



VERMILLION COUNTY SHERIFF'S OFFICE

Michael R. Phelps - Sheriff

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Job Description: Jail Officer Vermillion County Jail

SUMMARY

Performs responsible protective service work ensuring the care and security of inmates at the Jail; does related work as required. Jail control is in the same room as communications control and you will be dual trained over a period of time for both positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Processing inmates; maintaining jail security; overseeing meals; transporting inmates; overseeing visitation; maintaining logs and records on computer. (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)
- Receives and processes inmates into custody of institution: searches prisoners; advises inmates on institutional rules and regulations.
- Operates main control: controls inmate movement: maintains movement logs; responds to intercom.
- Patrols jail area periodically to insure security and maintain order; conducts periodic searches for contraband.
- Transports inmates to medical, court and related facilities.
- Supervises inmates during meals, personal hygiene and related activities for conformance to institutional rules, regulations and procedures.
- Escorts and safeguards inmates to cell: checks on inmates physical condition.
- Dispenses personal hygiene, cell cleaning supplies and commissary items.
- Prepares routine records on inmates: performs general clerical duties: answers telephone and transfers to appropriate extension: answers questions regarding visitation, mail, directions, etc.
- Records visits: inspects items brought into the jail.
- May be assigned as field training officer for new employees.
- Receives and processes incoming and outgoing mail; searches incoming mail for contraband and maintains logs: records incoming funds for inmates.
- Performs basic custodial duties such as dusting, cleaning windows, vacuuming and emptying trash in control stations.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of the security, rules, regulations and procedures of the institution; some knowledge of the practices of modern penology as related to the supervision and care of persons under institutionalized restraint; ability to enforce institutional rules firmly and fairly; ability to detect potential behavior problems of inmates: ability to detect the early symptoms of common health problems: ability to carry out oral and written directions accurately; ability to supervise the activities of large groups of inmates; ability to prepare records and reports; skill in the use of firearms; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school.

PHYSICAL REQUIREMENTS:

Work involves considerable degree of risk to personal safety due to inherently stressful environment and close contact with inmates in a secure setting. This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pulling, fingering, grasping, and repetitive motion; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in

sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and noise. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Must have a clean background/criminal history.
Successfully pass polygraph.
Successfully pass physical and drug screen (drug screens continue randomly).
Possession of an appropriate driver's license valid in Indiana.
Will be required to attend both Basic and Advanced Jail Officers Training Schools.
** See Communications Officer descriptions.

**Job Description: Communications Officer
Vermillion County Jail**

POSITION SUMMARY:

The position is responsible for receiving and dispatching 911 emergency calls and regular administrative and general complaints. Communications is in the same room as Jail control and you will be dual trained over a period of time for both positions.

POSITION RESPONSIBILITIES:

- Answers telephone complaints and emergency calls, determine needs of caller; responds to questions and advises caller of actions to be taken.
- Dispatches law enforcement/Fire/Rescue units as appropriate; broadcasts radio runs and additional information on complaints (descriptions of wanted persons, stolen vehicles, lost children, weather conditions, traffic conditions, etc.); contacts additional emergency services personnel for radio runs; receives information from field and relays to appropriate personnel.
- Enters appropriate info into CAD/PC keyboard; types information in IDACS/NCIC systems (wanted checks, stolen checks, computer work, etc.)
- Assists law enforcement units with request for support services (wrecker, ambulance, evidence technician, backup units, computer work, etc.)
- Receives and broadcasts messages for law enforcement/Fire/Rescue units in the field.
- Monitors officer emergency lanyard alarm systems; monitors other agencies radio broadcasts; monitors MDT messages, monitors status/location of law enforcement units.
- Performs other duties as directed

QUALIFICATIONS:

Must be 21 years of age
Must type minimum of 25 wpm
Must be American Citizen
NO felony convictions
NO battery convictions
Must be able to work nights, weekends and holidays
Must be able to work any shift.
Must submit to and pass a psychological/physical exam

Applicants should possess the following skills:

Good verbal, grammar, spelling and dictation
High stress tolerance
Above average retention level
Common sense and logical reasoning
Have good people skills
Flexibility (holidays & weekends)
Geographical knowledge (reading street guides & maps)
Be personable
Able to multi-task

INDEPENDENT JUDGMENT:

Independent judgment is used on a regular basis for this position.

