

**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.