

## Department of Detention Facilities      Salary/Promotional Information

The entry-level position with the Anne Arundel County Department of Detention Facilities is a Detention Officer. Listed below are the minimum requirements and salary ranges for promotional opportunities through the rank of Detention Captain. Advanced career positions in the Department include: Assistant Correctional Facility Administrator, Facility Administrator and Superintendent. Specialized Assignments include the Special Operations Response Team (S. O. R. T.), Enzyme Multiplied Immunoassay Technique (E.M.I.T.) Drug Control Officer, Fire Transportation Unit.

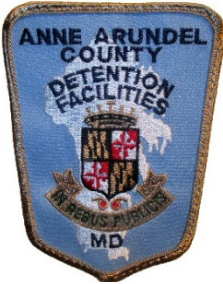
<u>Title/Position</u>	<u>Grade</u>	<u>*Salary Grade</u>	<u>Minimum Requirements</u>
Detention Officer	D-01	\$41,796.00- \$75,487.00	Graduation from high school; a minimum age of 18 at the time of appointment and a valid non-commercial Class C motor vehicle operator's license.
Detention Corporal	D-02	\$46,559.00- \$79,260.00	Graduation from high school; two years of experience as a Detention Officer for Anne Arundel County and a valid non-commercial Class C motor vehicle operator's license.
Detention Sergeant	D-03	\$55,628.00- \$94,700.00	Graduation from high school; three years of experience as a Detention Officer for Anne Arundel County or two years of experience as a Detention Officer for Anne Arundel County and one year of experience as a Detention Corporal for Anne Arundel County and a valid non-commercial Class C motor vehicle operator's license.
Detention Lieutenant	D-05	\$59,459.00- \$109,595.00	Graduation from high school; two years' experience as a Detention Officer for Anne Arundel County; one year of experience as a Detention Sergeant for Anne Arundel County and a valid non-commercial Class C motor vehicle operator's license.
Detention Captain	D-06	\$65,268.00- \$120,409.00	Minimum age of 18 at the time of appointment; preferred graduation from an accredited four-year college or university with major course in criminal justice, corrections of social science, considerable experience in an administrative support position in a criminal justice agency, a valid non-commercial Class C motor vehicle operator's license.

\*Salary Grade's Effective July 2018

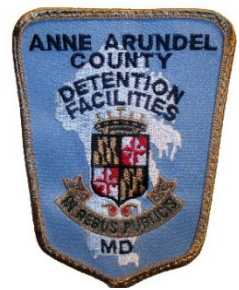
Anne Arundel County Department of Detention Facilities

Jennifer Road Detention Center, 131 Jennifer Road, Annapolis, MD 21401 | 410-222-7374

Ordnance Road Correctional Center, 600 E. Ordnance Road, Glen Burnie, MD 21060 | 410-222-6350



<p>-Health Plans</p> <ul style="list-style-type: none"> <li>• CareFirst EPO</li> <li>• Blue Choice Triple Option Access Plan</li> <li>• Blue Choice HMO Open Access</li> </ul> <p>-Dental Insurance</p> <ul style="list-style-type: none"> <li>• CIGNA Dental PPO ( Indemnity)</li> <li>• CIGNA Dental Care DMO</li> </ul> <p>-Vision Insurance</p> <ul style="list-style-type: none"> <li>• Eyemed</li> </ul> <p>-Employee Life Insurance</p> <ul style="list-style-type: none"> <li>• Term insurance of \$10,000 for employees at no charge</li> <li>• Ability to purchase supplemental &amp; Dependent Life Insurance</li> </ul> <p>-Life Insurance</p> <ul style="list-style-type: none"> <li>• Normal retirement after 20 years of service or age 50 and 5 years of service</li> <li>• Deferred Compensation Section 457 Plan</li> </ul>	<p>-Employee Assistance Program</p> <ul style="list-style-type: none"> <li>• Free, confidential counseling for employee and family members four times per year per problem per family member; also counseling on legal and financial issues; assistance in locating childcare and eldercare</li> </ul> <p>-Flexible Spending Accounts</p> <ul style="list-style-type: none"> <li>• Dependent Care Reimbursement</li> <li>• Health Care Reimbursement</li> </ul> <p>-Voluntary Benefits</p> <ul style="list-style-type: none"> <li>• Provides you an opportunity to enroll in any or all of the benefits listed below with the convenience of payroll deduction</li> </ul>
<p>-Direct Deposit</p> <p>-Credit Union</p> <p>-Holidays</p> <ul style="list-style-type: none"> <li>• 15 days provided as additional annual leave</li> </ul> <p>-Annual Leave</p> <ul style="list-style-type: none"> <li>• Less than 5 years-10 days</li> <li>• 5 years to less than 10 years-15 days</li> <li>• 10 years to less than 20 years-20 days</li> <li>• 20 years or more-25 days</li> </ul> <p>-Disability Leave</p> <ul style="list-style-type: none"> <li>• Accrual rate of 15 days per year</li> </ul>	<p>-Short Term Disability Income Protection</p> <p>-Long Term Care</p> <p>-Universal Life Insurance with long term care rider</p> <p>-United legal benefits</p>



## **ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES**

### **DETENTION CAREER SELECTION PROCESS**

#### **Written Examination**

All applicants who meet the minimum qualifications for the position will be invited to take the written examination. The written examination is conducted at various locations within Anne Arundel County.

All applicants must achieve a minimum score of 70% to pass the examination. Applicants who do not pass the exam may re-apply and take the exam in six months. Candidates who pass the exam will fill out a Preliminary Questionnaire. This form must be filled out and completed honestly. A Background Investigator will conduct an initial screening of the candidates upon successful completion of the written exam.

#### **Polygraph Examination**

The written exam score and the additional information provided will be evaluated by the Detention Officer Review Committee, who will then select the applicants who will proceed to the Polygraph Examination. An indication of deception on the polygraph will remove a candidate from consideration in this process.

#### **Background Investigation**

A Background investigation is performed on candidates who pass all of the above-mentioned components of the entry process. A background investigation requires candidates to fill out a lengthy Personal History Statement that must be notarized and turned into the Background Investigation Unit of the Department of Detention Facilities.

Candidates have an interview with an investigator to discuss all disclosures in the Personal History Statement. A comprehensive background investigation involves agency checks, criminal history checks, employment references and neighborhood checks.

Reasons for disqualification may include, but are not limited to: poor work history, poor driving record, and felony conviction, falsification of application or other documents, or any other disqualifying causes determined by the Department of Detention Facilities and or the Officer of Personnel.

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