

MORROW COUNTY

An Equal Opportunity Employer

Cover Page 1 of 1

POSITION DESCRIPTION

(Not for ODAS Filing)

Office/Agency:	Sheriff	Employee Name:	
Class Title:	Corrections Officer	Position Title:	Corrections Officer
Class Number:		Position Number:	

Dept./Div.:	Corrections	Civil Service Status:	Classified
Unit:		Employment Status:	Full-time
Reports To:	Sergeant	FLSA Status:	Nonexempt
Pos. # of Supvr.:		Pay:	

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent, supplemented by approved training courses in jail security practices and procedures; ability to successfully pass required checks and tests such as criminal record and background checks, and intelligence, physical, mental, and work-related tests.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess or be able to obtain required certifications (e.g., Corrections Officer, CPR/first aid, O/C spray, etc.); valid Ohio driver's license.

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

computer, calculator, camera, jail security and safety equipment, radio, paging system, motor vehicle, office equipment (e.g., typewriter, fax machine, copier, telephone, etc.)

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

May be exposed to dangerous or violent individuals.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

091897dasCO

Date Revised:

Columbus, OH 43235

pdmrwsf.cor

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Inside Page 1 of 3

POSITION DESCRIPTION

(Inside Pages for ODAS Filing)

Office/Agency:	Sheriff	Employee Name:	
Class Title:	Corrections Officer	Position Title:	Corrections Officer
Class Number:		Position Number:	
Dept./Div.:	Corrections	Reports To:	Sergeant
Unit:		Pos. # of Supvr.:	
Normal Hours:			

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 55% (1) Monitors and observes daily activities and behavior of inmates (e.g., meals, sleeping, bathing, recreation, telephone calls, work, visiting activities, etc.) to ensure safety, health, and general well-being; distributes meals, medication, mail, personal, and other items to inmates according to established procedures; dispenses cleaning materials and equipment, and supervises inmates in custodial activities (e.g., cleaning living areas, changing linen, etc.); handles inmate complaints and requests; reports difficulties or complex situations to officer-in-charge.
- 10% (2) Assists inmates in movement process (e.g., prepares inmates for court; transports inmates to/from court, doctor, and other facilities; cell assignments of prisoners; etc.); escorts inmates to/from facility programs (e.g., educational instruction, work detail, breaks, personal/legal visits, etc.).
- 15% (3) Communicates with inmates during receiving and booking process to obtain personal information; assists with intake activities (e.g., takes fingerprints and photographs, performs searches of individuals for contraband, secures personal belongings, obtains medical information, issues clothing, etc.); enters information into computer; prepares reports, records, and related documents; interprets guidelines to classify inmates.
- 7% (4) Conducts security checks of facility (e.g., inspects lights, locks, control panel, cameras, related equipment, etc.); operates and controls electronic doors; searches cell areas; monitors video and audio equipment in control room to detect unusual occurrences; ensures facility rules and regulations are observed; utilizes intercom, paging system, and emergency system as necessary; maintains activities log.
- 5% (5) Interacts with persons entering department and receives and screens incoming telephone calls (e.g., takes bonds, processes releases and summons, forwards paperwork and calls to appropriate parties, responds to routine inquiries, etc.); verifies and updates information on computer and operates office equipment as necessary.

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POSITION DESCRIPTION

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Class Title:	Corrections Officer	Position Title:	Corrections Officer
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Dept./Div.:	Corrections	Reports To:	Sergeant
Unit:		Pos. # of Supvr.:	
Normal Hours:			

- 3% (6) Attends staff meetings and training sessions as required.
- (7) Demonstrates regular and predictable attendance.
- (8) May serve as Officer-in-Charge of particular shift as assigned by Sergeant or designee.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (9) Performs other related duties as assigned (e.g., fills in for other Corrections Officers on break, rover duty, control room, special assignment, etc.).
- (10) Maintains required licensure(s) and certification(s).
- (11) Remains informed of current developments and procedures pertinent to duties.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: correctional facility security practices, procedures, and equipment; correctional facility regulatory standards; intake procedures; safety practices and procedures; department policies and procedures;* first aid practices; office practices and procedures.

Skill in: computer operation; fingerprinting; motor vehicle operation; jail security and safety equipment operation.

Ability to: carry out detailed but basic written or oral instructions; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; calculate fractions, decimals, and percentages; complete routine forms; prepare accurate documentation; respond to routine inquiries from public and/or officials; communicate effectively; gather, collate, and classify information; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; travel to and gain access to work site; subdue and/or restrain inmates; maintain fitness standards.

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