



EST 1821
**SHELBY
COUNTY**
FOUR CORNERS
ONE COUNTY

Shelby County Government
25 West Polk Street
Shelbyville, Indiana 46176
Human Resources

www.co.shelby.in.us

VACANCY

*Interested applicants must complete an application. The application can be found on our website under the Human Resources department 'open positions'. You will need to print it out and return to Lt. Carrell at scarrell@co.shelby.in.us or 107 W. Taylor Street Shelbyville, IN 46176

POSITION: Correctional/Jail Officer – Multiple Positions

LOCATION: Sheriff's Department – Jail Division

NUMBER OF HOURS: 40 Hours weekly

DUTIES: See position description below

REQUIREMENTS: See position description below

PAY RATE/CLASSIFICATION: \$22.28 hourly – Hire In – Civilian POLE
\$23.70 at 1 year anniversary date
Shift premiums of .50 and \$1.00 for evenings & midnight work.
\$1,500 Retention bonus after 2-year work anniversary.

BENEFITS: Medical, Prescription, Health Clinic, Health Savings Account, Employee Assistance Program, Dental, Vision, Basic Life, and Perf retirement available after applicable waiting periods per plan documents. Vacation, Sick, Personal, Bereavement, paid Holidays and New parent leave available per county handbook. Pay increases at 1 yr. 3 yr. 5 yr. and 10 yrs. of service in addition to annual pay increases as *approved by county council*.

POSITION BEGINS: As soon as possible

APPLICATION DEADLINE: Open until filled.

All applicants considered for hire must obtain a criminal history background check, drug screen, and complete a full application. If selected for an interview, additional information will be provided at the time of the interview. Equal Opportunity Employer

**POSITION DESCRIPTION & APPLICATION ARE ON THE FOLLOWING
PAGES**

**POSITION DESCRIPTION
COUNTY OF SHELBY, INDIANA**

POSITION:	Correctional Officer
DEPARTMENT:	Sheriff
WORK SCHEDULE:	As assigned – Shifts Vary
JOB CATEGORY	Civilian POLE
STATUS:	Full-time
FLSA STATUS:	Non-exempt

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

Incumbent serves as a Correctional Officer for the Shelby County Sheriff's office, Jail division, responsible for maintaining security and order in the jail facility.

ESSENTIAL DUTIES:

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

Performs booking procedures of individuals being detained, including photographing, fingerprinting, entering information on computer, receiving and receipting money and personal property, and ensuring detainees are properly showered, changed into jail clothing, and searched for weapons and other contraband.

Performs bonding procedures, including completing required forms, receiving and receipting bond money, returning personal belongings, and releasing inmates.

Performs POD duties, including observing detainees for inappropriate behaviors, opening and retrieving data from computer, opening and closing security doors, logging and releasing detainees for recreation, visitation, and other various functions, and overseeing provision of meals, medication, and cleanliness of individual cells.

Maintains security within court rooms by monitoring conduct of detainees and public during court hearings and trials.

Transports detainees to and from various locations, such as court, department of corrections, medical appointments, and hospitals.

Escorts detainees for appearances in court, recreation, visitation, library, meetings and activities.

Provides detainees with daily meals, assuring trays, cups, and spoons are properly removed from cell block.

Issues prescribed medications according to standing physician orders, follows appropriate procedures to ensure proper medical attention to detainees.

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

Conducts routine “shakedowns” of all cells and dormitories for contraband and prepares written report of findings.

Ensure compliance with facility rules and regulations and reports unusual and/or unruly activities to appropriate department staff officer and properly secures and/or physically restrains violent and uncontrollable detainees.

Supervises and directs daily activities of trustees, including making work assignments, and ensuring proper accomplishments of duties.

Responds to inquiries from family members, attorneys, and members of the general public regarding visitation and status of individual detainees.

Prepares and submits to superiors all required reports and summaries of activities according to established department deadlines.

Responds to detainee grievances following established chain of command procedures.

Periodically attends seminars and in-service training, as required.

Performs related and/or other duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED and successful completion of Indiana Law Enforcement School for Jailers.

Ability to qualify annually by obtaining a passing score in Handgun Course of Fire, as required by the standards of Indiana Law Enforcement Training Board.

Ability to meet all department hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Working knowledge of photography, taking latent prints, evidence collections and custody, taking statements from suspects and witnesses, and ability to appropriately receive, maintain, and account for articles received in evidence.

Knowledge of and ability to make practical application of the customary practices, procedures, rules, and regulations of the department to maintain effective jail operations.

Knowledge of standard practices and procedures in administering first aid and ability to be certified in CPR.

Knowledge of and ability to effectively use and operate all assigned department uniforms and/or equipment, including computer, printer, intercom system, radio, telephone, security cameras, and electric locking systems.

Knowledge of standard English grammar, spelling, and punctuation, and ability to prepare and complete required forms and reports within established department deadlines.

Ability to effectively listen, comprehend, and communicate with co-workers, detainees, other law enforcement departments and agencies, other officials, detainees, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations.

Ability to effectively perform essential functions of the position, including, but not limited to, booking and processing detainees, monitoring jail operations, and physically restrain detainees during emergency situations.

Ability to provide public access while maintaining confidentiality of department information and records according to state requirements.

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

Ability to work irregular and/or extended hours as directed or required.

