

**POSITION DESCRIPTION  
COUNTY OF LAPORTE, INDIANA**

**POSITION:** Residential Officer  
**DEPARTMENT:** Community Corrections Center  
**WORK SCHEDULE:** As Assigned  
**JOB CATEGORY:** POLE (Protective Occupations and Law Enforcement)

**DATE WRITTEN:** May 2006  
**DATE REVISED:**

**STATUS:** Part-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. 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 Residential Officer for the LaPorte County Community Corrections Center, responsible for maintaining security and order in the Community Corrections facility.

**DUTIES:**

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

Monitors Program detainee activities and behaviors, ensuring compliance with program rules and regulations, and reporting all unusual activity and/or inmate grievances to appropriate department staff officer.

Searches detainees for weapons and other contraband, and receives and receipts all money and personal property as required by standing orders.

Provides detainees with daily meals, observes intake of prescribed medications according to physicians' orders, and assists in administering emergency first-aid measures as needed.

Regularly inspects facility, ensuring security and cleanliness of all areas, and monitoring general health and welfare conditions of detainees.

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

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

Administers random alcohol and drug testing on inmates as required.

Attends in-service training as required.

Occasionally testifies in legal proceedings/court as necessary.

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Serves on-call on a rotation basis and responds to emergencies on a 24-hour basis.

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 meet all hiring requirements, including passage of a criminal background check and a drug screen.

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

Completion of Jail Officer training.

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

Knowledge of and ability to properly use all department equipment and weapons and ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, take authoritative action, and apply appropriate discretion and common sense.

Working knowledge of universal health precautions and bloodborne pathogens control, and ability to apply such knowledge to protect oneself against infection.

Ability to maintain complete and accurate files and records and receive, maintain and account for articles received in evidence.

Ability to properly administer alcohol and drug tests and operate office/cleaning equipment, including computer, copier, telephone, pager, mop and broom.

Ability to effectively communicate orally and in writing with co-workers, other County departments, law enforcement agencies, Courts, Probation, Jail kitchen, attorneys, and the public, 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 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 apply knowledge of people and locations, plan/layout assigned work projects, and make simple arithmetic calculations.

Ability to testify in legal proceedings/court as required.

Ability to occasionally work extended, evening and/or weekend hours.

Ability to regularly serve on-call on a rotation basis and respond to emergencies on a 24-hour basis.

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

## **II. RESPONSIBILITY:**

Incumbent performs duties according to standard departmental policies and procedures, taking authoritative action in response to situational demands. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Errors in work are primarily detected or prevented through supervisory review. Undetected errors could result in potential harm to self or others, inconvenience to members of the public, and/or liability to the department.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, law enforcement agencies, Courts, Probation, Jail kitchen, attorneys, and the public for purposes of exchanging information, providing instruction, supervising offenders, and enforcing applicable court orders and laws.

Incumbent reports directly to the Shift Supervisor.

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

Incumbent performs duties in a correctional facility, involving sitting/walking at will, standing/walking for long periods, lifting/carrying objects weighing 25 to 50 pounds, pushing/pulling objects, bending, reaching, close/far vision, color/depth perception, driving, hearing sounds/communication, speaking  
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clearly, and handling/grasping/fingering objects. Incumbent maintains considerable contact with inmates and may be exposed to irate/hostile individuals and/or physical violence. Incumbent may be required to wear protective clothing and/or equipment, such as latex gloves. Universal health/safety precautions must be followed at all times to avoid contamination, infection and/or injury to self and others.

Incumbent occasionally works extended, evening and/or weekend hours. Incumbent regularly serves on-call on a rotation basis and responds to emergencies on a 24-hour basis.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Residential Officer for the LaPorte County Community Corrections Center 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