Boone County Sheriff's Office Job Description

Job Title:	Corrections Officer	**Reports to:**	Jail Sergeant
Department/Group:	Corrections - Jail	**Shift:**	As Required or Assigned
Level/Salary Range:	$52,294 - $63,946	**Position Type:**	Non-Exempt
HR Contact:	Brittany Hicks	**Date posted:**	01/01/2026
Will Train Applicant(s):	Yes	**Posting Expires:**	12/31/2026
Applications Accepted By:			
Online Submission: www.boonecountyindianasheriff.com Click on careers.			
Job Description			

Role and Responsibilities

As a Corrections Officer, under general supervision, you will be responsible for receiving, recording, and dispatching 911 calls to the appropriate emergency public safety personnel. Duties are performed in an Emergency Dispatch Center environment which is fast-paced, and very often stressful. Emergency Communications Officers must provide excellent customer service to the public while exercising considerable tact and firmness in obtaining information from distressed persons. Some of the responsibilities are below but the list is not limited to only these functions.

The following duties are normal for the position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned by the Sheriff or his designee.

- Enforces local, state, and federal laws by implementing effective policy to protect the lives and property of the people.
- Maintains interior and exterior security of Jail facility, including monitoring surveillance cameras, operating electronic and digital door controls, monitoring activities of detainees, and conducting patrols. Maintains accurate accounting of all detainees, including conducting periodic cell checks, roll calls, and head counts of detainees in assigned areas.
- Reviews arrest sheet of individuals and determines authority to confine. Performs booking procedures of individuals being detained, including photographing, fingerprinting, entering required information on the computer, completing required forms and intake reports, receiving, and receipting money and personal property, and searching detainees for weapons and contraband.
- Supervises and directs activities of detainees, such as serving meals and doing laundry, including making work assignments and assuring proper completion of duties. Oversees detainees in allowable activities, such as telephone calls, commissary purchases, and family visitations.
- Distributes daily meals and ensures all trays are removed from cellblocks. Ensures personal hygiene of detainees and cleanliness of cell areas, accounting for all cleaning supplies and equipment issued to detainees.
- Provides detainees with daily meals and issues prescribed medications according to orders of physician. Follows department procedures to ensure detainees receive proper medical attention.
- Ensures compliance with facility rules and regulations, records and reports inappropriate behavior to appropriate department personnel, and takes appropriate action to correct any problems that arise. Properly secures and/or physically restrains violent and uncontrollable detainees as situations demand.
- Maintains and updates institution logs, incident reports, daily activity reports, booking/release records and medical records.

- Refers inmate grievances to Shift Commander.
- Testifies in court as required.
- Attends seminars and in-service training as required.
- Answers telephone and greets jail office visitors, determining nature of call, responding to inquiries regarding detainees, and/or routing caller to appropriate person or department.
- Serves on 24-hour call on a rotation basis and responds to emergencies from an off-duty status as required.
- Performs related duties as assigned.

JOB REQUIREMENTS AND DIFFICULTY OF WORK:

- High school diploma or GED.
- Possession of or ability to obtain certification from the Indiana Law Enforcement Academy as a Correctional Officer.
- Must be at least 18 years of age at the time of appointment.
- Valid Indiana Driver's license.
- Cannot have any Felony, Battery misdemeanor, or Domestic Violence convictions
- Possess good moral character as determined by a favorable comprehensive background investigation covering school, employment records, home environment, personal traits, and integrity
- Consideration will be given to all law violations, including traffic and conservation law convictions, as indicating a lack of good character.
- Pass a written entry-level examination.
- Pass physical examination/agility testing (if required).
- Submit to polygraph test, medical screening, and any other testing BCSO deems necessary (if required).
- Submit to a drug test.
- Submit to being fingerprinted.
- You must appear for an oral interview (if required).
- Successfully complete post-application training.
- Provide a copy of your birth certificate.
- Possess normal hearing, normal color vision, and normal visual functions and acuity in each eye correctable to 20/20.
- Possession of or ability to obtain required certifications, including CPR, IDACS, NCIC, and AED.
- Knowledge of area law enforcement demands and the ability to quickly take authoritative action as situations require, and to effect forceful arrests.
- Knowledge of and ability to use all assigned department equipment and weapons, including radio, fingerprint equipment, tear gas/mace, taser device, personal breath test, security panels, handcuffs, video monitoring/DVR, personal air packs, gas masks, restraint chair, automatic electronic defibrillator, specialized software, and fire suppression devices.
- Working knowledge of universal health precautions and blood-borne pathogens control and ability to protect oneself against infection.
- Working knowledge of standard English grammar, spelling, and punctuation, and ability to complete all required reports within department deadlines.
- Working knowledge of radio frequencies, codes, procedures, and limitations.

