



## ASHLAND COUNTY SHERIFF'S OFFICE - CORRECTIONS JOB DESCRIPTION

<b>Job Title:</b>	Operations Sergeant
<b>Position Type :</b>	Permanent, Full-time, Classified status
<b>Purpose:</b>	Ensures security of the jail and inmates
<b>Qualifications:</b>	No disciplinary action within six months of application
<b>Immediate Supervisor:</b>	Operations Lieutenant
<b>Supervises:</b>	Corrections Officers, Court Officer

### Job Responsibilities:

Under direction, the sergeant provides work supervision to Deputy/Corrections Officers and Corrections Officers on assigned shift and processes inmate and monitors their activities to ensure the security of the jail and the security of the health, welfare and safety of the inmates.

### Qualifications:

- ✓ High school diploma; AND
- ✓ A minimum of three years' experience as a Deputy/Corrections Officer in the Corrections Division; OR
- ✓ A minimum of five years progressive experience in law enforcement; OR
- ✓ An equivalent combination of education, training and experience; AND
- ✓ Valid Ohio driver's license and an acceptable driving record;
- ✓ Successful completion of Ohio Basic Corrections Academy Training;
- ✓ Successful completion of Jail Administrator School within two years of appointment;
- ✓ **On-going ability to meet physical agility standards.**

### Working Conditions:

- ✓ Performs duties under dangerous and adverse conditions
- ✓ Overtime required
- ✓ Required to work a flexible schedule
- ✓ Occasional travel required within and outside the county.

*An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.*

### Knowledge of:

- ✓ Department policies and procedures\*
- ✓ Criminal laws
- ✓ Civil rights laws
- ✓ Law enforcement administration\*
- ✓ Local and state ordinances and laws\*
- ✓ Jail standards
- ✓ Electronic security systems, equipment and operations
- ✓ Security practices and procedures
- ✓ Security search techniques
- ✓ Rules of evidence
- ✓ Safety Procedures
- ✓ Inmate Observation and control techniques

- ✓ Radio Communications and radio codes
- ✓ Document preparation, requirements and methods
- ✓ **Court procedures and protocol**
- ✓ Employee training methods\*
- ✓ Supervisory methods\*

*\*May be acquired after hire.*

#### **Skills and Abilities To:**

- ✓ Recognize dangerous situations and respond appropriately
- ✓ Interact with and respond appropriately to inmates
- ✓ Communicate effectively in written and oral form
- ✓ Ensure the quality of work as measured against established standards
- ✓ Develop and maintain an effective working relationship with supervisor, co-workers and the public
- ✓ Meet physical agility standards

**Illustrative duties:** The duties listed below are intended to depict tasks performed by this classification.

#### **WORK SUPERVISION**

- ★ Serves as shift supervisor
- ★ Coordinates employee work schedules and assigns and monitors work
  - Authorizes overtime and employee leaves
- ★ Ensures compliance with policies and procedures
  - Assists in evaluating employee performance
  - Initiates disciplinary procedures, as necessary

#### **JAIL OPERATIONS**

- ★ Maintains inventory of jail supplies
  - Submits purchase requests, as necessary
  - Inspects jail equipment and requests maintenance or repair, as needed
  - Receives and directs phone calls, inquiries and requests from general public and other agencies
  - Maintains current working knowledge of jail standards and regulatory requirements

#### **ADMINISTRATION**

- Assists with maintaining jail operation records and preparing reports, as required
- Provides input into development of division policies and procedures
- Coordinates service with other divisions, as necessary
- Prepares court documents, as necessary
- Assists with jail inspection

- Responds to Offender Communications
- Responsible for Inmate Disciplinary process

CLERICAL

- Answers telephone and responds to questions or refers calls
- ★ Types correspondence, rosters and reports
- Assists with maintaining inmate and office files

MISCELLANEOUS

- Represents the sheriff's office at public meetings, upon request
- Attends meetings and serves on temporary committees, as requested
- Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training
- Performs additional duties and assignments, as requested
- Performs the duties of other positions on a substitute basis

★ Denotes an essential function of the job.

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Employee signature

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Date

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Supervisor signature

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Date

