

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

Job Title:	Deputy/Corrections Officer, Corrections Division
Position Type :	Permanent, Full-time
Purpose:	Processes, monitor and transport inmates
Qualifications:	High school diploma*
Immediate Supervisor:	Corporal
Supervises:	Inmates
Salary:	In accordance with current contract

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
- Overtime required
- 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

BOOKING

- Books inmates
 - Prepares arrest forms
 - Searches incoming inmates for contraband
 - Places inmates in cells
- Releases/transfers inmates
 - Documentation must be verified and signed off by shift supervisor as outlined in Standard Operating Procedures
 - Scans inmate file
- Conducts photo imaging and fingerprinting
- Completes mental health and alcohol forms
- Completes initial medical screening, then forwards inmate to medical department
- Moves inmates, as required
- Performs accounting duties
 - Closes commissary drawer at end of shift balancing cash against computer
 - Monitors 'Unmatched Deposits'
 - Deducts fees (Booking fees, snack charges, etc.)
 - Issues debit cards/closes accounts for released inmates

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*

Employee signature

Date

Supervisor signature

Date

