

**POSITION DESCRIPTION
COUNTY OF WHITLEY, INDIANA**

POSITION: Confinement Officer
DEPARTMENT: Jail
WORK SCHEDULE: As assigned
JOB CATEGORY: POLE (Protective Occupation, Law Enforcement)

DATE WRITTEN: March 2002 **STATUS:** Full-time
DATE REVISED: February 2019, August 2020 **FLSA STATUS:** Non-exempt

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

Incumbent serves as Confinement Officer for the Jail Department, responsible for maintaining control and insuring safety of facility staff and inmates.

DUTIES:

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

Enforces Jail rules and regulations.

Prepares case reports for criminal offenses that occur in the Jail.

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

Performs booking procedures of individuals being detained, including photographing/video taping, fingerprinting, collecting DNA samples, entering required information on computer, receiving and receipting money and personal property, and assuring 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 periodically transports detainees to/from various locations in absence of a Deputy, such as courts, Department of Confinement, medical appointments, hospitals.

Issues/monitors prescribed medications according to orders of jail nurse or doctor and 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, as required, and prepares written report of findings.

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 Jail Trustees, such as serving meals and doing laundry, including making work assignments and assuring proper accomplishments of duties.

Maintains various records on logs and/or computer, such as medications, visits, church and Alcoholics Anonymous attendance, work release, court appearances, laundry and cell checks. Prepares and submits required reports according to Department deadlines.

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

May be given special assignments, such as collecting orders.

Periodically responds to detainee grievances following established chain of command procedures.

Evaluates critical needs including medical screening suicidal tendencies, safety, security, and health-related problems. Documents Juvenile intake holdings and inmates on suicide watch.

Maintains knowledge of State, Federal and Local laws, civil rights and the penal system.

Performs routine maintenance to Jail equipment, plumbing, and lighting.

Acts as liaison between Jail and Law enforcement agencies, Courts, Attorneys, Medics, and Clergy.

Maintains record of court dispositions and prepares inmates for court appearances. Files documents, obtain signatures, processes booking packets. Calculates outdates.

Explains bonding procedures to inmates, families and representatives. Collects bond money and processes bond.

Prepares inmates for incarceration or release to work release and community service programs, including searching and processing inmates back in the jail.

Testifies in Court and legal proceedings as needed.

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.

Possession of or ability to obtain and maintain required certification/training including First Responder/CPR, First Aid/AED, and Indiana Law Enforcement Academy Correctional Officer Training.

Ability to meet all Departmental and employer hiring requirements including passage of a drug test and medical exam.

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

Thorough knowledge of and ability to make practical application of rules, regulations, policies and procedures of the Department and civil and criminal justice systems.

Thorough knowledge of radio frequencies, codes, procedures and limitations.

Working knowledge of and ability to use standard equipment including computer, radio, intercom, portable breath test instrument, itouch, camera, drug/narcotic identification kit, and stun gun.

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

Working knowledge of and ability to effectively apply evidence collection and preservation techniques.

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

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

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

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 speak clearly and distinctly, hear and be heard and understood when communicating in person, by radio, or by telephone.

Ability to obey all written and oral orders and directives from department superiors.

Ability to write and edit reports as needed.

Ability to protect oneself from contracting infectious diseases by avoiding high risk environments and by having knowledge of and utilizing universal health precautions.

Ability to effectively communicate orally and in writing with co-workers, other County departments, courts, State agencies, other law enforcement agencies, Dispatch personnel, detainees, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to perform arithmetic calculations quickly and accurately.

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

Ability to work on several tasks at the same time often amidst frequent distractions and interruptions.

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

Ability to work weekends, evenings, and extended hours, serve on 24-hour call on rotation basis, and respond to emergencies on 24-hour basis.

Ability to testify in Court or legal proceedings.

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

II. RESPONSIBILITY:

Incumbents' assignments are guided by definite policies using a variety of methods or procedures. Incumbent plans and arranges own work and only refers to supervisor for unusual matters, such as policy interpretations. Incumbent has a moderate degree of flexibility in the job. On rare occasions, decisions are made in the absence of specific policies and procedures and/or guidance from supervisors.

Errors in work are usually prevented through prior instructions from supervisor, and supervisory review. Errors in work could result in damage to equipment and endangerment to self or others.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, courts, State agencies, other law enforcement agencies, Dispatch personnel, detainees, and the public for the purpose of exchanging and explaining information.

Incumbent reports directly to Sergeant.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard confinement center involving standing for long periods, sitting/walking at will, reaching, bending, close and far vision, color and depth perception, keyboarding, hearing/sound communication, speaking clearly, working in confined and small areas, near fumes, dust, odors, chemicals, dirt, noise, pushing/ pulling/lifting/carrying objects weighing more than 50 pounds, driving, and handling/grasping/fingering objects. Incumbent may be exposed to irate/violent prisoners, and protective gear and/or equipment must be worn according to Department policy to prevent injury to self or others. Incumbent is exposed to normal hazards associated with public health such as communicable disease and blood borne pathogens, for which universal health precautions must be followed to ensure safety of self and others. Incumbent walks and carries equipment up and down stairs, and may run fast for short and long periods, and walk on uneven terrain and in wet/icy surroundings.

Incumbent works weekends, evenings, and extended hours, serves on 24-hour call on rotation basis, and responds to emergencies on 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Confinement Officer for the Jail Department 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