



OFFICE OF THE
SHERIFF OF MADISON COUNTY

720 Central Avenue

Anderson, IN 46016

Scott C. Mellinger
Sheriff

Joey Cole
Major

Administration/Records
765-646-9290
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765-646-9296

Chaplain's Office
765-646-4077

Civil Office
765-641-9619
Fax
765-608-9704

Detention Center
765-646-9285

Investigations
765-646-9281

Sex Offender Registry
765-646-4055

Victim Advocate
765-646-4078

Website

www.madisoncounty.in.gov/Sheriff.html

Career Opportunity


The Madison County Detention Center is accepting applications for a Civilian Jail Officer Position.

If you are interested please submit an application to the Madison County Sheriff's Department.

You may pick up an application by visiting our records department at 720 Central Ave. Anderson, IN (Tuesday-Friday 8:00 am- 4:00 p.m.) or by visiting our website www.madisoncounty.in.gov

A handwritten signature in black ink, appearing to read "Tyler L Jugg".

Tyler L Jugg
Jail Commander

	Madison County Detention Center	
	Policies and Procedures	
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POSITION: Civilian Jail Officer / Jail
DEPARTMENT: Madison County Sheriff's Department
WORK SCHEDULE: As Assigned
JOB CATEGORY: POLE (Protective Occupations and Law Enforcement)

DATE WRITTEN: September 1985 **STATUS:** Full-Time
DATE REVISED: February 1998 **FLSA STATUS:** Non-Exempt

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Civilian Jail Officer for the Madison County Sheriff's Department and is responsible for maintaining security and order in the jail facility.

DUTIES:

Monitors intercom – radio terminals and operates electronic keyboards that control Detainees activities in cell blocks including locking doors, turning off lights, televisions, and showers.


Types and logs all activities occurring on designated floor by Officers, Detainees, and Trustees.

Maintains and updates official logs and records including behavior and book-in cards.

Distributes request forms, grievance forms and razor request slips to Detainees as needed.

Responds to Detainee inquiries and provides cellblock cleaning materials as needed.

Opens cell blocks to allow Detainees to move to designated areas for Commissary purchases, Visitations, Court proceedings, Releases, Attorney visits or Ministerial visits.

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II. RESPONSIBILITY:

Incumbent performs a wide variety of duties according to established departmental policies and police procedures, making independent decisions and taking authoritative action in response to situational demands. Errors in decisions or work may not be readily detected by periodic supervisory review and may lead to loss of life to self, co-workers, or public, and have adverse effects upon department operations, and inconvenience to members of the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with the Jail Commanders and shift supervisor's, other police personnel, offenders and individuals detained in the Madison County Detention Center, representatives of other law enforcement departments and agencies, and members of the general public for a variety of purposes, including coordination of jail facility operations, assists with effective and safe transport of detainees, and assists with enforcement of applicable laws.

Non-routine relationships with law offenders to gain concurrence with full enforcement of laws in situations that jeopardize public's and incumbent's safety.

Reports directly to Shift Supervisor (Sergeant, Corporal, Officer In Charge of Shift) and/or Jail Commander.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties both in an office environment and in the field, and is frequently exposed to the normal hazards associated with enforcement of the law. No prolonged, extreme physical demands are associated with normal duties or assignments.

Madison County is an equal opportunity employer