



Boone County Sheriff's Office Job Description

Job Title:	Program Director	Reports to:	Jail Commander
Department/Group:	Corrections Division	Shift:	As Required or Assigned
Location:	BCSO	Travel Required:	Minimal
Level/Salary Range:	\$51,528.00	Position Type:	Non-Exempt/Full Time
HR Contact:	Brittany Hicks	Date posted:	
Will Train Applicant(s):	Yes	Posting Expires:	
Applications Accepted By:			
<p>Online Submission:</p> <p>www.boonecountyindianasheriff.com</p> <p>Click on careers.</p>			
Job Description			

Role and Responsibilities

As a Program Director, under general supervision, you will be responsible for development and implementation of all jail programs. Duties are performed in a secure facility, which is fast-paced, and very often stressful. Program Director must be able to work under stressful conditions that could require adaptation during the course of a normal day.

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.

- Directing inmates to sources of emotional, financial, administrative, or cultural support.
- Program Director will be required to have all certifications of a Corrections Officer and be able to complete the day-to-day duties of a Corrections Officer.
- Supervise, manage, research, coordinate, and oversee all programs for all inmates in the jail. Ensure safety and security is maintained in making decisions regarding inmate eligibility, taking into account various classification levels and other facility requirements.
- Manage, monitor, and oversee the jail ministry program and serve as a member in the chaplaincy program. Ensure and protect the religious rights of all inmates.
- Setting and monitoring performance goals and deadlines for Jail Programs that comply with the Sheriff's Office vision.
- Generate, maintain and oversee all program and volunteer records and statistics.
- Development and implementation of appropriate facility entry and behavior while in the BCI for volunteers and contractors.
- Development of program summaries and any required evidenced based reporting for the purposes of requested program participation and validity.
- Review and assess program policies and goals to make decisions regarding inmate cases.
- Oversee and manage a stepdown unit in the jail. Develop, review, and make decisions regarding policies, goals, and eligibility criteria for the area.
- Manage, monitor, and oversee the jail ministry program and serve as a member in the chaplaincy program. Ensure and protect the religious rights of all inmates.



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- Coordinate with the Matron to prepare, submit, and manage state grants and funding related to jail programs.
- Monitor and oversee all program staff and volunteers, internally, and from outside agencies.
- Program Director must follow standards for universal precautions to ensure a safe and healthy work environment.
- Works with community agencies, local businesses, not-for-profit agencies and local government entities to establish rapport, collaborate on projects and to ensure that the incarcerated population is afforded appropriate opportunities in Boone County for successful re-entry.
- Works on special assignments from the Jail Commander, or designee, in a variety of areas related to inmate activities/programs, and program compliance.

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



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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:



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- 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.

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:	01/03/2025
Last Updated By:	Matron Brittany Hicks	Date/Time:	01/03/2025