

**POSITION DESCRIPTION
COUNTY OF BARTHOLOMEW, INDIANA**

POSITION: Civilian Correctional Officer
DEPARTMENT: Jail
WORK SCHEDULE: As assigned
JOB CATEGORY: POLE (Protective Occupations, Law Enforcement)

DATE WRITTEN: April 1992

STATUS: Full-time

DATE REVISED: July 2000, March 2016

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. Bartholomew 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 Civilian Correctional Officer for the Bartholomew 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.

Performs booking procedures of individuals being detained by photographing, fingerprinting and entering required information into computer terminal; receiving and receipting all money and personal property; and assuring detainees are properly showered, changed into jail clothing, and searched for weapons and other contraband.

Performs bonding procedures by completing required forms, receiving and receipting bond money, writing check to Clerk of the Courts, returning personal belongings and releasing detainee.

Maintains Central Control, including monitoring numerous surveillance cameras, entering and retrieving data from computer, opening and closing security doors and gates, and answering telephone calls.

Performs tower duties, including observing detainees for inappropriate behavior, opening and closing cell block doors, logging and releasing detainees for recreation, visitation, and other various other functions, and overseeing the provision of meals, medication, and cleanliness of individual cells.

Maintains security within in-house court room by monitoring conduct of detainees and public during court hearings and trials.

Transports detainees to and from various locations such as courts, Department of Corrections, medical appointments, and hospitals.

Escorts detainees for appearances in court, recreation, visitation, library, and other meetings and activities.

Provides detainees with daily meals, assuring all trays, cups and spoons are properly removed from cell block.

Issues prescribed medications according to standing physicians orders. Follows appropriate procedures to assure proper medical attention to detainees.

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

Conducts routine "shakedowns" of all cells and dormitories for contraband, and prepares written report of findings.

Ensures compliance with facility rules and regulations, and reports all unusual and/or unruly activity to appropriate department staff officer. Properly secures and/or physically restrains violent and uncontrollable detainees as situations demands.

Ensures proper medical care/treatment of detainees, including, but not limited to, making doctor appointments, picking up prescribed medications, transporting detainees to medical facilities, tracking past medical history of detainees and maintaining all detainee records and documents.

Supervises and directs daily activities of detainee worker's, including making work assignments, and assuring proper accomplishments of duties.

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

Prepares and submits to superiors all required reports and summaries of activities according to established department deadlines.

Responds to detainee grievances following established chain of command procedures.

Periodically attends seminars and in-service training, as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Must be at least 18 years of age.

Completion of Indiana Law Enforcement Academy for Correctional Officers and ability to qualify annually by obtaining a passing score in the Handgun Course of Fire, as required by the standards of the Indiana Law Enforcement Training Board.

Ability to meet all employer and department hiring requirements, including passage of a drug test and polygraph exam.

Knowledge of and ability to make practical application of the customary practices, procedures, rules and regulations of the department to maintain effective jail operations.

Knowledge of the standard practices and procedures in administering first aid and ability to be certified in CPR.

Knowledge of and ability to effectively use all assigned department uniforms and/or equipment, including computer terminal and printer, intercom system, radio, telephone, security cameras, and electric locking devices.

Knowledge of standard English grammar, spelling and punctuation, and effectively prepare and complete all required forms and reports within established department deadlines.

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 deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations.

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 understand, memorize, retain, and carry out written and oral instructions, and present findings in oral or written form

Ability to effectively perform the essential duties of the position, including, but not limited to, booking and processing detainees, monitoring jail operations, and being able walk and stand for extended periods of time, and to physically restrain detainees during emergency situations.

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

Ability to effectively listen, comprehend, and communicate with the public, other officials, and detainees, by intercom system, radio, telephone or in person, with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

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, often under time pressure.

Ability to apply knowledge of people and/or locations, and occasionally plan and layout assigned work project.

Ability to occasionally work extended hours, and regularly work weekends and/or evening hours.

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

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

II. RESPONSIBILITY:

Incumbent performs a variety of recurring duties according to standardized departmental policies and procedures, selecting applicable methods to take authoritative actions in response to situational demands. Errors in decision or work are detected by periodic supervisory review and may lead to injury to self, co-workers, detainees, or public, and have adverse effects upon department operations, and inconvenience to members of the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with department superiors, offenders and individuals detained in the County Jail facility, representatives of other law enforcement departments and agencies, and members of the general public for a variety of purposes, including assisting with coordination of jail facility operations, effective and safe housing and processing of detainees, and enforcement of applicable laws. Non-routine relationships with law offenders to gain concurrence with laws in situations that may jeopardize public's and incumbent's safety.

Incumbent reports directly to designated Officer in charge by chain of command.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties both in a jail facility and in an assigned vehicle while transporting detainees, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, bending, reaching, close/far vision, color/depth perception, speaking clearly, and hearing sounds/communication. Incumbent is frequently exposed to the hazards associated with jail operations, such as violent individuals and communicable disease. Extreme physical demands may be exerted during emergency situations.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Civilian Correctional Officer for the Bartholomew 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/Type name