WORKING CONDITIONS:

****See Jail Officer Description.**

All employment with the Vermillion County Sheriff's Office has a one (1) year probationary period.

The Vermillion County Sheriff's Office/Jail is an Equal Opportunity Employer.

APPLICATION FOR EMPLOYMENT

County of Vermillion, Indiana
an Equal Opportunity Employer

The County of Vermillion, Indiana, does not discriminate on the basis of race, color, gender, national origin, age, religion, or disability, in employment or the provision of services.

Please type or print responses to all questions on the application form. *Any application not completed in its entirety will be disqualified.*

Position sought _____

Last name _____ First name _____

Middle initial _____ Former name(s) _____

Address _____ City/state/zip _____

Phone _____ Are you at least 18 years of age? Yes: _____ No: _____

Applicants for Sheriff Department: Are you at least 21 years of age? Yes: _____ No: _____

Are you related to an employee currently employed by the County? Yes: _____ No: _____

If yes, please state employees name and relationship _____.

Are you interested in: Full-time work? Yes _____ No _____

Part-time work? Yes _____ No _____

Temporary work? Yes _____ No _____

Date available to start work _____

EMPLOYMENT HISTORY AND WORK EXPERIENCE

List all employment history and work experience during the previous five years, beginning with your current employer. *Failure to include all past employment may be grounds for disqualification.*

If currently unemployed, check here _____ and skip to **Previous employer** below.

! Current employer _____

Address _____ City/state/zip _____

Phone () _____ Hire date _____ Job title _____

Beginning salary _____ per _____ Current salary _____ per _____

Supervisor _____ Title _____

Work phone _____

Briefly describe the work you do, such as duties, responsibilities, equipment you operate, promotions:

Why do you want to leave? _____

May we contact your current employer? Yes: _____ No: _____ If no, please explain why: _____

! Previous _____ employer _____

Phone () _____

Address _____

City/state/zip _____

Dates employed _____ - _____ Job title _____

Beginning salary _____ per _____ Ending salary _____ per _____

Supervisor _____ Title _____

Work phone _____

Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions: _____

Reason for leaving: _____

May we contact this employer? Yes: _____ No: _____ If no, please explain why: _____

! Previous _____ employer _____

Phone () _____

Address _____

City/state/zip _____

Dates employed _____ - _____ Job title _____

Beginning salary _____ per _____ Ending salary _____ per _____

Supervisor _____ Title _____

Work phone _____

Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions: _____

Reason for leaving: _____

May we contact this employer? Yes: _____ No: _____ If no, please explain why: _____

! Previous _____ employer _____

Phone () _____

Address _____

City/state/zip _____

Dates employed _____ - _____ Job title _____

Beginning salary _____ per _____ Ending salary _____ per _____

Supervisor _____ Title _____

Work phone _____

Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions: _____

Reason for leaving: _____

May we contact this employer? Yes: _____ No: _____ If no, please explain why: _____

If you had additional employers within the last five years, attach additional pages as needed.

List and explain periods of unemployment in the past five years:

From _____ to _____ Reason: _____

From _____ to _____ Reason: _____

EDUCATION AND TRAINING

This section is intended to give the employer information about education and training you have completed, and to describe your skills, knowledge and abilities to perform the duties of the position.