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

II. RESPONSIBILITY:

Incumbent performs a variety of recurring duties according to standardized department post orders, policies and procedures, selecting applicable methods to take authoritative actions in response to situational demands. Errors in decisions or work are detected by periodic supervisory review and may lead to injury to self, co-workers, detainees, or the 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, detainees, other law enforcement departments and agencies, other officials, detainees, and the public for purposes of assisting with coordination of jail facility operations, effective and safe housing and processing of detainees, and enforcement of applicable laws.

Incumbent reports directly to designated officer in charge of shift.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a jail facility and occasionally in a vehicle transporting inmates, involving sitting and walking at will, walking/standing and/or sitting for long periods, lifting/carrying objects weighing less than 40 pounds, crouching/kneeling, bending at waist, close and far vision, reaching, handling/grasping/fingering objects, hearing sounds/communication.

Incumbent is frequently exposed to the hazards associated with jail operations, such as potentially violent individuals and communicable disease.

No prolonged extreme physical demands are associated with normal duties or assignments, but incumbent may exert strenuous physical effort during emergency situations, such as physically restraining detainees. Incumbent must perform duties despite the stress of potential injury and/or loss of life to self and/or others.

The above position description is not to be construed as an exhaustive list. Other duties associated with the position may be assigned.

****APPLICATION IS ON THE NEXT PAGE-PRINT OUT & return to 107 W. Taylor Street****

Shelby County Government/Shelby County Criminal Justice Center

107 W Taylor Street
Shelbyville, IN 46176

(4 Pages)



Last Name

First Name

Middle

Street Address

City

State

Telephone Number

Email Address

Is any additional information concerning change of name, use of an assumed name or nickname necessary, to enable a check on your work and education record? If yes, please explain:

The position you wish to be considered for is:

☐ **Full-Time – Jail/Correctional Officer**

When are you available to start work? _____

EMPLOYMENT HISTORY

Begin with current or most recent employer

#1 Company	Position
Address	Supervisor
City, State, Zip	Start Date End Date
Telephone	Reason for Leaving
#2 Company	Position
Address	Supervisor
City, State, Zip	Start Date End Date
Telephone	Reason for Leaving
#3 Company	Position
Address	Supervisor
City, State, Zip	Start Date End Date
Telephone	Reason for Leaving

Depending upon the position you are applying for: If an essential job function requires heavy lifting (50-75 pounds) is there anything that would prevent you from performing this function?

____ Yes ____ No

If yes, please explain _____

PROFESSIONAL/WORKING REFERENCES – Must provide

Name	City, State, Zip
Address or email	Telephone

Name	City, State, Zip
Address or email	Telephone

PERSONAL REFERENCES – Must provide (No relatives)

Name	City, State, Zip
Address or email	Telephone

Name	City, State, Zip
Address or email	Telephone

Have you ever been employed by Shelby County before? If yes, please provide approximate dates and position(s).

Yes ☐ No ☐ _____

EDUCATIONAL BACKGROUND

School(s)	Years Attended/ Graduated (year)	Degree/Y or N

AGREEMENT

I certify that the information given in this application is true and complete to the best of my knowledge.

I authorize you to make such investigations and inquiries as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) or any omission of information may result in discharge. I understand, also, that I am required to abide by all rules and handbook policies of Shelby County Government &/or the specific department.

I understand that a FULL employment application and a FULL background check will be needed in order to complete the hiring process. (Add'l information will be provided to you if you are selected to continue in the process. There is no need to call the department.)

Signature of Applicant

Date

In order to be considered for employment by the recipient(s) of the application, you must fully complete the following questionnaire and sign it.

1. Are you presently being investigated or under a procedure to consider for your discharge for misconduct by your present employer or have you offered a resignation to your previous employer?

_____ Yes _____ No

If yes, explain the circumstances on a separate sheet and attach it to this application.

2. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?

_____ Yes _____ No

If yes, explain the circumstances on a separate sheet and attach it to this application.

3. Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of your sexual contact with another person, of mishandling funds, or of criminal conduct resulting in a conviction or criminal penalty?

_____ Yes _____ No

If yes, explain the circumstances on a separate sheet and attach it to this application.

4. Do you have an arrest record that has not been expunged or sealed?

_____ Yes _____ No

If yes, explain, in detail, including the date of the charge, the court action, the offense in question, and the address of the court involved.

5. Are you currently required to register as a sex offender in this or any other jurisdiction?

_____ Yes _____ No

If yes, explain, in detail, including the date of the charge, the court action, the offense in question, and the address of the court involved.

Conviction of a crime is not an automatic bar to employment. The recipient(s) of this application will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying. Any false or misleading information in this application (or any omissions of information) shall be fully sufficient grounds to refuse to employ or, having been employed, shall be immediate cause for dismissal.

My signature below constitutes authorization to check my employment history, including without limitation, evaluations, criminal arrest and conviction record checks, reference checks, and release of investigatory information possessed by any state, local or federal agency. I further authorize those persons, agencies, or entities that the recipient(s) of this application contacts in connection with my employment application to fully provide the recipient(s) of this application any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the recipient(s) of this application, its agents, and officials or against any provider of such information.

Signature of Applicant

Date

The information below will be used for background screening purposes only (secured facility) and will not be used as hiring criteria.

Other names used/Alias: _____

Last four digits of social security #: xxx-xx-_____

Driver's License #: _____

State of Driver's License: _____

Other Cities/States lived in the past 7 years: _____

****Return completed application to Lt. Shana Carrell, at
scarrell@co.shelby.in.us or drop off at 107 W. Taylor St. at the Sheriff's
department. Open 24/7**