

## Whitley County Sheriff's Department

### Full-Time Confinement/Jail Officer

Confinement/Jail Officer is responsible for the safety and security of inmates and detainee's including documentation of juvenile intake holdings and inmates on suicide watch. Maintains interior and exterior security of the Jail facility performs routine maintenance to Jail equipment and ensures compliance with facility rules and regulations. This position is also responsible for supervising and directing activities of Jail Trustees, performing booking procedures of individuals being detained and bonding procedures. Escorts detainees to/from locations as necessary, prepares inmates for incarceration, maintains records of court dispositions and prepares inmates for court appearances and acts as liaison between Jail and Law enforcement agencies.

**Shifts will vary; must be available for weekends and holidays**

**Candidate will be required to attend a 40-hour Jailer school.**

#### **Job Requirements:**

- High School diploma or GED
- Ability to be certified in First Aid/CPR, OC and Defensive tactics, AED, O2 and Taser
- Thorough knowledge of and ability to make practical application of rules, regulations, policies and procedures of the Department and civil and criminal justice systems
- Ability to provide public access to or maintain confidentiality of department information/records according to state requirements
- Possession of valid driver's license and demonstrated safe driving record
- Ability to work alone with minimum supervision, under time pressure and on several tasks at the same time
- Ability to work with others in a fast-paced team environment
- Ability to competently serve the public with diplomacy and respect, including daily encounters with irate/hostile persons
- Ability to carry out and follow written and oral instructions and to present findings in oral and written form

**Applications and resumes accepted until 12:00PM/Noon on Friday, August 3, 2018**  
**Send applications and resumes to:**

**Sean Martin, Jail Commander**

[smartin@whitleysd.com](mailto:smartin@whitleysd.com)

**Whitley County Sheriff's Department**

**101 W. Market Street**

**Columbia City, IN 46725**

**260-625-1063 (Fax)**

**\*\*Whitley County Government is an Equal Opportunity Employer\*\***