



LAKE COUNTY GOVERNMENT CENTER
2293 NORTH MAIN STREET
CROWN POINT, IN 46307
(Internal/External)

Department: Community Corrections
2600 W 93rd Ave
Crown Point, IN 46307

Position: Custody Officer

Classification: Part-Time

FLSA: Non-Exempt

Reports to: Custody Supervisor

DUTIES OF THE POSITION:

Under direct supervision of the on-duty shift supervisor, the custody officer will be responsible for monitoring and supervising all on-site resident activities, enforcing the resident disciplinary system, and maintaining a secure and orderly operation facility.

ESSENTIAL FUNCTIONS AND PERFORMANCE RESPONSIBILITIES:

- Supervise residents and maintain secure and orderly operation of facility.
- Perform strip searches of residents, vehicles, mail items, objects capable of concealing contraband, buildings, indoor and outdoor areas.
- Conduct hourly rounds.
- Log resident activity.
- Organize and distribute resident work assignments.
- Enforce resident disciplinary system.
- Document all incidents and unusual events.
- Monitor all on-site resident activities, visitation process and maintenance of facility.
- Conduct urine specimens and administer breathalyzer examinations as necessary.
- Transport or escort residents (hostile, aggressive, passive, etc.) using handcuffs and other approved restraints in accordance to policy and procedure
- Communicate effectively and coherently with other staff or residents with approved facility communication devices including the telephone system, intercom system and portable or base radios; demonstrate effective communicative skills with residents, public and staff
- Attend and participate in professional development opportunities/training as directed by Executive Director.
- All other job-related tasks and specific duties as delegated by the chain of command.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- High school diploma or equivalent.
- Maintain a current CPR/AED certification.
- Must be physically able to climb stairs.
- Ability to work with staff and offenders of diverse backgrounds.
- Continuously seek innovative ways to improve agency operations.
- De-escalate volatile situations and disturbances.
- Be proactive rather than reactive.
- Promote teamwork and allow staff to engage in decision-making.
- Model prosocial behavior
- Identify and reinforce participant prosocial attitudes and beliefs.
- Promote a professional and positive environment among staff and participants.
- Willingness to assist in areas outside of regular job duties, including temporary transfer of position.
- Ability to handle stressful situations.
- Must maintain a high degree of professionalism.
- Must possess valid Indiana driver's license.

ADA REQUIREMENTS:

- **Lifting:** must be able to lift/move 50 lbs.
- **Walking:** must be able to walk sufficiently to carry out tasks (i.e., participant supervision, emergency response, care of environment).
- **Grasping/Dexterity:** must have sufficient dexterity to carry out tasks (i.e., participant supervision, emergency response, care of environment).
- **Standing:** must be able to stand for sustained periods of time, at least 2 hours.
- **Sitting:** must be able to sit for sustained periods of time, at least 2 hours.
- **Talking:** must be able to express ideas by means of spoken work in a manner that can convey detail to coworkers, participants and the public.
- **Hearing:** must be able to receive detailed information through oral communication. Also, must be able to hear and respond to participant or staff and hear safety alarms.
- **Repetitive Motion:** must have substantial range of motion and coordination in limbs to respond to safety needs as well as usual clerical and participant needs.
- **Cognitive:** must have the ability to plan and perform activities related to this position, to understand policies and procedures and implement such in a manner that demonstrates good judgment, to work independently, to modify work appropriately, to respond to changes in priorities and meet high level intellectual, mental and cognitive demands.

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.