

## **RIPLEY COUNTY JAIL OFFICER**

### **ROLE AND RESPONSIBILITIES**

- Maintains interior security of jail, including monitoring door controls, continually monitoring location of Jail Officers on floor duty. Monitors inmate activities, conducting patrols, locking/unlocking external security doors & cells.
- Performs bookings of inmates including photographing, fingerprinting, enter required info into the computer, completing required forms & intake reports, receiving & receipting money & personal property, searching inmates for weapons & contraband.
- Oversees inmates in allowable activities, such as phone calls, counsel, & visitations
- Distributes daily meals & makes sure all trays & utensils are removed from the cellblocks. Ensures personal hygiene of inmates & cleanliness of cell areas, accounting for all cleaning supplies & equipment issued to inmates.
- Provides inmates w/prescribed medications according to physician. Follows department procedures to ensure inmates receive proper medical attention.
- Transports & or escorts inmates to various locations, such as court, DOC, medical facilities/hospitals.
- Responds to inquiries from family members, attorneys, & members of the general public regarding visitation & status of inmate.
- Maintains jail logs, incidents reports, daily activity reports, booking/releasing records & medical records.
- Answers phones & greets visitors, including logging all calls & visitors, providing info & assistance.
- Fingerprints general public for background checks.
- Attends seminars & in service training as required
- Ensures compliance w/ jail rules & regulations, including recording & reporting inappropriate behavior to appropriate Department personnel & taking necessary action to correct any problems that arise.
- Properly secures and or physically restrains violent & uncontrollable inmates as situations demand
- Receives, sorts, & logs incoming/outgoing mail & personal items for inmates

### **Qualifications and Education Requirements**

Ability to meet all County hiring requirements

High School Diploma or GED

Completion of ILEA for correctional officers

### **PREFERRED SKILLS**

Good judgement, physical strength, & interpersonal skills