

**ASHLAND COUNTY SHERIFF'S OFFICE  
JOB DESCRIPTION**

<b>Job Title:</b>	Deputy/Corrections Officer, Special Division
<b>Position Type :</b>	Intermittent, Part-time
<b>Purpose:</b>	Jail support staff
<b>Qualifications:</b>	High school diploma*
<b>Immediate Supervisor:</b>	Corporal, Chief Special Deputy
<b>Supervises:</b>	Inmates
<b>Salary:</b>	As determined by Sheriff

**Responsibilities:**

- Under general supervision, the Deputy/Corrections Officer processes, monitors and transports inmates and performs any other duties specifically assigned by the sheriff or his designee.

**Qualifications\* - continued from above:**

- High school diploma or an equivalent combination of education, training and experience
- Successful completion of Ohio Basic Corrections Academy Training (Corrections Academy) completed within one year of appointment
- Corrections Deputy must be OPOTA certified

**Working Conditions:**

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

**Knowledge of:**

- Department policies and procedures (acquired after hire)
- Criminal laws
- Civil rights laws
- 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
- Documentation preparation, requirements and methods

**Skills and abilities to:**

- Recognize dangerous situations and respond appropriately
- Interact with and respond appropriately to inmates
- 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.)

### **Jail Operations**

- Ensures security, health, welfare and safety of jail inmates
  - Patrols male and female cell blocks
  - Searches inmates and cell blocks
  - Counts heads, periodically
  - Checks doors and operating condition of alarms, locks, etc. to maintain jail security
  - Inspects inmate mail
  - Corrects problems, as found
- Distributes fresh linen, uniforms and meals to inmates
- Distributes over-the-counter and prescription medications according to policy
  - Ensures inmates take medications
  - Assists with monitoring the medical needs of inmates
- Maintains jail cleanliness and temperature, in accordance with requirements
- Monitors inmate recreational activities
- Monitors and controls prisoners' visitor activities to ensure security
  - Logs clergy and attorneys in and out of jail facilities
- Controls and prevents inmate fights
  - Restrains inmates, as needed
- Maintains logs of all security activities
  - Answers inmate questions, hears grievances and counsels inmates
  - Assists in maintaining jail equipment
  - Receives and directs phone calls, inquiries and requests from general public and other agencies
  - Maintains current working knowledge of jail standards and regulatory requirements
- Performs commissary duties
  - Distributes commissary orders to holding and disciplinary cells
  - Assists inmates on kiosks
  - Advises commissary clerk of needed supplies
- Functions as jail librarian
  - Provides cards for new books
  - Removes damaged books
- Maintains record of 'good behavior' days
  - Re-calculates sentences
  - Advises inmates of release date

### **TRANSPORTATION**

- Transports inmates to and from work, court, doctor appointments, hospitals, recreational activities, other county jails and prisons
  - Verifies inmate's identification
  - Ensures inmate's timely arrival

### **Fingerprinting/CCW/Visitation**

**MISCELLANEOUS**

- Represents the sheriff's office at public meetings, upon approval of the sheriff or designee
- Attends meetings
- 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

\_\_\_\_\_  
Date

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Supervisor signature

\_\_\_\_\_  
Date

