

	Madison County Detention Center	
	Policies and Procedures	
Authorized by:	Date: 6/16/2020	
Topic: Job Description: Civilian Jail Officer	Page: 1 of 3	

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

STATUS: Full-Time
FLSA STATUS: Non-Exempt

Starting pay: \$17.12

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.

	Madison County Detention Center	
	Policies and Procedures	
	Authorized by:	Date: 6/16/2020
	Topic: Job Description: Civilian Jail Officer	Page: 2 of 3

Assists other Officers with settling verbal and physical disputes among inmates.

Operates Commissary and checks Detainees for proper and sanitary clothing and towels.

Supervises Trustees and oversees duties performed according to Jail Rules and Security Regulations.

Periodically assists in administering emergency first-aid measures.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Knowledge of prescribed jail procedures and routines; ability to perform standardized tasks in maintaining security and order in Madison County Detention Center.

Practical knowledge of area Law Enforcement demands, and ability to take authoritative actions when situations demand.

Knowledge of and ability to use all assigned department equipment and weapons.

Ability to legally operate non-emergency department vehicles.

Ability to appropriately receive, maintain and account for articles received in evidence.

Ability to maintain accurate records and logs.

Ability to effectively communicate with the public, other officials, and agencies.

Ability to type and operate keyboard control board and standard office equipment including copier, calculator and telephone.

	Madison County Detention Center	
	Policies and Procedures	
	Authorized by:	Date: 6/16/2020
	Topic: Job Description: Civilian Jail Officer	Page: 3 of 3

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.

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