

DELAWARE COUNTY
SHERIFF

TITLE: Corrections Officer - Jail Division

JOB OBJECTIVES: Incumbent is responsible for managing, directing, and controlling the behavior of residents in compliance with work rules and guidelines. Incumbent reports to the Shift Sergeant.

ESSENTIAL JOB FUNCTIONS:

- Supervises residents and controls behaviors in all areas of the jail, including booking, control room, security, housing and visitation;
- Processes individuals for incarceration, including search for contraband, evaluating status / prior offenses and outstanding warrants, determining if charges are bondable and calculating bond amount if applicable, determining classification of offense and assigning to appropriate areas / housing;
- Escorts residents to court and records activities and Court orders;
- Instructs, directs and orientates residents regarding Jail policies and procedures;
- Supervises personal hygiene and general housekeeping;
- Completes and maintains daily activity logs, reports of incidents and behavior management reports;
- Maintains accurate counts of all assigned residents;
- Investigates and reports findings of problems of residents to ensure the well-being and security of the residents;
- Performs inspections of the building such as safety, security, maintenance, and housekeeping are made, and reporting delinquencies to the proper authorities;
- Executes and enforces the policies and orders of the Jail;
- Provides protection and security for high risk situations;
- Files reports on residents for violations;
- Composes, reviews and files a variety of documentation;
- Assists the Shift Sergeant in the execution and jail duties and procedures;
- Serve meals and medication to residents;
- Assembles residents for movement / transport, including attorney visits, court dates, medical room, recreation, library, church, visitation, mental health visits and probation visits;
- Prepares necessary forms / paperwork as requested by the Court;
- Free of alcohol and / or drug dependency.

NON ESSENTIAL

- Participates and assists with a variety of special projects as requested;
- Performs related Essential and Non-Essential functions as needed.

I. JOB REQUIREMENTS

Equipment: Incumbent operates the following equipment: automobile, fuel pump / system, phones (land lines and cell), computer and related equipment, time stamp, control panel for doors / building access, fire alarm, hand - held body scanner, breath analyzer, fingerprinting equipment, 35mm camera, two way radio (portable and vehicle), radio chargers, surveillance camera, fire extinguisher, calculator, typewriter, copy machine, and facsimile machine, and small hand tools

Critical Skills/Expertise:

- Ability to be objective and handle stressful situations;
- Ability to communicate effectively, both orally and in writing;
- Ability to define and solve problems, collect data, establish facts, draw valid conclusions using judgment, and analytical skills;
- Ability to follow written and oral instructions.
- Ability to function in stressful situations;
- Ability to maintain confidentiality;
- Ability to manage time effectively;
- Ability to respond to crisis situations;
- Knowledge of Agency's Policy and Procedures Manual;
- Knowledge of arrest, search and restraint methods and procedures;
- Knowledge of behavior management skills;
- Knowledge of communication equipment, including two way radio and intercom system;
- Knowledge of computers and related equipment;
- Knowledge of counseling skills;
- Knowledge of Court procedures and documents;
- Knowledge of crisis intervention methods and techniques;
- Knowledge of drug and alcohol testing procedures and toxicology;
- Knowledge of first aid and CPR techniques;
- Knowledge of governmental policies and procedures, federal, state, and local safety rules and regulations;
- Knowledge of problem resolution skills;
- Knowledge of resident classification;
- Knowledge of restraint and search procedures;
- Knowledge of security and safety procedures;

- Knowledge of the Ohio Revised Code, Juvenile Laws, Civil Service Laws, and intake and release procedures;
- Knowledge of the State minimum standards as applied to the legal rights of institutional residents;
- Knowledge of Use of Force Guidelines;
- Specialized knowledge of self defense techniques and related protection equipment / devices;
- Working knowledge of building floor plans and evacuation routes;
- Be in good physical and mental condition.

Job Standards:

Completion of a secondary education or equivalent plus training from the Ohio Peace Officers Training Academy in Corrections Officer course plus specialized training in self defense and the use of safety / protective equipment. Must be certified in first aid / CPR. Must have a valid Ohio driver's license and a clean criminal record.

Work consists of moderately, relatively standardized tasks and operations requiring application of prescribed procedures and routines. Incumbent is required to quickly react to potentially threatening situations on a regular basis. Must have training in first aid/CPR, counseling, and unarmed self defense.

II. RESPONSIBILITY

Supervisor provides general direction in following established practices and clear - cut policies. Incumbent makes decisions independently regarding day-to-day activities, following policy and procedures.

Errors in work are detected within the office in which they occur, possibly affecting the work of others, and requiring expenditure of time to correct. Errors in work can possibly result in a compromise of jail security, a threat to the safety of other residents and / or the general public and may result in a criminal committing additional offenses, serious injury and possible loss of life.

III. PERSONAL RELATIONSHIPS

Incumbent has contact with supervisors, co-workers, and the residents of the County Jail. The purpose of these contacts is to oversee all activities of the residents and maintain control to ensure overall jail security.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical

Requirements: Incumbent performs light work which may require lifting up to twenty five (25) pounds occasionally and fifteen pounds (15) frequently. Must be able to physically restrain violent residents.

Physical Activity: Incumbent performs the following physical activities: balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing. Pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motion.

Visual Activity: Incumbent performs work where the seeing job ranges from close to the eyes to beyond arm's reach.

Job Location: Incumbent works inside with protection from weather conditions, but not necessarily from temperature changes or atmospheric conditions that affect the respiratory system. Incumbent is exposed to noise levels sufficient enough to cause the employee to shout in order to be heard. Work setting involves being in close proximity of threatening situations, violent criminals, disease and / or potentially hazardous bio - wastes.

Safety Equipment: Incumbent uses the following equipment: handcuffs, leg shackles, waist chains, padded restraint cuffs, restraining chair, noose cutter, flash light, rubber gloves, PR24 baton, chemical spray, riot shields, air packs, eye protection / face shields, hazard suit, oxygen tank, cpr masks, bio - hazard bags, and emergency medical kit.