

**Decatur County Sheriff's Office
Court House
Positions and Duties**

Transport Officer (Special Deputy)

The Transport Officer is the Sheriff's principal designee for Decatur County Sheriff's Office (DCSO) Transport Division. This position reports directly to the Lieutenant. Further, Transport Officers:

Duties and Responsibilities:

1. Transport detainees to and from various locations, including but not limited to the Decatur County Courthouse, Indiana Department of Correction facilities, other county jails (inside and outside Indiana) and medical facilities.
2. Enforce the law to protect inmates, citizens, and public safety officials, within the scope of his/her authority as a Special Deputy.
3. Processes inmates at custodial institutions, searches inmates, and takes charge of inmate's personal property and personal funds.
4. Maintains and updates transport log(s) during shifts.
5. Writes inmate misconduct reports, per agency policy and supervisor direction.
6. Enters data and reports in agency databases and other record systems.
7. Testifies in court, if necessary, regarding duties and actions as a Transport Officer (Special Deputy).
8. Works closely with local, state, and federal law officers and other public safety officials.
9. Briefs immediate supervisor and other management officials, as necessary, regarding assigned duties.
10. Performs other essential duties as assigned by immediate supervisor or other agency officials.

Essential Skills and Abilities:

1. Geographical knowledge of Greensburg, Decatur County, and Indiana state highways and interstates.
2. Ability to sit for long periods of time in a vehicle.
3. Ability to operate a vehicle safely, often during inclement weather.
4. Ability to physically protect self.
5. Ability to carry and use a handgun and other defensive weapons proficiently and legally.
6. Ability to report observations and actions accurately and professionally in writing.
7. Knowledge of and compliance with agency and county policies and procedures.
8. Knowledge of jail or penal institution process and procedures, particularly those related to booking, securing, searching, and moving inmates.
9. Knowledge of Constitutional law and case law, particularly laws related to arrest, search, seizure; use of force; and incarceration of inmates.

Completed applications should be completed and returned to hr@decaturcounty.in.gov or delivered to the Courthouse, Suite 108

Decatur County Government is an Equal Employment Opportunity Employer