

HENDRICKS COUNTY  
JOB DESCRIPTION

**Title:** Jail Deputy

**FLSA:** Non-Exempt

**Department:** Sheriff

**Division:** Jail

**Supervisor:** Jail Sergeant

**APPLICATION AND SELECTION PROCESS:** The Hendricks County Sheriff's Office only accepts employment applications through Policeapp.com. [https:// www.policeapp.com/Indiana-Police-Jobs?](https://www.policeapp.com/Indiana-Police-Jobs?) There is a fee to take the EMPCO CORRECTIONS exam, but the results may be accepted by all participating Sheriff's Offices in Indiana. Applications must be received by midnight on 04-22-2022. **NO PAPER APPLICATIONS WILL BE ACCEPTED AT THE HENDRICKS COUNTY SHERIFF'S OFFICE OR THE HENDRICKS COUNTY HUMAN RESOURCES DEPARTMENT.**

**PURPOSE OF POSITION:**

Utilize prescribed policies and procedures to ensure a secure, safe and humane environment for incarcerated persons and jail staff.

**ESSENTIAL FUNCTIONS:**

- Holds the rank of Deputy.
- Receive and process all new inmates.
- Complete book-out/release processes.
- Maintain jail log of all activities during duty hours.
- Provide personal supervision/observation of each inmate.
- Make checks of inmate living areas.
- Reports any damage to jail property to supervisor.
- Make requests for supplies needed to maintain facility in a safe, clean and humane manner.
- Maintain accountability of each inmate.
- Complete all inmate records.
- Review jail log daily.
- Conduct shakedown search inspections.
- Supervise meal trays to inmates.
- Supervise cleaning of inmate living areas.
- Ensure inmates maintain good personal hygiene.
- Supervise inmate activities and programs.
- Supervise inmate visits.
- Conduct searches of all inmates upon entering or exiting the facility.
- Supervise inmate workers while on duty.
- Control access to facility and maintain records of persons entering and leaving.
- Supervise all inmate movement within facility.
- Provide surveillance via direct supervision, video and audio systems.
- Control and monitor emergency alert system.
- Control all jail access doors, lighting and water systems.
- Monitor inmate telephone, television, mail and commissary use.

- Write inmate disciplinary conduct reports.
- Inspect and delivery of all incoming/outgoing inmate mail.
- Perform inmate fingerprint and mug photo processes.
- Complete all warrant processes.

### **NON-ESSENTIAL FUNCTIONS:**

- Performs other duties as assigned.

### **EDUCATION AND QUALIFICATION REQUIREMENTS:**

- High School Graduate or equivalent.
- Must possess and maintain a valid Indiana driver's license.
- Ability to effectively communicate well verbally and in writing.
- Ability to operate and maintain various office machines, such as computer, printers, copier, telephone with voice mail and fax.
- Attention to detail.
- Ability to effectively and tactfully deal with difficult people.
- Good organizational skills.
- Ability to handle high stress situations.
- Successful completion of Jail Division Probationary Period and PQS.
- Successful completion of training/certification in Handgun Qualification, Indiana Law Enforcement Academy Jail Officers Course, First Responder/CPR/Deliberator, Unarmed Defense, OC Spray, Taser, Restraints, Use of Force, Jail Division Policy and Procedures.

### **RESPONSIBILITIES:**

Incumbent supervises inmates under established policies and procedures. There may be instances when incumbent must use personal interpretation of guidelines or procedures. Errors in judgment dealing with inmates or in performance of duties can cause loss of time, moderate cost and possible lawsuit to the Incumbent, the Department and the County.

### **WORKING RELATIONSHIPS:**

Incumbent works with inmates, superiors, subordinates, peers, officers from other agencies, medical personnel, officers of the courts and general public for the purpose of maintaining a safe, structured environment with minimal errors.

### **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

The incumbent will have exposure to persons who may possess any or all of the following conditions: Intoxicated, under the influence of drugs, suffering from mental illnesses, possible violence, armed subjects, extremely unruly or hostile individuals or groups, exposure to bodily fluids, exposure to a number of contagious or deadly diseases including Hepatitis and Aids. The likelihood exists that the incumbent may be involved in situations where hazards are present, including the risk of severe injury and even death. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the incumbent is frequently required to stand, walk, climb, stoop, kneel, sit or crouch. The incumbent may lift and/or move more than 100 pounds.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Jail Deputy1 at the Hendricks County Sheriff's Department describes the duties and responsibilities 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**

\_\_\_\_\_  
**Printed Name**