

**POSITION DESCRIPTION**  
**COUNTY OF FRANKLIN, INDIANA**

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

**DATE WRITTEN:** November 1996  
**DATE REVISED:** September 2009

**STATUS:** Full-time  
**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. Franklin County provides reasonable accommodation 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 cause an undue hardship.

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

**DUTIES:**

Performs booking procedures of detainees, including photographing/video taping, fingerprinting, receiving, logging and receipting money and personal property, completing medical screening form, searching for weapons and other contraband, and issuing blankets and other items as required. Ensures detainees are properly showered and changed into jail clothing, assigns and locks detainee cell.

Assists with work release activities, including verifying work and other leave from facility, orienting new participants, signing detainees in/out, releasing personal property and money, searching returning detainees, collecting and recording required fees, and conducting periodic urine tests for drug/alcohol use.

Supervises and directs activities of jail trustees, doing laundry, including reviewing cleaning schedule, making work assignments and assuring proper completion of duties.

Serves meals and picks up trays and spoons, and receives, inspects, logs and distributes incoming/ outgoing mail and other items, distributes cleaning supplies, purchases and delivers commissary items, and releases inmates from cells for recreation and visitation. Issues/monitors prescribed medications according to physician's orders, and reports inmate medical complaints to Sheriff.

Performs bonding procedures, including completing required forms, receiving and receipting bond money, returning personal belongings and releasing detainees.

Transports and/or escorts detainees to/from various locations, such as courts, Department of Corrections, medical and counseling appointments. Completes medical charge form for medical/dental appointments, obtains inmate signature and collects inmate co-payments as required.

Serves civil papers to the public and performs title checks. Occasionally serves arrest warrants at the jail in absence of deputy.

Issues firearm permits, including assisting applicants in completing forms, conducting criminal records searches, fingerprinting, and receiving and receipting fees.

Maintains interior security of jail facility, including working in Security Center, monitoring interior and exterior surveillance cameras, door controls, meals and visitors, monitoring location of Jail Officer on floor duty in secure area, conducting patrols, and locking/unlocking external security doors, cells and elevator control. Maintains accurate accounting of all detainees.

Answers telephone and greets visitors, including logging all calls and visitors, providing information and assistance, taking messages or directing to more appropriate individual or department.

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.

Logs and reports inmate complaints and facility and equipment maintenance/repair needs to Sheriff as required.

Periodically performs duties of Communications Officers in their absence or as needed.

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/retain required certifications.

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 customary practices, procedures, rules, regulations and personnel policies of the Department. Ability to obey all written and oral orders and directives from Department superiors.

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.

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 orally and in writing 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 appropriately receive, secure and account for personal belongings and money of detainees.

Ability to physically perform the essential duties of the position, including, but not limited to, walking/standing for long periods, sitting for long periods, walking up/down flights of stairs, and occasionally physically restraining detainees during emergency situations.

Ability to deal swiftly, rationally and decisively with potentially violent individuals in precarious situations and de-escalate volatile situations by means of conversation/negotiation.

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 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 understand, memorize, retain, and carryout written or oral instructions and present findings in oral or written form.

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 standard Department 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 upon completion of specific duties for compliance with Department policies and procedures and appropriate service to the public.

Errors in decisions or work are usually prevented through procedural safeguards, are detected by supervisory review, and may result in loss of time for correction, loss of money to other agencies, inmates or the public, or 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 occasionally 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 Commander/Captain.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a jail facility and periodically in an assigned vehicle while transporting detainees, involving walking/standing for long periods, sitting for long periods, and walking up/ down flights of stairs. Incumbent is frequently exposed to the hazards associated with jail operations, such as potentially hostile/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 physically restraining detainees.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Jail Officer for the 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