

**POSITION DESCRIPTION  
COUNTY OF WHITE, INDIANA**

**POSITION:**

**Corrections Officer**

**DEPARTMENT:**

**Community Corrections**

**WORK SCHEDULE:**

**As scheduled**

**JOB CATEGORY:**

**POLE (Protective Occupations, Law Enforcement)**

**DATE WRITTEN:** **March 2015**

**STATUS:** **Full-time**

**DATE REVISED:** **May 2024**

**FLSA STATUS:** **Non-exempt**

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. White County provides reasonable accommodations 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 present an undue hardship.

Incumbent serves as Corrections Officer for the White County Community Corrections Residential Facility, responsible for maintaining security and order within the Community Corrections facility.

**DUTIES:**

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

Maintains interior and exterior security of the facility, including monitoring surveillance cameras, operating electronic and digital door controls, monitoring detainee activities, and conducting watch tours or patrols. Maintains accurate accounting of all detainees, conducting periodic cell checks, shakedowns, roll calls, and head counts of detainees in assigned areas.

Performs booking procedures of individuals being detained, including photographing, fingerprinting, entering required information in computer, completing required forms and intake reports, receiving and receipting money and personal property, and searching detainees for weapons and contraband.

Oversees detainees in allowable activities, such as telephone calls, commissary purchases, and counsel. Ensures personal hygiene of detainees and cleanliness of cell areas, accounting for all personal hygiene items, cleaning supplies, and equipment issued to detainees.

Provides detainees with prescribed medications according to orders of physician. Follows Department procedures to ensure detainees receive proper medical attention.

Ensures compliance with facility rules and regulations, including recording and reporting inappropriate behavior to appropriate Department personnel and taking necessary action to correct any problems that arise. Properly secures and/or physically restrains violent and uncontrollable detainees as situations demand.

Responds to detainee grievances following established chain of command procedures.

Maintains and updates institution logs, incident reports, daily activity reports, booking/release records, and medical records. Submits all reports and summaries of activities according to established Department deadlines.

Receives, sorts, inspects, and logs incoming and outgoing mail and personal items for detainees.

Answers telephone and receives facility visitors, including logging all calls and visitors, providing information and assistance, taking messages or directing calls/visitors to more appropriate individual or department.

Provides testimony in legal proceeding and/or court.

Attends seminars and in-service training as required.

Performs related duties as assigned or required.

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

High school diploma or HSE.

Must be at least 18 years of age.

Completion of Indiana Law Enforcement Academy for Correctional Officers.

Possession of or ability to obtain required certifications and training, including, but not limited to, First Responder/CPR certification and taser, chemical spray, and defensive tactics training.

Ability to meet all Department hiring requirements, including passage of written and medical exams and a drug test.

Thorough knowledge of and ability to make practical application of the customary practices, procedures, rules, and regulations of the Department, and take authoritative action as situations demand.

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

Working knowledge of and ability to use all assigned Department equipment and weapons, including computer, calculator, radio, camera, fingerprint equipment, breathalyzer, taser, handcuffs, AED, SCBA, air pack, restraints, security panels, video monitoring, and fire suppression devices.

Working knowledge of standard English grammar, spelling and punctuation, and ability to complete required reports within established Department deadlines.

Working knowledge of radio frequencies, codes, procedures, and limitations and ability to speak clearly and distinctly, hear and be understood when communicating in person, by radio, or by telephone.

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

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

Ability to effectively communicate orally and in writing with co-workers, other County departments, law enforcement agencies, DOC, Courts, detainees, and members of 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.

Shall 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 everyday encounters with hostile or violent persons.

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

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

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

Ability to compile, compare, coordinate and analyze data, and make determinations based on data analysis.

Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Ability to apply knowledge of people or locations and utilize good judgment in extreme and uncommon situations.

Ability to work extended or irregular hours, evenings, and/or weekends as scheduled, and occasionally travel out of town for training and inmate transports, sometimes overnight.

Ability to provide testimony in legal proceeding and court.

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

## **II. RESPONSIBILITY:**

Incumbent performs duties according to a formal schedule with priorities primarily determined by supervisor. Incumbent works with supervisor in setting work assignments, goals and objectives and priorities, and has some flexibility in the job. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor. Work is subject to frequent inspection, with errors primarily detected or prevented through procedural safeguards and/or prior instructions from supervisor. Undetected errors could result in loss of time to correct error, inconvenience or work delays in other departments or agencies, and/or endangerment to self/others.

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

Incumbent maintains frequent contact with co-workers, other County departments, law enforcement agencies, DOC, Courts, detainees, and the public for purposes of giving and receiving information and maintaining cooperative work relationships.

Incumbent reports directly to Community Corrections Director.

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

Incumbent performs duties in the facility and may be exposed to hazards associated with facility operations, including hostile/violent individuals and communicable diseases. Regular duties involve sitting/walking at will, sitting/standing/walking for long periods, walking/running up/down flights of stairs, physically restraining violent individuals, working in confined spaces, lifting/carrying equipment weighing under 25 pounds, pushing/pulling objects, reaching, bending, crouching/kneeling/stooping, close/far vision, color/depth perception, keyboarding, handling/grasping/fingering objects, hearing sounds/communication, and speaking clearly. Protective gear and/or equipment must be worn according to Department policy.

Incumbent is required to work extended or irregular hours, evenings, and/or weekends as scheduled, and occasionally travel out of town for inmate transports and/or training, sometimes overnight.

## **APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Corrections Officer for the White County Community Corrections Facility 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\_\_\_\_\_

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Applicant/Employee Signature

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Date

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Print or Type Name