

# **POSITION VACANCY**

**APPLICATIONS WILL BE ACCEPTED FROM THE GENERAL PUBLIC BEGINNING  
FEBRUARY 6, 2012 AND ACCEPTED UNTIL FEBRUARY 29, 2012.**

***(To Establish Hiring List)***

**JOB TITLE: Civilian Correctional Officer**

**Date Posted: February 6, 2012**  
**Department: Sheriff**  
**Hours: 40 hrs.**  
**Salary: \$25,025.40 Annually**

**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. Wayne 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 **Civilian Correctional Officer** for the Sheriff's Department, responsible for maintaining the safety and security of inmates and jail staff.

## **DUTIES:**

Performs booking procedures of detained individuals, including fingerprinting, obtaining background and medical information, photographing, searching individuals, and accounting for individuals money and personal property.

Processes individuals out of jail facility, verifying release orders, completing documents, and returning personal property. Performs bonding procedures, completing required forms, receiving bond money, and writing receipts and checks to County Clerk.

Conducts security and inmate body count checks of jail facility including, monitoring security cameras, monitoring detainee's activity and behavior, reporting all unusual/unruly activity, and securing and/or physically restraining violent and uncontrollable detainees. Conducts routine "shakedowns" of all cells and prepares written reports.

Escorts detainees to/from sick calls. Conducts search of suspects/arrestees and seizes weapons or contraband.

Ensures personal hygiene and health of detainees and cleanliness of cell areas, accounting for all cleaning supplies and equipment issued to detainees. Issues prescribed medications according to physician orders, including verifies with physician and maintaining records. Follows appropriate procedures to ensure all detainees receive medical attention.

Oversees detainees in allowable activities and responds to detainees grievances following established chain of command procedures. Distributes daily meals and ensures all trays are removed from cellblock.

Prepares written reports, such as memos, letters, and activity reports. Enters data onto computer. Maintains cell block logs and records inmate activity.

Answers business or emergency telephones from the public, enters data on computer, and types reports. Receives security or fire alarms and/or activates alarms and fire protection system in an emergency. Maintains communication equipment.

Secures, protects, and documents crime scenes within jail, including collecting and preserving evidence and interviewing witnesses.

Serves subpoenas, civil process papers and other documents. Gives testimony in legal proceedings.

Responds to detainee grievances following established chain of command procedures.

Attends prescribed in-service or other training programs for certification/re-certification in specialized law enforcement areas.

Maintains uniform in a neat and professional manner.

Maintains confidentiality and security of information/cases.

Performs related duties as assigned.

**I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED and Indiana Law Enforcement Academy Training as a Correctional Officer.

Possession of or ability to obtain possession of certification in first responder/CPR.

Applicant must be at least 21 years of age.

Ability to comply with all departmental hiring requirements including drug test, medical, psychological, and written exam, and agility test.

Ability to operate office and law enforcement equipment, including computer, calculator, camera, radio, breathalyzer, fingerprinting equipment, and drug/narcotic identification kit.

Ability to properly operate all assigned vehicles, equipment, and uniforms.

Ability to obtain and apply knowledge of applicable local, state, and federal laws, codes, ordinances, and accepted police procedures.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, and take authoritative action applying appropriate discretion and common sense.

Ability to speak clearly and distinctly, hear and be heard and understood when communicating in person, by radio, or by telephone.

Ability to use tact and diplomacy in communicating with co-workers, inmates, inmates' families, other law enforcement agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to obey all written and oral orders and directives from department supervisors.

Ability to protect oneself from contracting infectious diseases by avoiding high risk environments and by having knowledge of and utilizing universal health precautions.

Ability to perform essential functions of the position without posing a direct threat to the health and safety of self and other individuals in the work place.

Working knowledge of standard English grammar, spelling, and punctuation, an ability to prepare/complete all required reports within department deadlines.

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

Working knowledge of radio frequencies, codes, procedures, and limitations.

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

Ability to work on several tasks at the same time and work rapidly for long periods, sometimes under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to testify in legal proceedings.

Ability to regularly work evenings and weekends, and occasionally work extended and irregular hours, and respond to emergencies on a 24-hour basis.

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

**II. RESPONSIBILITY:**

Incumbent performs a variety of duties according to specific instructions and guidelines taken from departmental policy and police procedures. Errors in decision or work may be readily detected by supervisory review and legally defined procedures and may lead to loss of life to self, co-workers, or public and have adverse effects upon department operations, and inconvenience to members of the public.

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

Incumbent maintains frequent contact with co-workers, State, City, and County Law Enforcement, inmates, inmates' families, Department of Corrections, and the public for the purposes of exchanging information and explaining/interpreting policies and procedures. Incumbent reports directly to the Sergeant.

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

Incumbent performs duties in a jail/confinement center, involving sitting/standing/walking for long periods, walking on uneven terrain, working in extreme hot or cold temperatures and wet/icy conditions, walking/running/carrying equipment up/down flights of stairs, running fast for short periods, encountering resistance, subduing an attacking and/or armed individual, working near fumes, odors, dust and dirt, working in a noisy environment, working in confined areas, lifting/carrying/pushing/pulling over 50 pounds, crouching/kneeling, bending at the waist, reaching, driving, close and far vision, color and depth perception, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent works with or is exposed to violent/irate individuals and responds to situations involving potential physical harm to self and others.

Incumbent is regularly required to work evenings and weekends, and occasionally work extended and irregular hours and respond to emergencies on a 24-hour basis.

**ALL APPLICANTS MUST APPLY IN PERSON AT:**

**Wayne County Sheriff's Department  
Second Floor  
200 E. Main Street,  
Richmond, IN 47374**

***(8:00 a.m. to 5:00 p.m. ONLY)***

**Wayne County Government  
Is An  
Equal Opportunity Employer**