High school attended *Attach additional pages as needed.*

Name _____

Address _____ City/state/zip _____

Diploma? Yes _____ No _____ GED? Yes _____ No _____

Activities, awards *(You may exclude any which indicate race, color, religion, gender, age, national origin, or disability)*

College(s) or Trade School(s) attended *Attach additional pages as needed.*

Name _____

Dates attended _____ to _____

Address _____ City/state/zip _____

Degree(s) _____

Major/minor course(s) of study _____

! Name _____

Dates attended _____ to _____

Address _____ City/state/zip _____

Degree(s) _____

Major/minor course(s) of study _____

! Activities, awards *(You may exclude any which indicate race, color, religion, gender, age, national origin, or disability.)*

! Seminars/workshops, special awards, articles you have published, other information that may be relevant to the position you are seeking: _____

MILITARY HISTORY AND STATUS

If you have never served in the military on active duty, check here _____ and skip to the next section. Military Branch Dates of Service Highest Rank Attained Rank at Separation

Type of Discharge _____

Citations/awards received _____

PROFESSIONAL OR SPECIALIZED TRAINING

Specialized training _____

Professional/special license(s) or certificate(s):

State Issued By Date Issued Expiration Type License #

Have you had any license suspended, revoked or terminated? Yes _____ No _____ If yes, explain:

PROFESSIONAL AFFILIATIONS

List current or previous affiliations/organizations and related offices/positions.

Organization Name Address Phone Offices/Positions

!Use the following space to describe other training, education, skills, abilities, hobbies, volunteer work or other information that may be helpful in evaluating your application. (You may exclude any which indicate race, color, religion, gender, age, national origin or disability.)

PERSONAL INFORMATION

Do you have any commitments which might interfere with or adversely affect your employment with us, such as a second job or school? Yes ____ No ____ If yes, please explain:

! Have you ever been convicted of a felony that has not been expunged or sealed?

Yes ____ No ____ If yes, please explain:

! Do you have an arrest record that has not been expunged or sealed? Yes ____ No ____

If yes, please explain: _____

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

Yes ____ No ____ If yes, please explain (including jurisdiction of registry): _____

! List three references who are not related to you and are not former employers or supervisors:

N Name _____ Phone _____
_____ Address _____ City/state/
zip _____

Number of years known _____

N Name _____ Phone _____

_____ Address _____ City/state/

zip _____

Number of years known _____

N Name _____ Phone _____

_____ Address _____ City/state/

zip _____

Number of years known _____

APPLICANT CERTIFICATION

Read each of the following paragraphs carefully. Indicate your understanding of, and consent to, the contents and conditions of each paragraph by signing your initials at the end of each paragraph. If you have any questions regarding these paragraphs, contact the employer before initialing.

Initials: _____

! I understand and accept that, if I am hired, I may be hired conditional on passing any medical and/or psychological examinations that the employer deems necessary to determine my ability to perform the essential functions of the position. I understand and accept that this may include drug, alcohol or substance abuse testing.

Initials: _____

! I understand that it may be necessary for me to approve and sign any waivers necessary in order for the employer to obtain information from my current and former employers.

Initials: _____

! I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that, if I am employed by the employer, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.

Initials: _____

! I solemnly swear that all of the information furnished in this employment application is true, accurate and complete to the best of my knowledge. I authorize investigation of all statements contained in this application. I understand that my misrepresentations or falsification of the information provided may lead to withdrawal of an employment offer or termination following employment.

Initials: _____

By submitting this document, I hereby agree that I shall execute the employer's conditional and post-employment medical examination and drug testing consent requirements. I recognize that my future employment with the employer will be jeopardized if I engage in substance abuse, illegal drug use, or alcohol abuse.

Applicant's signature

Date

The following sections to be completed by Sheriff Department applicants only:

I understand that the employer provides sheriff service on a seven day per week and twenty-four hour per day service, and therefore, if employed by the Sheriff Department, I may be required to work evening shifts or night shifts, including weekends.

Initials: _____

I understand that if I am hired as a sworn officer on the Sheriff Department, that I must successfully complete required training and courses specified and be certified by the State of Indiana Police Academy.

Initials: _____