

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Jailer
DEPARTMENT: Jail
WORK SCHEDULE: As Assigned
JOB CATEGORY: POLE (Protective Occupations and Law Enforcement)

DATE WRITTEN: December 2006

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. The County of LaPorte 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 Jailer for the LaPorte County Jail, responsible for maintaining security and order in the Jail facility.

DUTIES:

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

Reviews arrest sheet of individuals, determining authority to confine, and performs booking procedures accordingly.

Searches individuals to be detained for weapons and other contraband, and receives and receipts money and personal property, as required by standing orders.

Performs necessary booking procedures, including photographing detainees and completing required forms and intake reports.

Monitors detainees' activities and behaviors, ensures compliance with facility rules and regulations, and reports unusual activity and/or inmate grievances to appropriate department staff officer.

Provides detainees with daily meals, issues prescribed medications according to standing physician's orders, and may assist in administering emergency first-aid measures.

Regularly inspects Jail facility, ensuring security and monitoring the general health and welfare condition of detainees, and ensuring cleanliness and security of cell areas.

Assists with conducting routine "shakedowns" in cells for contraband, and prepares written report of findings.

Oversees detainees in the accomplishment of allowable activities, including counsel visitation, making commissary purchases and telephone calls.

jail/jailer

Transports individuals detained by the County to appropriate courts, detention, or medical facilities.

Occasionally attends in-service training as required.

Testifies in legal proceedings/court as necessary.

Occasionally responds to emergencies on a 24-hour basis and from off-duty status.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Must be at least 21 years of age.

Ability to successfully complete Indiana Law Enforcement School for Jailers.

Ability to meet all hiring requirements, including passage of a criminal background check, a drug screen, and a voice stress test.

Possession of or ability to obtain and maintain possession of all required certifications, including, but not limited to, CPR, first aid, IDACS, NCIC, and AED.

Knowledge of and ability to make practical application of the customary practices, procedures, rules and regulations of the department to maintain effective jail operations.

Practical knowledge of area law enforcement demands, and ability to take authoritative actions as situations demand.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed written reports as required.

Knowledge of and ability to use all assigned department equipment, including radio, pepper spray, taser device, security monitoring system, computer, copier, fax machine, and telephone.

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

Ability to effectively communicate orally and in writing with co-workers, other County departments, detainees, representatives of various law enforcement agencies, and members of the general public in a courteous and tactful manner, 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 individuals.

Ability to understand, memorize, retain and follow oral and written instructions.

Ability to maintain complete and accurate files and records.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

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

Ability to testify in legal proceedings/court as necessary.

Ability to regularly work evenings and weekends and occasionally work extended hours.

Ability to respond to emergencies on a 24-hour basis and from off-duty status.

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

II. RESPONSIBILITY:

Incumbent performs a variety of recurring duties according to standardized departmental policies and procedures, selects applicable methods to take authoritative actions in response to situational demands. Errors in decision or work are detected by periodic supervisory review and may lead to injury to self, co-workers, or public, have adverse effects upon department operations, and be an inconvenience to members of the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, detainees, representatives of various law enforcement agencies, and members of the general public for a variety of purposes, including assisting with coordination of jail facility operations, effective and safe transport of detainees, and enforcement of applicable laws.

Incumbent reports directly to the Shift Sergeant.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, in a correctional facility, and in the field, involving sitting/walking at will, standing/sitting/walking for long periods, lifting/carrying objects weighing under 25 pounds, driving, close vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. No prolonged, extreme physical demands are associated with normal duties or assignments, but may be exerted during emergency situations. Incumbent maintains considerable contact with detainees and may be exposed to hostile/irate individuals and/or physical violence.

Incumbent regularly works evenings and weekends and occasionally works extended hours. Incumbent occasionally responds to emergencies on a 24-hour basis and from off-duty status.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Jailer for the LaPorte 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