



JAIL OFFICER

PURPOSE

To serve as a Putnam County Sheriff's Department jail officer whose primary responsibility is to guard and supervise inmates housed in the jail facility and ensure the facility remains secure.

I. RESPONSIBILITIES

- Make complete and accurate records regarding inmate activities, issues and complaints to include actions taken as remedies as required by facility administrative procedures.
- Intake, book, fingerprint, photograph and search inmates.
- Detect potentially dangerous behavior and averts injury or death of inmates.
- Inspect and search inmates and their living quarters for contraband and any unauthorized or otherwise dangerous materials.
- Maintain discipline and enforce the rules and regulations.
- Ensure that inmates do not escape or violate any laws.
- May use reasonable force to quell disturbances and maintain discipline and order.
- May be required to provide off-site inmate security.
- Keep supervisor aware of inmate issues and activities.
- Ensure that inmate status is current.
- Inspect jail facilities to detect and report any conditions that may create an unsafe environment for inmates or compromise the security of the facility.

II. DUTIES

- Provide aid to prisoners including meals and medical aid.
- Supervise the activities of inmates including assignment.
- Assist the public with inquiries as appropriate.
- Maintain accurate records and prepares reports.
- Responsible for the filling and distribution of inmate commissary requests and validating their ability to pay.
- Responsible for the receiving dock and sanitary disposal area and all other assignments required to assist in control, maintenance and supervision of inmates including medical and food processing.
- Establish and maintains a continuing relationship with all inmates and makes reports regarding the attitude and behavior of inmates.
- Issue uniforms, bedding and other supplies.
- Provide continuous, around-the-clock, communication between shifts.
- May be called as a court witness to provide testimony relative to illegal inmate activity within the jail facilities.
- Maintain daily activity records.
- Perform a wide variety of courtesy services.

II. DUTIES (continues)

- Render first aid to persons until medical help arrives.
- Testify in criminal or civil proceedings as necessary.
- Identify, collect and submit evidence in compliance with department standard operating procedures.
- If selected, serve as a training officer.
- Perform other duties as required.

III. JOB REQUIREMENTS AND ESSENTIAL FUNCTIONS

- High school graduate or equivalent (GED).
- Must possess a valid Indiana driver's license.
- Ability to successfully complete ILEA Jail Officer Training.
- Capable of rendering first aid.
- Working knowledge of Department Rules, Regulations and Standard Operating Procedures.
- Ability to analyze complex problems and design acceptable alternative solutions.
- Working knowledge of criminal procedures and rules of evidence.
- Have the ability to physically defend self and others
- May be required to become qualified to use department firearms and other defensive weapons.
- Training officers are required to possess additional knowledge and ability to effectively use their unique skills and techniques.
- Working knowledge of alarm systems.
- Working knowledge of surveillance systems.
- Ability to communicate effectively, both verbally and in writing.
- Possess the ability to maintain composure in stressful situations.

IV. PERSONAL WORK RELATIONSHIPS

- Work with Department personnel.
- Work with other members of the criminal justice system.
- Work with a variety of other federal, state and local law enforcement agencies.
- Work with the general public
- Work with inmate population.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

- Work is divided between activities in both indoor and outdoor environments.
- Work schedules frequently rotate.
- Must be emotionally stable and able to work under stressful conditions for extended periods of time.
- Work includes ability to stand for extended periods, walk, stoop, kneel, work on slippery surfaces, lift and move objects and work under conditions involving exposure to steam, heat, noise, and chemicals.

PCSD – Office of the Chief Deputy (JO)

05/01/2015

PERFORMANCE FACTOR SCHEDULE #4