

**POSITION DESCRIPTION
COUNTY OF STEUBEN, INDIANA**

POSITION: Confinement Officer
DEPARTMENT: Sheriff/Jail
WORK SCHEDULE: Hours as assigned
JOB CATEGORY: POLE (Protective Occupations, Law Enforcement)

DATE WRITTEN: September 1995 **STATUS:** Full-time
DATE REVISED: **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.

Incumbent serves as Confinement Officer for the Sheriff/Jail, responsible for maintaining security and order in the jail facility.

DUTIES:

Maintains interior and exterior security of Jail facility, including working in Central Control, monitoring surveillance cameras, door controls, meals and visitors, conducting patrols and maintaining key control and logs. Maintains accurate accounting of all detainees.

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

Performs booking procedures of individuals being detained, including photographing/video taping, fingerprinting, 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.

Logs, transports and/or escorts detainees to/from various locations, such as courts, Department of Corrections, medical appointments, hospitals, recreation, visitation, library and meetings.

Schedules, monitors and records Work Release activities, including finding employment and scheduling/verifying work and other leave from facility, orienting new participants, signing detainees in/out, inspecting living and work areas for cleanliness and contraband, ensuring proper completion of assigned work, searching detainees, collecting and recording required fees, recording rule violations and disciplinary action, and conducting urine tests.

Issues/monitors prescribed medications according to orders of Jail physician.
Receives/distributes, examines and logs incoming/outgoing mail and personal items for

detainees. Conducts routine "shakedowns" of all cells and dormitories for contraband, and prepares written report of 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.

Performs/oversees maintenance of facility and equipment, including cleaning Central Control and other areas, maintaining grounds and reporting equipment repair needs to appropriate personnel as required.

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 as required, and prepares and submits required reports according to Department deadlines.

Performs all duties of Confinement Officer/Court Security and Confinement Officer/Transportation.

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

Periodically attends meetings and training sessions as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

A high school diploma or GED and successful completion of Indiana Law Enforcement School for Jailers. Ability to obtain required certifications.

Ability to qualify annually by obtaining a passing score in the Handgun Course of Fire, as required by the standards of the Indiana Law Enforcement Training Board.

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 workplace.

Working knowledge of and ability to follow and make practical application of the customary practices, procedures, rules, regulations and personnel policies of the Department. Ability to obey all written and verbal orders and directives from Department superiors.

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 uniforms and/or equipment, including computer, printer, typewriter, intercom system, radio, telephone, surveillance/monitoring and video cameras, handcuffs, restraints, and electric locking devices.

Ability to physically perform the essential duties of the position, including, but not limited to, walking/standing and/or sitting for long periods, and occasionally running/walking up and down

flights of stairs, running distances under one mile and/or 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 conversation/negotiation.

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

Ability to effectively listen, comprehend and communicate with co-workers, detainees and the public by intercom, radio, telephone or in person, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to work irregular and/or extended hours as required.

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

II. RESPONSIBILITY:

Incumbent performs a variety of recurring duties according to standardized Departmental policies and procedures with schedule and 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 Department 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.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, detainees and the public for a variety of purposes, including exchanging, explaining and interpreting information, policies and procedures, and assisting in coordinating operations. Incumbent's work frequently involves non-routine problem-solving to gain cooperation of law offenders in situations that may jeopardize the safety of the public and/or incumbent.

Incumbent reports directly to Jail Sergeant or other personnel as assigned.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a jail facility and in an assigned vehicle while transporting detainees, involving walking/standing and/or sitting for long periods, and walking up and down flights of stairs. Incumbent is frequently exposed to the hazards associated with jail operations, such as violent individuals and communicable disease. No prolonged extreme physical demands are associated with normal duties or assignments, but incumbent may exert strenuous physical effort during emergency situations, such as running distances under 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 Confinement Officer for the Sheriff/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 _____

JOB POSTING
STEUBEN COUNTY SHERIFF/JAIL

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The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation. 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.

ESSENTIAL FUNCTIONS:

Maintains interior and exterior security of Jail facility; Maintains accurate accounting of all detainees;
Answers telephone and greets visitors; Responds to inquiries;
Performs booking procedures of individuals being detained; Performs bonding procedures;
Logs, transports and/or escorts detainees to/from various locations;
Schedules, monitors and records Work Release activities;
Issues/monitors prescribed medications according to orders of Jail physician;
Receives/distributes, examines and logs incoming/outgoing mail and personal items for detainees; Conducts routine "shakedowns" of all cells and dormitories for contraband, and prepares written report of findings;
Ensures compliance with facility rules and regulations, and records and reports inappropriate behavior; Properly secures and/or physically restrains violent and uncontrollable detainees;
Performs/oversees maintenance of facility and equipment;
Supervises and directs activities of Jail Trustees;
Maintains various records, prepares and submits required reports;
Performs all duties of Confinement Officer/Court Security and Confinement Officer/Transportation;
Periodically responds to detainee grievances following established procedures;
Periodically attends meetings and training sessions.

REQUIREMENTS:

A high school diploma or GED and successful completion of Indiana Law Enforcement School for Jailers; Ability to obtain required certifications;
Ability to qualify annually by obtaining a passing score in the Handgun Course of Fire, as required by the standards of the Indiana Law Enforcement Training Board;
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 workplace;
Working knowledge of and ability to follow and make practical application of the customary practices, procedures, rules, regulations and personnel policies of the

Department; Ability to obey all written and verbal orders and directives from Department superiors;

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 uniforms and/or equipment, including computer, printer, typewriter, intercom system, radio, telephone, surveillance/monitoring and video cameras, handcuffs, restraints, electric locking devices;

Ability to physically perform the essential duties of the position, including, but not limited to, walking/standing and/or sitting for long periods, and occasionally running/walking up and down flights of stairs, running distances under one mile and/or 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 conversation/negotiation;

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare required forms and reports within Department deadlines; Ability to maintain confidentiality of Department information and reports;

Ability to effectively listen, comprehend and communicate with co-workers, detainees and the public by intercom, radio, telephone or in person, including being sensitive to professional ethics, gender, cultural diversities and disabilities;

Ability to work irregular and/or extended hours.

LICENSE/CERTIFICATION NEEDED:

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