

**BERKS COUNTY JAIL SYSTEM  
CORRECTIONAL OFFICER APPLICANT NOTIFICATION**

1. All applicants for correctional staff positions must meet the criteria outlined below to be considered for employment.
2. All applicants are alerted to the potential of death or serious bodily injury, which may be incurred in the performance of duties. In protecting life, maintaining order, and enforcing regulations, officers cannot compromise their responsibilities. Any matter of conscience which would prevent the proper performance of duties renders an applicant not suitable for employment.
3. Applicant's signature below acknowledges the applicant's receipt of this information and authorizes the specified background checks and testing as indicated.

**CORRECTIONAL OFFICER QUALIFICATIONS:**

1. Preferred 21 years of age or older – we will consider 18-20 years of age based on maturity and documented work experience
2. U.S. Citizen or legally eligible to work in the United States
3. High school diploma or equivalent
4. Valid PA Driver's License and current vehicle registration and inspection
5. No felony convictions or misdemeanors in the following offense categories: theft, drugs, morals, violence, or weapons.
6. Not presently serving probation or parole

**CONDITIONAL EMPLOYMENT:**

All employment is conditional pending the following:

1. Successful completion of designated probationary period
2. Successful completion of all required training, including but not limited to:
  - Berks County Jail System Academy
  - Additional 120 Hours training during first year of employment
  - Berks County Jail System firearms qualification
  - Berks County Jail System emergency equipment training

**APPLICANT SCREENING PROCESS:**

The applicant screening process consists of the following steps. You must successfully complete each step to move forward in the process.

1. Physical Assessment
2. Written Field Specific Testing
3. Personal Interview
4. Drug Screening
5. Criminal History Background Check
6. Physical Examination
7. Personal Reference Check
8. Verification of Education
9. Verification of Prior Employment
10. Written Psychological Examination
11. Oral Psychological Examination

**EMPLOYEE SEPARATION:**

1. Upon separation for any reason, staff members are responsible for returning issued items. i.e., uniforms, identifications, written materials, any equipment issued for use.
2. Failure to return issued items will result in the holding of final paycheck and disbursement of pension funds until such items are returned. Officers are advised that failure to return issued items may also result in criminal prosecution.