



County of Saint Joseph, Indiana
Department of Human Resources
227 West Jefferson Boulevard
South Bend, IN 46601
Phone: 574-235-9547 Fax: 574-245-6602

Position: Detention Officer / Work Release Full-Time

Opening Date: February 8, 2016

Closing Date: Until filled

Salary: Dependent upon qualifications and previous work experience

Department: Community Corrections

Location: DuComb Center

Description:

This position is full-time, non-exempt and is covered under the Saint Joseph County Employee Policy Manual.

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. St. Joseph 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 Detention Officer/Work Release for the Community Corrections, responsible for maintaining security and order within the detention facility. Incumbent is responsible for supervision of offenders in a work release environment utilizing prescribed policies and procedures, ensures a secure, safe and humane environment for incarcerated persons.

Hours:

Shift Times:

Essential Functions:

Maintains interior and exterior security of Community Corrections facility, including monitoring surveillance cameras and activities of offenders and searching detainees for weapons and/or contraband. Maintains accurate accounting of all offenders, including inspecting living areas and performing roll calls by completing accurate offender count sheets/forms. Reports unusual or unruly behavior, securing or physically restraining offenders, and implementing disciplinary action. Completing of all offender records. Maintaining accountability of each offender.

Application of restraints: handcuffs, belly chains, leg/ankle restraints and black box.

Use of Handle with Care when necessary.

Reports any damage of work release property to supervisor.

Reviews control log daily. Conducts searches and shakedowns and conducts searches of all offenders upon entering the facility.

Processes offenders in and out of the facility. Supervises detainees in allowable activities, including telephone calls, and indoor/outdoor recreation.

Will search/pat search visitors and/or guests as well as employees as needed.

Follows appropriate procedures to ensure proper medical attention of offenders. Monitors the dispensation of prescribed medications according to physician orders and maintain records.

Equal Opportunity Employer

Administers breathalyzer to offenders as required and collects samples for drug testing.

Oversees and supervises distribution of and attention to caloric proportions daily meals and ensures all trays and utensils are removed from living areas. Ensures personal hygiene of detainees and cleanliness of living areas. Accounts for all cleaning supplies and equipment issued.

Answers telephone and greets Community Corrections visitors, determining nature of call, responding to inquiries regarding detainees, and/or routing caller to appropriate person or department. Maintains log of calls and of persons entering/exiting facility through computer reporting tool.

Monitors offender television use.

Controls and monitors emergency alert system. Controls all work release access doors, lighting and water systems.

Maintains confidentiality and security of information and cases.

Enters data on computer and completes assigned written reports.

Participates in implementing Department goals, objectives, policies, and procedures. Observes and reports offenders' attitudes/behavior weekly in offender case notes.

Gives testimony in legal proceedings.

Is ethical, moral and a positive role model for the offenders.

The incumbent must maintain a constant vigilance for periods up to sixteen (16) hours at a time. Incumbent will work a minimum of 20-25 hours per week.

Attends seminars and in-service training staffing meetings as required.

Performs related duties as assigned. Completes seven or more watchman house checks per shift.

Performs cross training as Detention Officer/Home Detention and must be able to perform all duties of that position.

Responsibility:

Incumbent performs a variety of recurring duties according to standardized Departmental policies and procedures, selecting applicable methods to take authoritative action in response to situational demands. Incumbent receives indirect supervision and refers to supervisor for unusual matters. Work is subject to frequent inspection, with errors primarily detected or prevented through procedural safeguards or supervisory review. Undetected errors may result in loss of time and inconvenience to the department, lawsuit, and/or endangerment to self/others.

There may be a time when you have to use personal interpretation of policies and procedures therefore; incumbent must have a clear understanding of the expectation. Numerous safeguards and precautions exist to help maintain control of offenders; however the probability of injury or death is faced daily. Controls exist to minimize errors, however, in this position; errors in judgment dealing with offenders or in performance of duties could result in a liability to the Work Release Officer, the Agency and the County. Additionally, the inability to interact effectively with the public, courts or other agencies may have an adverse effect of the efficiency of this position.

Incumbent shift is complete only when properly relieved from his/her duties.

Personal Work Relationships:

Equal Opportunity Employer

Incumbent maintains frequent contact with offenders, immediate supervisor, co-workers, other County departments, law enforcement agencies, offenders, offender's families, area employers, drug testing personnel, medical personnel, and the public for purposes of exchanging information and explaining policies and procedures. Incumbent receives, obeys, and passes on to office an individual's name that relieves a shift change, all orders from director, supervisor, and on-call supervisor.

Incumbent reports directly to the Security Director while under the supervision of an Officer in Charge.

Physical Effort and Work Environment:

Incumbent performs majority of duties in a confinement facility, involving sitting and walking at will, standing/walking for long periods, walking up/down flights of stairs, lifting objects weighing more than 50 pounds, pushing/pulling/carrying objects, crouching/kneeling, bending at waist, reaching, driving, close/far vision, color/depth perception, hearing sounds and communication, and handling/grasping/fingering objects. Incumbent may periodically encounter resistance, subdue an attacking or armed individual, and be required to respond to situations involving potential physical harm to self and others. Incumbent is to call for assistance in any cause not covered by previous instruction. A variety of physical abilities will be required in order to supervise and participate in custody functions. Keen observation and hearing skills are necessary to ensure the safety and security of the facility. The incumbent will be required to stoop, kneel, crouch and/or crawl, also may be required to climb ladders and walk on uneven ground. Physical effort may include restraining offenders, driving, running and lifting and carrying up to 50 lbs.

Exposure to persons who may fall under one or all of the following conditions requiring the use of physical force; alcohol, narcotics, mental illness, violence, and emotionally disturbed.

Incumbent may be required to work weekends, evenings, and extended or irregular hours, and travel out of town, sometimes overnight

Qualifications:

High school diploma or GED or experience in the work related field may be substituted.

At least 21 years old.

A US Citizen.

No Felony convictions.

Possession of or ability to obtain First Responder/CPR certification.

Job Requirements and Difficulty of Work:

Ability to supervise and direct assigned offenders, including completing work assignment forms, providing corrective instruction, and providing orientation at intake.

Working knowledge of and ability to use all assigned department equipment, including vehicle, computer, keyboard, and breathalyzer.

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

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

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to meet all department hiring and retention requirements, and 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 follow dress code uniform standards.

Ability to effectively communicate orally and in writing with co-workers, other County departments, law enforcement agencies, offenders, offender's families, area employers, drug testing personnel, medical personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to competently serve the public with diplomacy and respect and ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations.

Ability to respond immediately to a crisis including fire, medical emergency, and if necessary makes 911 emergency calls.

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

Ability to obey all written rules and oral orders and directives from Department superiors.

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 and with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions and under time pressure from formal schedules and deadlines.

Ability to testify in court/legal proceedings as required.

Ability to work weekends, evenings, and extended or irregular hours, and travel out of town, sometimes overnight. May be required to work overtime, holidays and changing shifts/hours.

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

Apply online at www.stjosephcountyindiana.com

Equal Opportunity Employer