

**POSITION DESCRIPTION
COUNTY OF JASPER, INDIANA**

POSITION: Correctional Officer
DEPARTMENT: Sheriff/Jail
WORK SCHEDULE: Hours as assigned
JOB CATEGORY: POLE (Protective Occupations, Law Enforcement)

DATE WRITTEN: April 1999
DATE REVISED: July 2011

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Jasper County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Correctional Officer for the Jasper County Sheriff/Jail, responsible for maintaining security and order in the jail facility.

DUTIES:

Maintains interior and exterior security of facility, including classifying inmates, monitoring surveillance cameras, door controls, meals and visitors, and conducting patrols. Maintains accurate accounting of all detainees. Inspects facility for damage and repairs as needed.

Performs booking procedures of individuals being detained, including photographing/videotaping, fingerprinting, entering information on computer, receiving and receipting money and personal property, and ensuring detainees are properly showered, changed into jail clothing, and searched for weapons and other contraband.

Performs bonding procedures, including completing required forms, receiving and receipting bond money, returning personal belongings, and releasing detainees.

Escorts detainees to/from recreation, visitation, library and meetings in the jail facility, and transports detainees to/from various locations, such as courts, medical appointments, Department of Corrections and other detention facilities. Periodically transports individuals to mental health or other care facilities as ordered by court.

Issues/monitors prescribed medications according to physician's orders, and ensures detainees receive proper medical attention as needed. Administers random drug tests as required.

Receives/distributes, examines, and logs incoming/outgoing mail and personal items for detainees. Conducts routine "shakedowns" of all cells and dormitories for contraband, and prepares written report of findings.

Ensures compliance with facility rules and regulations, and records and reports inappropriate behavior to appropriate department personnel. Properly secures and/or physically restrains violent and uncontrollable detainees as situations demand.

Supervises and directs activities of Sheriff Trustees, such as serving meals and doing laundry, including making work assignments and ensuring proper accomplishment of duties.

Maintains various records on logs and/or computer, and prepares and submits required reports according to department deadlines.

Answers telephone and greets visitors, providing information and assistance, giving tours, taking messages and/or directing to appropriate individual or department. Responds to inquiries regarding individual detainees and Sheriff activities.

Serves various legal documents as assigned, such as summonses, court orders to appear, and notices of hearings, including delivering returned documents to appropriate individuals/departments as required. Provides courtroom security as assigned.

Performs cleaning duties as assigned, including emptying trash from offices, vacuuming/sweeping/mopping offices, halls, empty cells, and cat walks, cleaning windows and bathroom, and stocking supplies in restroom facilities.

Periodically attends meetings and training sessions as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED and successful completion of Indiana Law Enforcement School for Corrections Officers. Possession of/or ability to obtain first aid/CPR certification.

Possession of or ability to obtain Handgun/Firearms certification by obtaining a passing score in the Handgun Course of Fire and Shotgun Course of Fire, as required by the standards of the Indiana Law Enforcement Training Board.

Working knowledge of and ability to follow and make practical application of customary practices, procedures, rules, regulations and personnel policies of the department, and ability to obey all written and oral orders/directives from department superiors.

Working knowledge of and ability to properly use all assigned department uniforms and/or equipment, including computer, printer, typewriter, calculator, breathalyzer, camera, fingerprint equipment, intercom system, radio, telephone, surveillance/monitoring and video cameras, hand gun, tear gas, handcuffs, leg irons, pepper spray, restraints, and electric locking devices.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare required forms and reports within department deadlines.

Ability to supervise and direct activities of Sheriff Trustees, such as serving meals and doing laundry, including making work assignments and ensuring proper accomplishment of duties.

Ability to appropriately receive, secure and account for articles received in evidence, personal belongings of detainees and monies.

Ability to meet all department hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Ability to physically perform the essential duties of the position, including, but not limited to, sitting and walking at will, walking/standing and/or sitting for long periods, lifting objects weighing more than 50 pounds, crouching/kneeling, bending at waist, close and far vision, reaching, handling/ grasping/fingering objects, hearing sounds/communication, and physically restraining detainees during emergency situations.

Ability to deal swiftly, rationally and decisively with potentially violent individuals in precarious situations and perform duties despite the stress of potential injuries and/or loss of life to self and/or others. Ability to de-escalate volatile situations by means of conversation/negotiation.

Ability to effectively listen, comprehend and communicate with co-workers, detainees and their family members, other law enforcement agencies, Department of Corrections, and the public by intercom, radio, telephone or in person, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

Ability to work alone or with others in a team environment with minimum supervision.

Ability to occasionally work evening, weekend, irregular and/or extended hours and occasionally travel out of town to transport detainees, sometimes overnight.

Possession of a valid driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs standard, recurring duties according to well-established department policies and procedures, with work priorities primarily determined by supervisor. Incumbent selects applicable methods and takes authoritative action in response to situational demands. Incumbent's work is primarily reviewed through direct observation by supervisor for compliance with department policies and procedures. Errors in decisions or work are usually prevented through procedural safeguards, are detected by supervisory review, and may lead to endangerment of self and/or others.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, detainees and their family members, other law enforcement agencies, Department of Corrections, and the public for a variety of purposes, including exchanging information, explaining policies and procedures, and supervising detainees. Incumbent's work frequently involves non-routine problem-solving to gain cooperation of law offenders in situations that may jeopardize the safety of the public, co-workers and/or incumbent.

Incumbent reports directly to Chief Correctional Officer.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a jail facility and occasionally in a vehicle transporting detainees, involving sitting/walking at will, walking/standing and/or sitting for long periods, lifting/carrying objects weighing more than 50 pounds, crouching/kneeling, bending at waist, close/far vision, reaching, handling/grasping/fingering objects, hearing sounds/communication. Incumbent is frequently exposed to the hazards associated with jail operations, such as potentially violent individuals and communicable disease. No prolonged extreme physical demands are associated with normal duties or assignments, but incumbent may exert strenuous physical effort during emergency situations, such as running distances under one mile and/or physically restraining detainees. Incumbent must perform duties despite the stress of potential injury and/or loss of life to self and/or others.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Correctional Officer for the Sheriff/Jail describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee signature

Date

Print or Type Name