

The incumbent serves as a Correctional Officer within the Jail Division of the Henry County Sheriff's Office. The duties are divided into three categories: ensuring safety, enforcing policy, encouraging a community environment among the inmates and fellow corrections officers.

**Ensuring Safety**

Understanding and consistent practices of the policies and procedures establish safety and efficient operations for the Jail Division.

**Enforcing Policy**

The policies of the Jail Division are mandated and driven by Indiana State Jail standards and Federal standards for overall safety and efficiency of the facility. Policies are established for the inmates and staff to create structure in the day to day operations and work within guidelines to promote safety and security.

**Community Environment**

Fostering a sense of community is an aspect that a Correctional Officer can administer while performing their duties. As inmates may live together for an extended period of time, the Correctional Officer may find ways to encourage community and peace, within the structure of the inmate population and while working with other staff members.

**Most Common Functions and Duties**

- Supervise inmates who are being detained, arrested or being held within the facility.
- Perform various searches for weapons or contraband.
- Maintain and preserve order and security within the facility and department.
- Oversee various work assignments and programs that involve inmates participation.
- Complete regular inspections and cell checks.
- Adhere to all county, state and federal policies, as listed in the policies and procedures.
- Attend and participate in all required training modules, and successfully pass.
- Provide effective and efficient communication, verbal and written.

**Requirements**

- Must be of minimum age of 18 years.
- Must have high school diploma or GED.
- Must pass a criminal background check.
- Must pass a drug test.
- Must pass, successfully, Jail Officer School, within 12 months of hiring.

**Physical Effort and Work Environment**

- Perform duties within the facility.
- Potential of being exposed to hazards of securing and supervising inmates.
- Physical effort may include standing, lifting, and physical confrontations.

**Personal Work Relationships**

The duties performed, within the facility, maintains contact with staff, supervisors, administration, other law enforcement agencies, visitors, and/or inmates. The contact could be for a variety of purposes, including maintenance of facility security, supervisor of detainees, maintenance of department communications, and explanation of jail facility policies.