



MATTHEW B. TREGLIA - SHERIFF, ALLEN COUNTY

333 N. MAIN STREET, P.O. BOX 1243, LIMA, OHIO 45802-1243, (419) 227-3535

**JOB DESCRIPTION
ALLEN COUNTY SHERIFF'S OFFICE
CORRECTIONS DIVISION**

DIVISION: CORRECTIONS
POSITION: CORRECTIONS OFFICER
PROBATION: ONE (1) YEAR

EDUCATION

HIGH SCHOOL GRADUATE
CERTIFIED BY THE STATE

QUALIFICATIONS

Completion of Corrections officer basic training course within the first year of employment, demonstrate ability to supervise others; at under stressful conditions; possess good communications skills, both written and oral; maintain complete and concise records; ability to enforce rules; deal professionally with other officers, inmates and the public; ability to protect self and others against physical assault; possess excellent visual and audio activity; ability to stand for long periods of time, walk/run and use stairways; ability to use on-line computer system.

RESPONSIBILITIES

An essential element of this position is that the employee has regular and predictable attendance.

The Corrections Officer works under the general supervision of a Corrections Corporal. The Corrections Officer receives assignments and daily updates of information at shift briefing or directly from a supervisor. Jail assignments are to maintain the security of the jail and ensure the car and welfare of inmates confined within the jail and through the use of proper and established procedures. Illustrative duties as listed, but not limited to:

Inspect assigned posts to ensure conformance to security standards and procedure

Ensure that all security standards are followed

Feed inmates at prescribed times and account for all eating utensils

Supervise housing unit cleanings

Move inmates throughout the facility as required

General supervision of inmates and trustees

Complete concise reports of all irregularities, violations of the law or rules and regulations

Conduct security checks, headcounts, wellness checks, emergency counts and searches of housing and common areas

Distribute personal hygiene supplies

Maintain all required documentation and logbooks

Monitor movement of all persons within the facility

Maintain, update and store custody and other jail records

Process prisoners into and out of custody according to policy

Fingerprint, photograph, and search inmates according to policy

Provide clean clothing and linens to inmates as prescribed by policy

Perform other related duties as required or requested by supervision

Removal can be with or without fault of the jobholder or the agency. Economic conditions that cause reductions in the work force, the members inability to attend work regularly, chronic illness, and failure to perform competently on regular tasks, are among the major reasons for job removal without fault. Failure to support the agency type mission, uphold the oath of office, behave in a manner that supports are professional Code of Ethics, continually comply with pre-conditions for original employment, or to display due regard for the civil liberties of any persons will lead to removal, with or without fault. In addition, accruing atypical amounts of dysfunctional work time or requiring atypical amounts of supervisory counseling or remedial training will lead to removal, with or without fault.

SIGNATURE

DATE