



COPS HIRING APPLICATION

Attach Resume & Copies of Certifications

RUSSELL COUNTY, KY

EMPLOYMENT APPLICATION

PLEASE BRING COMPLETED APPLICATIONS TO THE JUDGE'S OFFICE AT THE OLD COURTHOUSE ROOM 205 OR EMAIL TO cmiller@russellcountyky.gov

Application Information

Full name: _____ Date: _____
Last First M.I.

Address: _____ Phone: _____
Street address Apt/Unit #

_____ Email: _____
City State Zip Code

Date Available: _____ S.S. no: _____ Desired salary: \$ _____

Position applied for: _____

Are you a citizen of the United States? Yes No

If no, are you authorized to work in the U.S.? Yes No

Have you ever worked for this company? Yes No If yes, when? _____

Have you ever been convicted of a felony? Yes No If yes, explain? _____

Education

High school: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

References

Please list three professional references.

Full name:	_____	Relationship:	_____
Company:	_____	Phone:	_____
Address:	_____	Email:	_____
Full name:	_____	Relationship:	_____
Company:	_____	Phone:	_____
Address:	_____	Email:	_____
Full name:	_____	Relationship:	_____
Company:	_____	Phone:	_____
Address:	_____	Email:	_____

Previous Employment

Company:	_____	Phone:	_____
Address:	_____	Supervisor:	_____
Job title:	_____	From:	_____ To: _____
Responsibilities:	_____		

May we contact your previous supervisor for a reference? Yes No

Company:	_____	Phone:	_____
Address:	_____	Supervisor:	_____
Job title:	_____	From:	_____ To: _____
Responsibilities:	_____		

May we contact your previous supervisor for a reference? Yes No



Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job title: _____ From: _____ To: _____

Responsibilities: _____

May we contact your previous supervisor for a reference? Yes No

Professional License or Membership

Type of License(s) Held: _____ State License Number: _____

License Exp. Date: _____ Other Professional Memberships: _____

(You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status, or any other protected status.)

Record of Conviction

During the last ten years, have you ever been convicted of a crime other than a traffic offence?

___Yes ___No

If yes, explain:

(A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.)

Disclaimer and signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

JOB Details

The **Russell County Judge Executive's Office**, on behalf of the **Russell County Sheriff's Department**, is accepting applications for the following position:

(1) Full-Time Career Law Enforcement Officer

Assignment: Russell County Hospital Security

Position Summary:

The Russell County Sheriff's Department is seeking a dedicated, professional full-time career law enforcement officer to be assigned to the **Russell County Hospital**. This position is intended to enhance public safety, reduce crime, and strengthen community policing efforts within a critical healthcare facility through a visible and proactive law enforcement presence.

This position is funded through the **U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) Hiring Program** for 36 months with a 12-month extension.

Primary Responsibilities Include:

- Provide a visible law enforcement presence and security at Russell County Hospital
- Respond to incidents, disturbances, and emergencies within the hospital campus
- Enforce local, state, and federal laws as applicable
- Assist hospital staff with safety-related matters, crisis response, and de-escalation
- Complete incident reports and required documentation in compliance with departmental and grant standards
- Coordinate with hospital administration, EMS, and other public safety partners
- Engage in community-oriented policing activities within the healthcare setting
- Promote a professional, calm, and compassionate approach consistent with a hospital environment

Essential Job Functions, Physical & Mental Requirements (ADA Compliant):

The essential job functions, physical demands, and mental/cognitive requirements described below are representative of those that must be met by an employee to successfully perform the duties of this position with or without reasonable accommodation, in accordance with the Americans with Disabilities Act (ADA).

Essential Law Enforcement Functions

- Enforce laws, maintain public safety, and respond to emergency situations
- Operate law enforcement vehicles, firearms, and standard law enforcement equipment
- Communicate effectively in person, by radio, and through written reports
- Make sound, lawful decisions under stressful, time-sensitive, and potentially dangerous conditions

Physical Requirements

- Ability to stand, walk, sit, run short distances, bend, kneel, and climb as required by duty assignments
- Ability to lift, carry, push, or pull objects or individuals up to approximately 50 pounds, with or without assistance
- Ability to physically restrain individuals when required, using approved law enforcement techniques

Mental & Cognitive Requirements

- Ability to maintain emotional stability and professional composure in high-stress, crisis, or emergency situations
- Ability to exercise sound judgment, impulse control, and ethical decision-making
- Ability to remain alert and focused for extended periods
- Ability to process information quickly, assess risk, and respond appropriately
- Ability to interact professionally and compassionately with individuals experiencing mental health crises, emotional distress, or substance impairment
- Ability to cope with exposure to traumatic events, medical emergencies, and emotionally challenging situations common in a hospital environment
- Ability to work with other law enforcement agencies

Minimum Qualifications:

- Must be a **certified law enforcement officer**
- Maintain required annual training as required by KY DOCJT and Russell County Hospital
- Must meet all employment requirements of the Russell County Sheriff's Department
- Valid Kentucky driver's license
- Ability to work flexible shifts including nights, weekends, and holidays as assigned by the hospital administrator
- Strong communication and interpersonal skills between law enforcement, hospital staff, and other law enforcement entities.

Preferred Qualifications:

- Prior experience in hospital, school, or facility-based law enforcement (not required)
- Veterans with law enforcement certification encouraged to apply
- Training or experience in crisis intervention, de-escalation, or community policing

Grant Compliance Notice (COPS Hiring Program):

This position is subject to all applicable **COPS Hiring Program requirements**, including but not limited to:

- Retention of the position for the full grant period
- Compliance with non-supplanting, reporting, and allowable cost provisions
- Continued employment contingent upon grant funding and satisfactory performance

Chain of Command & Supervision (Hospital Assignment)

The law enforcement officer assigned to the Russell County Hospital **derives all law enforcement authority from the Russell County Sheriff's Department** and shall remain a sworn deputy under the command, control, policies, and procedures of the Sheriff.

For day-to-day operations related to hospital security functions, the officer shall work **in coordination with and under the administrative supervision of the Hospital Administrator or designee.**

Administrative supervision by the hospital shall be:

- Daily scheduling and site-specific operational coordination

- Facility access, security protocols, and workplace expectations
- Administrative matters related to the hospital environment

All matters involving:

- Law enforcement authority
- Arrest powers
- Use of force
- Criminal investigations
- Discipline, performance evaluation, and training

shall remain **exclusively under the supervision and authority of the Russell County Sheriff's Department.**

Salary & Benefits:

Salary and benefits will be commensurate with experience and in accordance with **Russell County personnel policies** and applicable grant guidelines.

How to Apply:

Application Period:

Applications will be accepted beginning **January 26, 2026, and will remain open** until the position is filled.

Applications may be obtained from:

Russell County Judge Executive's Office

410 Monument Square, Suite 205
Jamestown, KY 42629

OR Request Application by email: smelton@russellcountyky.gov

For more information, contact:

Susan Melton

smelton@russellcountyky.gov
270-343-2112

Return Completed Application along with Resume & Copies of All Certificates to:

Russell County Judge Executive's Office

ATT: Susan Melton

COPS Employee APPLICATION

410 Monument Square, Suite 205
Jamestown, KY 42629

Equal Opportunity & ADA Statement: Russell County Fiscal Court and the Russell County Sheriff's Department are Equal Opportunity Employers and comply with the Americans with Disabilities Act (ADA). Qualified individuals with disabilities are encouraged to apply.