



Delaware County

This document is used to provide a basic description of essential duties and other work elements

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| Job Title: Correctional Officer | |
| Department: Jail | Position Fund Account No.: |
| Division: | Job Category: POLE |
| Work Schedule: As assigned | Job Grade: |
| Reports to: Corporal | Status: Full-time |
| FLSA Status: Non-exempt (OT eligible) | Effective Date: June 2007 Re-evaluation Date: December 2023 |

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. Delaware 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 the accommodation would present an undue hardship.

Incumbent serves as Correctional Officer for the Delaware County Jail, responsible for providing security and safety of staff and inmates and performing jail processing and supervising inmates.

DUTIES:

Enforces, local, state, federal standards by implementing effective policies for secure and safe operations.

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.

Maintains interior security of jail facility, including monitoring door controls, continually monitoring location of staff on floor duty in secure areas, monitoring detainee activities, conducting patrols, and locking and 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.

Reviews arrest sheets for new inmates, determining authority to confine, initiating booking procedures, including interviewing new inmates, photographing, fingerprinting, checking warrants, searching for weapons and other contraband, receiving and receipting money and personal property.

Processes inmates out of jail verifying release documents, including completing paperwork, and returning all personal property.

Supervises inmates during allowable activities, including counsel visitation, using the library, making commissary purchases, and telephone calls.

Assigns duties to inmate workers consistent with jail policies.

Distributes daily meals and ensures all trays, cups and utensils, are removed from cellblocks.

Transports and/or escorts inmates to and from appearance in court, sick calls, release, doctor, and dentist appointments inside and outside of jail facility.

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

Assists with issuing prescribed medications, verifies with physician, maintains records, follows appropriate procedures to ensure proper medical attention, and arranges sick calls, doctor visits, and mental health appointments.

Performs problem-solving and de-escalation techniques of hostile situations and secures uncooperative inmates as needed.

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.

Monitors communication equipment, monitors closed circuit television system, and receives security or fire alarms, and activates alarms and fire protection system in an emergency.

Ensures personal hygiene of detainees and cleanliness of cell areas and accounts for all cleaning supplies and equipment issued to detainees.

Conducts routine 'shakedowns' of cells and dormitories as directed.

Records daily money received and disbursed to each inmate.

Completes written such as incidents, grievances, and daily activity reports. Maintains out of county log and intake log.

Attends prescribed in-service meetings and other training programs as required.

Testifies in legal proceedings and/or court.

Maintains uniform in a neat and professional manner.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or HSE.

Possession of or ability to obtain and maintain possession of all required certifications, including, but not limited to, IDAC/NCIC, Indiana Law Enforcement training for Correctional Officers, First Responder/CPR, training and/or certifications.

Ability to meet all Department hiring requirements, including passage of a medical, written, and psychological exams and a drug test.

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

Working knowledge of and ability to properly use all assigned Department uniforms and equipment, including computer, telephone, cameras, calculator, breathalyzer, handcuffs, taser, watch system, fingerprinting equipment, security and restraining devices, electronic locking devices, radio, and stun gun.

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

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

Working knowledge of radio frequencies, codes, procedures, and limitations and ability to speak clearly and distinctly, hear and be 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 jail 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 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 listen, comprehend, and communicate orally and in writing with co-workers, other County departments, various police departments, courts, inmates, 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 everyday encounters with hostile or violent persons.

Ability to implement department policies, directives and general orders.

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

Shall 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 oral and written instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, occasionally under time pressure, work rapidly for long periods, and on several tasks at the same time.

Ability to count, compute, and perform arithmetic operations.

Ability to apply knowledge of people and locations.

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

Ability to testify in legal proceedings and/or court.

Ability to work extended, irregular, evening hours, holidays, and weekends and respond to emergencies on 24-hour basis.

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

II. RESPONSIBILITY:

Incumbent's assignments and objectives are set jointly with supervisor. Incumbent follows standard operating procedures or policy and procedural manuals. Must have supervisor's permission to deviate from standard operating procedures. Errors are primarily prevented through standard bookkeeping checks, supervisory reviewed, legally defined procedures and safeguards. Work errors could result in loss of time to correct or loss of money to department, endangerment to self or others, damage to equipment, work delays and inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, various police departments, courts, inmates, and the public for purposes of exchanging information, explaining and interpreting policies and procedures.

Incumbent reports directly to Corporal.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a jail, including sitting/walking at will, sitting/walking/standing for long periods, running for long periods, carrying equipment up/down flights of stairs, crouching/kneeling, pushing/pulling, handling/grasping/fingering objects, bending/reaching, lifting/carrying objects weighing up to 50 pounds, keyboarding, driving, speaking clearly, close/far vision, color/depth perception, and hearing sounds/communication. Incumbent works in with or near chemicals such as cleaning chemicals, works near fumes, odors, dust, dirt, blood, body fluids, work in noisy environment, and work in confined areas. Incumbent is required to wear protective clothing, and is exposed to irate or hostile individuals, encounters resistance, and has to subdue attacking and/or armed individuals.

Incumbent is regularly required to work extended, irregular, evening hours, holidays, and weekends and occasionally respond to emergencies on 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Correctional Officer for the Delaware 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_____

Approved by Human Resources Director: _____Date_____

Supervisor Signature Date

Reviewed with Employee Date

Employee's Signature (Printed Name) Date

Signed copy to : Human Resources(Original)
Supervisor