

**POSITION DESCRIPTION  
COUNTY OF JASPER, INDIANA**

**POSITION:** Correctional Officer  
**DEPARTMENT:** Community Corrections  
**WORK SCHEDULE:** Hours as assigned  
**JOB CATEGORY:** POLE (Protective Occupations, Law Enforcement)

**DATE WRITTEN:** March 1999  
**DATE REVISED:** May 2011

**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. Jasper 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 accommodations would cause an undue hardship.

Incumbent serves as Correctional Officer for the Community Corrections Department, responsible for maintaining security and order in the Community Correction facility.

**DUTIES:**

A full time position deals with the care, custody and control of program participants sentenced to Jasper County Community Corrections. Monitors and confirms all activities, work schedules, and appointments of the program participants.

Maintains interior and exterior security of Community Correction facility, including monitoring surveillance cameras, door controls, visitors, and conducting security checks; maintaining accurate accounting of all clients. Conducts searches on person and property of program participants, and in some instances civilians entering the facility.

Supervises all daily activities of residents (chores, telephone calls, meals, commissary, etc.), observe prescribed medications being consumed and distribute commissary items to clients.

Conducts searches on person and property of program participants, and in some instances civilians entering the facility.

Performs “check-in” and “check-out” procedures of participants sentenced to the work release program. Also enters the information into the computer.

Completes drug screens on program participants.

Collects program fees and issues receipts from various program participants. Assists clients with commissary purchases, including collecting orders and payments for said purchases.

Must maintain log as required during shift and review logs from previous shifts. Prepare and submit reports according to department rules and deadlines.

Periodically transports clients to/from the facility to other detention facilities, to community service work, and various appointments, such as Court, medical appointments, mental health appointments, or other facilities as ordered by the Court.

Prepare meals for clients as needed and follow all sanitary policies as established in the Standard Operating Procedures.

Periodically assists other department personnel as needed.

Perform all other duties assigned by the Work Release Supervisor and/or Executive Director.

## **II. JOB REQUIREMENTS:**

Must be at least twenty-one years of age.

Must have at least a high school diploma or GED.

Ability to comply with Immigration Reform and Control Act of 1986 and complete I-9 form and show proof of identity and employment eligibility.

Possession of or ability to obtain and maintain required certifications, such as CPR certification.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare required forms and reports within department deadlines.

Ability to pass a drug test, criminal background and reference check.

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.

Ability to follow and make practical application of customary practices, procedures, rules, regulations, and personnel policies of the department including but not limited to attendance, safety, drug-free workplace, and personal conduct.

Ability to obey all written and oral directives of the Work Release Supervisor and/or Executive Director.

Ability to appropriately receive, secure, and account for articles received in evidence, personal belongings of clients and monies.

Ability to properly use all assigned department uniforms, and/or equipment including but not limited to; computers, printers, camera, breathalyzer, drug testing kits, handcuffs, and pepper spray.

Ability to deal swiftly, rationally and decisively with potential 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.

Ability to maintain confidentiality of department information and reports as required by state requirements.

Ability to comply with all personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively listen, comprehend and communicate with co-workers, clients, and their family members, other law enforcement agencies, business owners, and public including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to work alone or with others in a team environment with minimum supervision.

Ability to work days, nights, weekends, holidays, and occasionally travel out of town, sometimes overnight.

Ability to physically perform essential duties of the position, including but not limited to; sitting and walking at will, walking/standing and/or sitting for long periods, close and far vision, bending, reaching, pushing/pulling/lifting/carrying objects weighing up to 50 pounds, hearing sound/communication, and handling/grasping/fingering objects.

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

### **III. RESPONSIBILITY:**

Incumbent performs standard, recurring duties according to well-established department policies and procedures, with priorities primarily determined by supervisor. Incumbent selects applicable methods and takes 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 and through the constructive criticism of supervisors. Errors in decisions or work are usually prevented through procedural safeguards and are detected by supervisory review. Undetected errors may lead to endangerment to self and/or others and damage to equipment.

### **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, offenders and their family members, other law enforcement agencies, business owners, and public for a variety of purposes, including answering questions and explaining policies and procedures, and supervising clients. Incumbent's work occasionally involves non-routine problem solving to gain cooperation of clients in situations that may jeopardize the safety of the public, co-workers, and/or incumbent.

Incumbent reports directly to Work Release Supervisor.

**V. PHYSICAL EFFORT AND WORK ENVIROMENT:**

Incumbent performs duties in a correctional facility and occasionally in a vehicle, involving sitting and walking at will, walking/standing and/or sitting for long periods, lifting/carrying object weighing more than 50 pounds, crouching/kneeling, bending at the waist, close and far vision, reaching, handling/grasping/fingering objects, hearing sounds/communication.

Incumbent is frequently exposed to the hazards associated with correctional operations, such as potentially 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.

**APPLICANT/EMPLOYEE ACKNOWLEDGE**

The job description for the position of Correctional Officer for the Community Corrections Department 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 duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there any anything that would keep you from meeting the job duties as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name