**Correction Officer:**

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| **Position Class:** Bargaining Unit, Non-Exempt | **Supervisor:** Correctional Lieutenant/Sergeant |
| **Position Requirements:** | |
| **Minimum:** Must: possess a valid Ohio Drivers License, have a High School Diploma or equivelent (GED), be at least 18 years of age at time of appointment, have no felony convictions, no prior history of violence, be able to exhibit skills in writing and reading comprehension, be able to physically exert yourself within the scope of duties, be able to attend various training sessions, be able to communicate with all types of personalities. | |
| **Training:** Must be able to successfully complete: an Basic OPOTA Corrections Course, defensive tactics class, Taser Certification, Optional Oloresin Capsicum (OC) class and exposure, 24-hours of annual In-Service Training, CPR & First Aid, other trainings as required. | |
| **Equipment:** Must be able to: safely drive a passenger van vehicle, operate a computer, use a portable and base station radio and other security/safety equipment as required. | |
| **Physical Demands:** Must be able to: walk or stand for extended periods, run, traverse stairs and other obstacles, properly lift, perform first aid and life saving techniques, physically protect yourself and others using approved techniques, distribute inmate meals, endure against hazards, and any other requirements of the employer. | |
| **Working Conditions:** Work performance must be carried out in a proper and professional manner within the scope of duties. Must be able to work: on a rotating basis to include nights, days, weekends, holidays, mandatory overtime. 1st shift 8am – 4pm, 2nd shift 4pm – 12am, 3rd shift 12am – 8am. Must be able to: endure and perform in potentially stressful situations. | |
| **Scope of Duties and Responsibilities:** | |
| A Corrections Officer is the individual in a Detention Facility whom is directly responsible for supervising and managing the isolation of inmates and maintaining a secure/safe environment. This is accomplished by maintaining discipline and custody within the Facility.  A Corrections Officer must be able to: Communicate effectively, exercise sound judgment, and maintain a good working relationship with associates, inmates, the general public and elected officials. Follow directions, be firm, fair, and consistent, inspect the work environment for infringements, violations, and breeches, operate security devices and equipment, perform practice drills for emergency procedures, maintain custody, control and supervision of inmates, enforce and adhere to work rules, regulations, policies, and procedures, confine legally and humanely, prevent or thwart escape attempts, maintain inmate accountability at all times, maintain control of security instruments such as keys, tools, and equipment, accurately maintain and submit logs, records, and reports, conduct searches and shakedowns for contraband, provide assistance and back-up to fellow employees, properly classify inmates during the intake/booking process, fingerprint inmates, ensure all cleaning supplies are made accessible to inmates, ensure inmates have clean clothing and linens, supervise inmate workers, monitor the use and dispersal of cleaning chemicals, ensure the facility is cleaned on a regular basis, clean secured areas themselves, ensure all trash is taken out of the facility, supervise visitation, programming, recreation, meal pass, medication pass and any other requirements of the employer. | |
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| **Mandatory Requirements:**  **1.** Must successfully complete a Ohio Peace Officers Training Course for Correctional Staff.  **2.** Must successfully complete a Taser training Course.  **3. Prior to employment:** Must successfully complete and pass a drug screen.  **4. Prior to employment:** Must pass a medical/physical examination if necessary.  **5. Prior to employment:** Submit to an extensive and complete background investigation.  **6.** Must successfully complete a one year probationary period.  **7.** Respond to a wide variety of situations that includes running, climbing stairs, physically exerting yourself, using physical force, and performing under stress.  **8.** Work closely with Courts, local Law Enforcement and other Agencies.  **9.** Provide appropriate and professional supervision to incarcerated inmates .  **10.** Submit to random drug screens after appointment. | |