

# **WARREN COUNTY**

**OFFICE OF  
JOSEPH CARICO, SHERIFF**

**PHONE 515-690-9210**

**POST OFFICE BOX 337  
INDIANOLA, IOWA 50125**

---

## **WARREN COUNTY JAILER JOB DESCRIPTION:**

Jailers are expected to perform all aspects relating to the care, custody, and control of persons remanded to the Warren County Sheriff and the safety, security, and orderly operations of the Warren County Jail.

### **EXAMPLES OF DUTIES:**

- Detainment and admissions processes for prisoners entering the jail, which include, in part, searches, inventories/accounting of property and money, collecting and entering biographical data, authorization of custody, fingerprinting, and photography.
- Supervises inmates while in cell housing units.
- Collects, documents, and secures bond/commissary monies.
- Assists in court functions during initial appearances of prisoners, such as providing court-appointed counsel forms, documenting fines and sentences, bond amounts, bond conditions.
- Processes prisoners into inmate cell housing units ensuring their hygiene is adequate and providing them with inmate-issued clothing, linen, and hygiene gear, etc.
- Effectively communicates with inmates and detainees, giving them clear and complete instructions. Can explain to inmates the policies, procedures, and expectations while they are in custody of the Warren County Jail.
- Regularly observes inmate behavior and communicates observations and perceptions verbally and/or in writing with co-workers and supervisors.
- Classifies inmates to determine security needs of the jail and other inmates.
- Consistently follows established procedures.
- Diligently monitors inmate behavior to ensure compliance with the rules and regulations and can consistently confront inmates for rule violations or inappropriate behavior in an assertive, constructive, and fair manner.
- Participates in the disciplinary process and ensures due process rights are always afforded to offenders.
- Can regularly make judgments regarding rule violations and when applicable prepare accurate, timely, typed disciplinary reports for the immediate supervisor and/or Jail Administrator to review.
- Be familiar with Iowa criminal law to know if a violation should be referred to administration for review with the potential of criminal charges being filed.

- Perform clothed and unclothed searches of prisoners and searches of their cells and property. Also search visitors when applicable.
- Demonstrate proficiency in defensive tactics, chemical deterrents, and electronic control devices.
- Know the proper options and application of mechanical restraints (handcuffs).
- Approach situations with the safety of all involved as the primary objective.
- May conduct individual counseling with inmates to address problem areas.
- Conduct routine inspections of the jail to identify needed repairs to fixtures, equipment, and furniture.
- Examines and maintains the overall cleanliness of the jail, conduct laundry, meal and sanitation services as needed; and supervises inmate cleaning details.
- Prevents escapes through security, inspections, vigilance, and the appropriate use of force if necessary.
- Documents, inspects, and delivers incoming and outgoing mail, checking for contraband or security issues.
- Monitors inmate use of prescription and over-the-counter medications. Stores medications in a secure location and makes them available to inmates when required. Will document and ensure the correct medication and correct dosage is given to the correct inmate.
- Be a first responder (provide First Aid and CPR) when necessary.
- Clerical duties that include the collection, entering, filing, and dissemination of documents related to jail records.
- Facilitates the ordering and delivery of commissary items while overseeing inmate account balances.

### **MINIMUM REQUIREMENTS:**

- Must be 18 years of age by date of hire.
- Must be a citizen of the United States of America.
- Must be a graduate of high school; possess a GED, or equivalent.
- Must not have any felony or aggravated misdemeanor convictions.
- Must be able to read, write, and understand the English language (bilingual preferred)
- Must have sufficient sight, hearing, and verbal communication capabilities.
- Must be of good moral character as determined by a thorough background investigation including fingerprint analysis through AFIS.
- Is an appropriate candidate for employment as demonstrated through qualified psychological screening.
- Is not by reason of conscience or belief opposed to the use of force, when appropriate or necessary to fulfill the person's duties.
- Is not addicted to drugs or alcohol.
- Must not have a gambling problem.
- Must be willing to submit to a polygraph examination, which will cover all areas of the minimum qualifications.

- Barring reasonable accommodation under the Americans with Disabilities Act, employees must have a valid Iowa drivers' license, or the ability to obtain one by the time of employment, and the ability to be insured under the County's auto insurance coverage.
- Has the ability to perform the essential elements of the position as defined in agency job specifications (including keyboard/computer skills and the ability to write reports).
- **Must disclose to employer if personal acquaintances are currently being housed in the Warren County Jail.**
- Must be able to pass a standard fitness test and MMPI.

**Warren County is currently seeking to fill a vacant FEMALE jailer position.**

**The Warren County Jail Staff currently work utilizing a Panama Schedule – 12hr days 6a-6p & 6p-6a. Jailers work seven days out of a fourteen day pay period or 182 days a year.**

No employee shall be retained who has demonstrated inappropriate action beyond a reasonable degree, who is not psychologically fit for jail employment, or who has repeatedly failed to observe policies. Employees must adhere to the Warren County Sheriff Office's Policies and Procedures.

**For more information, please contact Lieutenant Eric Burrows via email at [erichb@warrencountyia.org](mailto:erichb@warrencountyia.org) or Jail Administrator Chrissy Mathews at [chrissym@warrencountyia.org](mailto:chrissym@warrencountyia.org)**

