

**POSITION DESCRIPTION
COUNTY OF CASS, INDIANA**

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

DATE WRITTEN: January 2010
DATE REVISED: July 2021

STATUS: Full-time
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. Cass 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 Correctional Officer for the Cass County Jail, responsible for maintaining security and order within the facility.

DUTIES:

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

Maintains interior and exterior security of Jail facility, including monitoring surveillance cameras, operating electronic and digital door controls, monitoring detainee activities, and conducting patrols. Maintains accurate accounting of all detainees, conducting periodic cell checks, roll calls, and head counts of detainees in assigned areas.

Performs booking procedures of individuals being detained, including photographing, fingerprinting, entering required information in computer, completing required forms and intake reports, receiving and receipting money and personal property, and searching detainees for weapons and contraband. Registers sex offenders as required.

Performs bonding procedures, completing required forms, receiving and receipting bond money, writing checks to County Clerk, returning personal belongings and releasing detainee.

Oversees detainees in allowable activities, such as telephone calls, commissary purchases, counsel, and family visitations. Distributes daily meals and ensures all trays are removed from cellblocks. Ensures personal hygiene of detainees and cleanliness of cell areas, accounting for all cleaning supplies and equipment issued to detainees.

Provides detainees with prescribed medications according to orders of physician. Follows Department procedures to ensure detainees receive proper medical attention.

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.

Transports and/or escorts individuals detained by the County to various locations, such as Court, Department of Corrections, medical facilities and hospitals, appointments, recreation, library, and other meetings and activities.

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

Responds to detainee grievances following established chain of command procedures.

Maintains and updates institution logs, incident reports, daily activity reports, booking/release records, and medical records. Submits all reports and summaries of activities according to established Department deadlines.

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

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.

Completion of Indiana Law Enforcement Academy for Correctional Officers.

Possession of or ability to obtain required certifications, including First Responder/CPR certification, taser certification and defense tactics training.

Must be at least 18 years of age.

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

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

Working knowledge of and ability to use all assigned Department equipment and weapons, including computer, calculator, radio, camera, fingerprint equipment, stun gun, handcuffs, mace, restraints, security panels, video monitoring, and fire suppression devices.

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

Working knowledge of universal health precautions and bloodborne pathogens control, and ability to apply such knowledge to protect oneself 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 police procedures.

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

Ability to effectively communicate with co-workers, Department superiors, other law enforcement agencies, Courts, detainees, and members of the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

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

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

Ability to work with others in a team environment, occasionally under time pressure, and on several tasks at the same time.

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 work extended or irregular hours, evenings and/or weekends as scheduled, and occasionally travel out of town for training and prisoner transports, but not overnight.

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

II. RESPONSIBILITY:

Incumbent performs duties according to established Departmental policies and procedures, making independent decisions and taking authoritative action in response to situational demands. Work is subject to frequent inspection, with errors primarily detected or prevented through procedural safeguards and supervisory review. Undetected errors could lead to endangerment to self/others and have adverse effects upon Department operations.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, Department superiors, other law enforcement agencies, Courts, detainees, and the public for purposes of exchanging information and transporting detainees.

Incumbent reports directly to Officer In Charge.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a jail and is regularly exposed to hazards and violence associated with detention centers. Regular duties involve sitting/walking at will, standing/walking for long periods, walking up/down flights of stairs, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication and handling/grasping/fingering objects. Protective equipment/gear must be worn according to Department policy.

Incumbent may work extended hours, evenings and/or weekends and may occasionally travel out of town for prisoner transports and/or training, sometimes overnight. Incumbent occasionally responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Correctional Officer for the Cass 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