

# SANDUSKY COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

<b>Agency:</b>	Sheriff's Office	<b>Unit:</b>	Law Enforcement
<b>Name:</b>		<b>Position Title:</b>	Corrections Officer
<b>Class Title:</b>	Corrections Deputy	<b>Class Number:</b>	41121
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<b>Dept./Div.:</b>	Corrections	<b>Civil Service Status:</b>	Classified
<b>Reports To:</b>	Corrections Captain	<b>Employment Status:</b>	Full-Time
<b>Pay:</b>	Collective Bargaining Agreement	<b>FLSA Status:</b>	Non-Exempt

**QUALIFICATIONS: An example of acceptable qualifications:**

Completion of secondary education with training or experience in law enforcement, security, corrections, or equivalent combination; must complete Ohio Basic Corrections Officer Certification.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Ohio Peace Officer Training Council Basic Corrections Officer Certification; CPR Certification; valid Ohio Vehicle Operators license with an acceptable driving record.

**EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.**

Computer, two-way radio, security/surveillance equipment, telephone, passenger vehicle.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING**

**CONDITIONS: For purposes of ORC 4167.**

Occasional - Exposure to hot, cold, wet, humid or windy weather conditions; exposure to toxic, caustic or hazardous substances; operates or works in proximity to moving motor vehicles; uses or works in proximity to the use of firearms.

Periodic - Exposure to constant or intermittent loud noise; exposure to bodily waste, tissue or fluids.

Frequent - Contact with potentially violent or emotionally distraught persons; works in or around crowds.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Printed Name)



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**Unit:** Law Enforcement

**Name:**

**Position Title:** Corrections Officer

**Class Title:** Corrections Deputy

**Class Number:**

**Supervisor's Title:** Corrections Captain

**Class Number:** 41121

**Supervises:** N/A

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

#### JOB DUTIES: In order of importance

#### ESSENTIAL FUNCTIONS OF THE POSITION: (\* indicates developed after employment)

10% (1) Conducts security inspections of facility as assigned; inspects assigned areas, cells and inmate living areas for presence of contraband and security; inspects incoming and outgoing inmate mail.

(1) **Knowledge of:** (a)\*; (b)\*; (c); (d); (e).  
**Ability to:** (f); (g); (h); (i); Q).

40% (2) Performs intake processing (e.g., receiving, booking, photographing and fingerprinting persons committed to jail); prepares various inmate records; searches newly committal and work release inmates entering and leaving facility; releases inmates as required; returns personal property; checks all records of incarceration to ensure completion, correctness; forwards for file storage.

(2) **Knowledge of;** (a)\*; (b); (c); (d); (e).  
**Skill in:** (k).  
**Ability to;** (f); (g); (h); 0); (j)-

20% (3) Issues linens and personal hygiene items (e.g., soap and towels); dispenses cleaning materials and equipment; supervises inmates and trustees in cleaning and housekeeping of inmate living areas and general traffic areas; distributes medication to inmates as directed; supervises distribution of meals; continuously monitors inmates' activities to ensure wellbeing and health.

(3) **Knowledge of;** (a)\*; (b)\*; (c); (d); (e); 0); (m); (n). (k).  
**Skill in;** (f); (g); (h); (i); 0); (o).  
**Ability to;**

20% (4) Ensures inmate rights (e.g., visitation, religious services, telephone, etc.); monitors visitation periods on scheduled basis; maintains records and prepares reports of daily activities and any incidents involving inmates while in custody.

(4) **Knowledge of;** (a)\*; (b)\*; (c); (e); (n).  
**Skill in; Ability** (k).  
**to;** (f); (g); (h); 0); (j); (o); (P).

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### OTHER DUTIES AND RESPONSIBILITIES:

10% (5) Transports inmates to court, other institutions, medical facilities, etc., as required; testifies in court.

(5) Knowledge of: (a)\*; (b)\*; (c); (d).  
sum in; (q).  
Ability to; (f); (g); C0; 0).

### MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of; (a) organizational policies and procedures\*; (b) corrections policies and procedures\*; (c) jail security practices, procedures and equipment; (d) justice system; (e) records preparation and management; (l) jail food service rules; (m) emergency medical care procedures; (n) supervision.

Skill in: (k) computer operation; (q) motor vehicle operation.

Ability to: (f) carry out detailed but basic written or oral instructions; (g) recognize unusual or threatening conditions and take appropriate action; (h) compile and prepare reports; (i) communicate effectively; (j) develop and maintain effective working relationships; (o) resolve complaints; (p) answer routine telephone inquiries.

