



# Office of the Warden

MONROE COUNTY CORRECTIONAL FACILITY  
4250 MANOR DRIVE  
STROUDSBURG, PA. 18360-9415

570.992.3232 phone  
570.992.6258 fax

## MEMO

To: MONROE COUNTY CORRECTIONS APPLICANTS  
From: WARDEN EUGENE RUDDY  
Subject: APPLICATION PROCEDURE

The first step is to complete the attached application. The next step is to forward the completed application and any resume or other pertinent information to this office. Application materials may be mailed to the above address or personally delivered to the Monroe County Correctional Facility.

Your application will then be reviewed and, if necessary, filed for future reference. Applications will be kept on file for six (6) months.

When the next testing is scheduled, you will be contacted to arrange for the test.

Please make sure that all areas are completely filled in, including ***COMPLETE MAILING ADDRESSES FOR PRIOR EMPLOYMENT AND REFERENCES***. Addresses must also include house numbers with street names, and/or R.D. #s with their box numbers, and/or Post Office Box numbers and zip codes. **IF APPLICATIONS ARE NOT COMPLETED AS ABOVE, THEY WILL BE RETURNED TO YOU.**

If you have any questions regarding the above procedure, please contact this office.

**MONROE COUNTY CORRECTIONAL FACILITY  
SUPPLEMENT TO APPLICATION**

**CORRECTIONAL OFFICER**

Correctional Officers work under unique and demanding conditions. The job duties include potential danger of physical harm in the form of assaults by inmates or in quelling disturbances among them. Institutions must be staffed 24 hours a day, seven days a week. Correctional Officers may be assigned to any one of three working shifts. You should be aware of these conditions and be willing to accept them.

Meals, uniforms and parking are provided to those on duty.

You must complete and sign this form and submit it with your application. If you are unwilling to comply with any one of the eleven conditions of employment listed below, you will not be considered for the job of Correctional Officer.

**CONDITIONS OF EMPLOYMENT**

	<b><u>YES</u></b>	<b><u>NO</u></b>
1. Are you willing to work on any shift and to occasionally work overtime?	_____	_____
2. Are you willing to work on those weekends and holidays which occur during your normal work schedule?	_____	_____
3. Are you willing to comply with the Tobacco Free Policy which prohibits the use or possession of tobacco products and associated devices in the facility, its grounds, outbuildings and vehicles?	_____	_____
4. Are you willing and able to report for work under adverse weather conditions?	_____	_____
5. Are you willing to work locked-inside the facility unarmed and in direct contact with inmates?	_____	_____
6. Are you willing to take a medical examination?	_____	_____
7. Are you willing to undergo a background investigation?	_____	_____
8. Are you willing to submit to a drug screening?	_____	_____
9. Have you ever engaged in sexual abuse in a prison, lockup, community confinement facility, juvenile facility, or other institution?	_____	_____
10. Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, coercion, or if the victim did not consent or was unable to consent?	_____	_____
11. Have you been civilly or administratively adjudicated to have engaged in the activities described above?	_____	_____

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

TYPE OR PRINT NAME LEGIBLY: \_\_\_\_\_

## ***Supplement 2 for Application***

Applicants for the position of Correctional Officer will be automatically disqualified if any of the disqualification factors, as listed below, are evident.

1. Applicants must be at least 21 years of age at the start of employment.
2. Applicants must possess a high school diploma or a G.E.D. Certificate.
3. Criminal **conviction** of Misdemeanor-2 or higher.
4. Criminal **behavior**, regardless if arrested or detected, for admission by the applicant that would be graded as a Felony.
5. Criminal **behavior**, regardless if arrested or detected, for admissions by the applicant that would be graded as a Misdemeanor-1 within the past 10 years from date of application.
6. Any section listed in the Uniform Firearms Act, Brady Law and any other federal law and amendments prohibiting possession of a firearm.
7. Manufacturing of controlled substances.
8. Sale or delivery of controlled substances for any type of gain or profit.
9. Drug Admissions:
  - a. Usage of marijuana: No usage within the three years prior to filing an application. Usage prior to the age of 18 does not automatically disqualify a candidate. Zero tolerance for usage after the age of 25.
  - b. Usage of Schedule I, II, III drugs, excluding marijuana, non-prescribed Schedule II drugs and steroids as listed in the Controlled Substances, Drug, Device and Cosmetic Act (Act 64): No usage within the five years prior to filing an application. Usage prior to the age of 18 does not automatically disqualify a candidate. Zero tolerance for usage after the age of 25.
  - c. Usage of heroin, methamphetamine, LSD: Zero tolerance.
  - d. Abuse of medicinal prescription for the sole purpose of recreational use: Zero tolerance.
10. Driving Under the Influence (DUI) conviction one year prior to filing an application; two DUI convictions within seven years prior to filing an application; or any DUI charge after filing an application.
11. Any type of incarceration at the MCCF facility within seven years of filing an application.
12. Law Enforcement: Criminal activity, regardless of grading, while in a law enforcement position.
13. Intentional falsification or omission of information on the Formal Application for Employment.