

Position Description

County of Warrick

Position: Civilian Jailer

Department: Jail

Work schedule: Hours as assigned

Job Category: POLE (Protective Occupations, Law Enforcement)

Date written: June 1997

Status: Full time

Date Revised: April 2015

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties:

Maintains interior and exterior security of the Jail facility, including monitoring surveillance cameras, door controls, meals and visitors and conducting interior and exterior patrols of the facility. Maintains accurate accounting of all detainees.

Performs booking procedures of individual being detained, including photographing/videotaping, fingerprinting, entering required information into the

Jail Records Management System, receiving and receipting money and personal property, and assuring detainees are properly showered, changed into jail clothing and searched for weapons and other contraband. Starts the initial Inmate Classification Process and initial Medical Screening Process.

Performs bonding procedures, including completing required forms, receiving and receipting bond money, returning personal belongings, having wanted warrant checks performed and releasing detainees.

Escorts detainees to/from the different areas of the jail facility such as visitation, recreation, class and meeting areas. Periodically assists with transport details in the absence of a second deputy.

Issues/monitors prescribed medications according to the orders of the Jail Medical Staff and administer Random Drug Screens as required.

Receives/distributes, examines and logs incoming/outgoing mail and personal items for detainees. Conducts routine inspections and searches of all cells and dormitories for contraband, and prepares written reports of the 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 Inmate Trustee Workers, such as serving meals and doing laundry, including making work assignments and assuring proper accomplishments of duties.

Maintains various records in Log Books and/or computer, such as medications, visits, religious and rehabilitative programs, work release, court appearances, laundry and cell checks. Prepares and submits required written reports according to Sheriff's Office Policy.

Answers telephone and greets visitors, providing information and assistance, giving educational tours, taking messages or directing to appropriate individual or department. Responds to inquiries, such as visitation, Jail education and rehabilitation programs, Warrant confirmation and status of individual detainees.

May be given special assignments, such as Commissary or Work Release, including collecting orders, shopping/purchasing stock, paying bills, receiving/recording detainee cash and purchases, making bank deposits, reconciling bank statements, maintaining cash sheets, ledgers and computer records, preparing related reports and responding to inquiries from detainee's family members.

Periodically responds to and channels detainee's grievances following established Chain of Command Procedures.

Attends meetings and training sessions as required.

Performs related duties as assigned by Superior Officers.

Civilian Jailer Job Requirements and difficulty of work:

A High School Diploma or GED and successful completion of the Indiana Law Enforcement Academy for Correction Officers. Ability to obtain required certifications.

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 work place including detainees.

Working knowledge of and ability to follow and make practical application of customary practices , procedures, rules, regulations and personnel policies of the Sheriff's Office. Ability to obey all written and oral orders/directives from Superior Officers.

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

Working knowledge of and ability to properly use all assigned Department issued uniforms and/or equipment including computer, printer, calculator, camera, fingerprinting equipment, intercom system, radio, telephone, surveillance/monitoring and video cameras, handcuffs, shackles, pepper ball deployment device and other restraints.

Ability to 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 of time, lifting objects weighing more than fifty (50) pounds, crouching/kneeling, bending at the 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 effective conversation/negotiation.

Working knowledge of Standard English grammar, spelling and punctuation, and ability to prepare required forms and reports within Departmental deadlines. Ability to maintain confidentiality of Departmental information and reports as required.

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

Ability to work evenings/nights, weekends, irregular and/or extended hours and occasionally travel out of town to transport detainees, or attend training.

Possess a valid Driver's License and demonstrate a safe driving record.

Responsibility:

Incumbent performs standard, recurring duties according to well-established Departmental Policies and Procedures, with priorities primarily determined by supervisor. Incumbent selects applicable methods to take authoritative action in response to situational demands. Incumbent's work is primarily reviewed through direct observation by supervisor for compliance with Departmental 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.

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 offenders in situations that may jeopardize the safety and security of the facility and/or the public.

Incumbent reports directly to the Jail Commander.

Physical Effort and Work Environment:

Incumbent performs duties in a jail facility and occasionally in a vehicle transporting detainees, involving sitting and walking at will, walking/standing/ or sitting for long periods of time, lifting/carrying objects weighing more than fifty (50) pounds, crouching/kneeling, bending at waist, close and 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 the normal duties or assignments, but incumbent may exert strenuous physical effort during emergency situations, such as running distances less than 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 Civilian Jailer for the Warrick 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