POSITION DESCRIPTION
COUNTY OF PERRY, INDIANA

POSITION: **Jail Officer**
DEPARTMENT: **Jail**
WORK SCHEDULE: **Hours as scheduled**
JOB CATEGORY: **POLE (Protective Occupations, Law Enforcement)**

DATE WRITTEN: December 2008 **STATUS: Full-time**
DATE REVISED: **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. Perry 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 Jail Officer for the Perry County Jail, responsible for maintaining security and order in the jail facility.

DUTIES:

Enforces local, state and federal laws by implementing effective policy to protect the lives and property of the people.

Maintains interior security of jail facility, including monitoring door controls, continually monitoring location of Jail Officer on floor duty in secure area, monitoring detainee activities, conducting patrols, and locking/unlocking external security doors and cells. Maintains accurate accounting of all detainees, conducting periodic cell checks, roll calls, and head counts of detainees in assigned areas.

Performs booking procedures of individuals being detained, including photographing, fingerprinting, entering required information in computer, completing required forms and intake reports, receiving and receipting money and personal property, and searching detainees for weapons and contraband. Registers sex offenders as required.

Performs bonding procedures, completing required forms, receiving and receipting bond money, writing checks to County Clerk, returning personal belongings and releasing detainee.

Oversees detainees in allowable activities, such as telephone calls, commissary purchases, counsel, and family visitations.

Distributes daily meals and ensures all trays are removed from cellblocks. Ensures personal hygiene of detainees and cleanliness of cell areas, accounting for all cleaning supplies and equipment issued to detainees.

Provides detainees with prescribed medications according to orders of physician. Follows department procedures to ensure detainees receive proper medical attention.

Ensures compliance with facility rules and regulations, including recording and reporting inappropriate behavior to appropriate Department personnel and taking necessary action to correct any problems that arise. Properly secures and/or physically restrains violent and uncontrollable detainees as situations demand.

Transports and/or escorts individuals detained by the County to various locations, such as Court, Department of Corrections, medical facilities/hospitals, recreation, library, and other meetings and activities.

Responds to inquiries from family members, attorneys, and members of the general public regarding visitation and status of individual detainees.

Responds to detainee grievances following established chain of command procedures.

Maintains and updates institution logs, incident reports, daily activity reports, booking/release records, and medical records. Submits all reports and summaries of activities according to established Department deadlines.

Answers telephone and greets visitors, including logging all calls and visitors, providing information and assistance, taking messages or directing calls/visitors to more appropriate individual or department.

Receives, sorts and logs incoming and outgoing mail and personal items for detainees as required.

Attends seminars and in-service training as required.

Occasionally responds to emergencies on a 24-hour basis.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Completion of Indiana Law Enforcement Academy for Correctional Officers.

Possession of or ability to obtain First Responder/CPR certification.

Must be at least 21 years of age.

Ability to meet all departmental hiring and retention requirements, including passage of a written exam.

Thorough knowledge of and ability to make practical application of the customary practices, procedures, rules and regulations of the Department, and take authoritative action as situations demand.

Working knowledge of and ability to use all assigned Department uniforms and equipment, including computer, calculator, radio, camera, fingerprint equipment, intercom system, security panels, video monitoring, and fire suppression devices.

Working knowledge of standard English grammar, spelling and punctuation, and ability to complete required reports within Department deadlines.

Working knowledge of universal health precautions and bloodborne pathogens control, and ability to apply such knowledge to protect oneself against infection.

Working knowledge of radio frequencies, codes, and procedures and ability to speak clearly and distinctly, hear and be heard and understood when communicating in person, by radio, or by telephone.

Ability to obtain and apply knowledge of applicable local, state, and federal laws, codes, ordinances, and accepted police procedures.

Ability to appropriately receive, maintain, and account for detainee articles received.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, and take authoritative action applying appropriate discretion and common sense.

Ability to perform essential functions of the position without posing a direct threat to the health and safety of self and other individuals in the workplace.

Ability to effectively communicate with co-workers, other County departments, Department superiors, other law enforcement agencies, courts, detainees, and members of the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

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

Ability to competently serve the public with diplomacy and respect, including occasional encounters with violent/irate persons.

Ability to understand, memorize, retain, and carry out verbal or written directives, make determinations, and present findings in oral or written form.

Ability to compare or observe similarities and differences between data, people or things.

Ability to perform arithmetic calculations quickly and accurately.

Ability to compile, analyze and evaluate data, make determinations, and take action based on data analysis.

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

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to apply knowledge of people and locations and plan/layout assigned work projects.

Ability to work extended, irregular, evening and/or weekend hours, and occasionally travel out of town for training and prisoner transports, but not overnight.

Ability to occasionally respond to emergencies on a 24-hour basis.

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

II. RESPONSIBILITY:

Incumbent performs duties according to established Departmental policies and procedures, making independent decisions and taking authoritative action in response to situational demands. Work is subject to frequent inspection, with errors primarily detected or prevented through procedural safeguards and supervisory review. Undetected errors could lead to endangerment to self/others and have adverse effects upon Department operations.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, Department superiors, other law enforcement agencies, courts, attorneys, detainees, and members of the public for purposes of exchanging information and explaining policies and procedures.

Incumbent reports directly to the Jail Commander.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a jail and is regularly exposed to the normal hazards associated with detention centers. Incumbent is required to wear protective clothing and equipment. Regular duties involve sitting/walking at will, standing/walking for long periods, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, close/far vision, color/depth perception, keyboarding, speaking clearly, hearing sounds/communication, handling/grasping/fingering objects, and occasionally restraining detainees during emergency situations.

Incumbent may work extended, evening and/or weekend hours, occasionally travel out of town for prisoner transports and training, and respond to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Jail Officer for the Perry County 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