clean driving record-citations will be reviewed on a case-by case basis for eligibility
  - Must meet the employment standards as published by the Michigan Sheriff's Coordinating and Training Council (MSCTC)
  - Successful completion of the Local Corrections Officer Physical Ability Test (LCOPAT)
  - Pass medical health assessment by a licensed health care professional of the department's choosing
  - Pass a drug test, checking for the presence of illicit controlled substances, as per MSCTC standards
  - Pass the department's Oral Review Board. Possess good moral character.
  - Pass a department-conducted background investigation
  - Pass a fingerprint check
  - Pass a psychological evaluation
  - Conduct an interview with the Sheriff and staff for overall suitability for employment
  - Anyone hired will attend (if not through a degree which incorporates) the 160 hour Local Corrections Officer Academy
  - Ability to communicate effectively through oral, written and typing skills
  - Ability to work independently
  - Can be trained on and understand computer programs such as JMS to accurately and efficiently enter data
  - Ability to communicate with the public, other Sheriff Department employees and other County employees
  - Ability to verbally and physically control and communicate with inmates
  - Ability to train and utilize a taser



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- Ability to maintain a first responder and CPR or higher level of certification
- Ability to run and do some lifting, bending, climbing, reaching, overhead pushing and pulling
- Ability to perform the essential functions of the position
- Ability to attend mandated and in-service training any day of the week
- Ability to work ordered overtime and flexible schedules to include evenings, weekends and holidays

I have read and acknowledge the qualifications/pre-employment standards of a Corrections Officer.

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date: