

**POSITION DESCRIPTION
COUNTY OF WARRICK, INDIANA**

POSITION: Jailer
DEPARTMENT: Jail
WORK SCHEDULE: As Assigned
JOB CATEGORY: POLE (Protective Occupations, Law Enforcement)

DATE WRITTEN: September 2020

STATUS: Full-time

DATE REVISED:

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. Warrick 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 Jailer for Warrick County Jail Department responsible for maintaining order and security within the Jail.

DUTIES:

Performs booking procedures of detained individuals, including fingerprinting, obtaining background/medical information, photographing, searching individuals, and accounting for individuals' money/personal property.

Processes individuals out of jail facility, verifies release orders, completes documents, and returns personal property.

Performs bonding procedures, completes required forms, receives bond money, writes receipts, and writes checks to County Clerk.

Escorts detainees to/from court appearances/sick calls/jail facilities/medical facilities.

Conducts security checks of jail facility, monitors security cameras, monitors detainee activity/behavior, reports unusual/unruly activity, secures/physically restrains violent/uncontrollable detainees, conducts routine "shakedowns" of all cells, seizes weapons/contraband, and prepares written reports as required.

Distributes daily meals and ensures all trays removed from cell block.

Oversees detainees, including ensuring personal hygiene of detainees/cleanliness of cell areas, accounting for all cleaning supplies/equipment issued to detainees, responding to detainee grievances, issuing prescribed medications according to physician orders, verifying medical records with physicians, maintaining relevant records, and following appropriate procedures to ensure all detainees receive proper medical attention.

Determines fitness for new inmates, including classifying housing situations based on medical, mental, and physical needs. Follows protocol for health/withdrawals of drugs before referring inmate to medical staff.

Responds to emergency calls and aids injured individuals.

Performs civil service duties, including serving subpoenas, civil process papers, and other court documents, giving testimony in legal proceedings, and providing courtroom security.

Performs investigations, including investigating citizen complaints, interviewing and/or interrogating witnesses/suspects, and maintaining confidentiality and security of information. Conducts search of suspects/arrestees and seizes weapons or contrabands.

Performs dispatch functions, including monitoring closed circuit television system, answering business or emergency telephone, operating IDACS/NCIC, and entering data into computer.

Makes presentations to groups, prepares all related materials, communicates with news media, and serves as a liaison for the department.

May manage the commissary, including overseeing inmate and Sheriff's accounts, ordering supplies, and managing all billing, ledgers, and bank statements.

May serve as courthouse security, including communicating with courts concerning inmates, maintaining security, scanning/inspecting public coming into courthouse, and placing people in custody for warrants or new arrests.

Performs other duties as needed or assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Must be 21 years of age.

Ability to meet all hiring requirements, including passage of a drug screen.

Ability to complete Indiana Correctional Officer Academy, defensive tactics, mental health awareness, and quality correctional care training, and obtain and maintain CPR certification.

Working knowledge of community geography.

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

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

Working knowledge of current training programs and ability to develop and direct training of department personnel.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare correspondence and various detailed reports as required.

Ability to properly operate standard office and law enforcement equipment, such as computer, calculator, fingerprint equipment, drug/narcotic identification equipment, radio, camera, breathalyzer, shock shield, pepper ball launcher, DNA kits, and vehicle.

Ability to properly operate and maintain all assigned vehicles, equipment, and uniforms.

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

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

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

Ability to establish and implement department policies, directives, and general orders.

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

Ability to count, compute, calculate, and perform arithmetic operations.

Ability to compile, collate, analyze, evaluate, coordinate, and establish data and take action based on data analysis.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Indiana Department of Corrections (IDOC), Child Protective Services (CPS), courts, law enforcement, jails/prisons, medical professionals, hospitals, religious leaders, media, attorneys, supply companies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

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

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 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 understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form, including testifying during court and other legal proceedings.

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

Ability to occasionally work extended/irregular hours, respond to emergencies on a 24-hour basis, and serve on an on-call rotation basis. Ability to regularly work weekends and evenings.

Possession of a valid driver's license.

II. RESPONSIBILITY:

Work schedules and priorities are primarily determined the supervisor. Incumbent receives indirect or occasional supervision with assignments guided by definite objectives using a variety of methods or procedures. On rare occasions, decisions are made in the absence of specific policies, and/or guidance from the supervisor. Errors are primarily detected through standard bookkeeping checks, supervisory review, and legally defined procedures. Work errors could result in loss of money to Department, damage to equipment/property, possible loss of life, danger to self/others, embarrassment to Department, and/or loss of time to correct error.

III. PERSONAL RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, IDOC, CPS, courts, law enforcement, jails/prisons, medical professionals, hospitals, religious leaders, media, attorneys, supply companies, and the public for the purposes of exchanging information and ideas, rendering service, instructing, and mentoring.

Incumbent reports directly to Assistant Jail Commander and/or Jail Commander.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a jail environment, involving sitting/walking at will, sitting/standing/walking for long periods, bending/reaching, pushing/pulling objects, crouching/kneeling, lifting objects weighing over 50 pounds, keyboarding, handling/grasping objects, speaking clearly, hearing sounds/communication, close/far vision, color/depth perception, walking/running up/down flights of stairs, running fast for short/long periods, subduing an attacking/armed individual, crawling through small openings/confined areas, climbing over obstacles, working with/near chemicals/fumes/dust, working in noisy environments, working in high places, wearing protective clothing/equipment, and driving. Incumbent is frequently exposed to the normal hazards associated with enforcement of the law and may be exposed to irate/hostile persons.

Incumbent occasionally works extended/irregular hours, responds to emergencies on a 24-hour basis, and serves on an on-call rotation basis. Incumbent regularly works weekends and evenings.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of 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

Print or Type Name