- Ability to obtain and apply knowledge of applicable local, state, and federal laws, codes, ordinances, and accepted police practices.
- Ability to operate standard office equipment such as computer, printer, calculator, camera, copier, and fax machine.
- Ability to appropriately receive, maintain and account for detainee articles received.
- Ability to provide public access to or maintain 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 effectively communicate orally and in writing with co-workers, government officials, law enforcement agencies, courts, health 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, and take authoritative action applying appropriate discretion and common sense.
- Ability to speak clearly and distinctly, hear and be heard and understood when communicating in person, by radio, or by telephone.
- Ability to obey all written rules and oral orders and directives from department superiors.
- Ability to perform essential functions of the position without posing a direct threat to the health and safety of self and other individuals in the workplace.
- Ability to work alone with minimum supervision and with others in a team environment.
- Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.
- Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.
- Ability to testify in court/legal proceedings as required.
- Ability to serve on 24-hour call on a rotation basis and respond to emergencies from an off-duty status.
- Ability to work weekends and evenings and occasionally work extended or irregular hours and travel out of town for training, sometimes overnight.

RESPONSIBILITY:

- Incumbent performs a variety of recurring duties according to standardized departmental policies and procedures, selecting applicable methods to take authoritative action in response to situational demands. Incumbent receives indirect supervision and refers to supervisor for unusual matters.
- Work is subject to frequent inspection, with errors primarily detected or prevented through procedural safeguards or supervisory review. Undetected errors may result in loss of time and inconvenience to the department, lawsuit, and/or endangerment to self/others.

PERSONAL WORK RELATIONSHIPS:

- Incumbent maintains frequent contact with co-workers, government officials, law enforcement agencies, courts, health officials, detainees, and the public for purposes of transporting detainees, testifying in court, exchanging information, and explaining policies and procedures.
- Incumbent reports directly to Sergeant.

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PHYSICAL EFFORT AND WORK ENVIRONMENT:

- Incumbent performs the majority of duties in a jail facility, involving sitting and walking at will, standing/walking for long periods, walking up/down flights of stairs, lifting objects weighing more than 50 pounds, pushing/pulling/carrying objects, crouching/kneeling, bending at the waist, reaching, close/far vision, color/depth perception, hearing sounds and communication, and handling/grasping/fingering objects. Incumbent may periodically encounter resistance, subdue an attacking or armed individual, and be required to respond to situations involving potential physical harm to self and others. Incumbent may be exposed to toxic chemicals, fumes/odors, and bodily fluids and may be required to wear protective clothing or equipment, including air packs, gas masks, rubber gloves, goggles, and gloves.
- Incumbent is required to serve on 24-hour call on a rotation basis and respond to emergencies from an off-duty status. Incumbent is required to work weekends and evenings, and occasionally work extended hours or irregular hours. Incumbent occasionally travels out of town for training, sometimes overnight.

Approved By:	Sheriff Tony Harris	Date:	12/30/2024
Last Updated By:	Matron Brittany Hicks	Date/Time:	12/30/2024