

## Paulding County Sheriff's Office

### Policies and Procedures

<b>Subject:</b> Employee Job Descriptions	<b>Policy Number:</b> Lexipol Section 10 – Policy Employee Job Descriptions
<b>Issue Date:</b> December 15, 1995	<b>Revision Date:</b> October 26, 2021
<b>Approval Authority</b> <b>Title and Signature:</b> Jason K. Landers, Sheriff	

### CORRECTIONS OFFICER

#### SUMMARY:

Guards and provides for the needs of inmates in the custody of the Paulding County Jail, in accordance with established policies and procedures.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES: (other duties may be assigned)

- Provides security for all persons in custody of the County Sheriff and for the jail itself;
- Receives, processes, and releases prisoners at the jail;
- Controls the movement of persons and/or objects within the jail;
- Inspects the jail premises, prisoners, and visitors for safety and contraband;
- Prepares written reports on prisoner's behavior concerning: offenses, accidents, population counts, social/medical history, and discipline recommendations;
- Selects, supervises, and instructs prisoners for work assignments;
- Provides care and transportation for prisoners to court and/or medical facilities;
- All sworn deputy sheriffs will have expanded authority and responsibility which is covered under this same policy section titled Deputy Sheriff;
- All civilian corrections officers will wear the prescribed uniform according to OAC 311-1-03 with shoulder patch as identified in OAC 311-1-15B1 "CORRECTIONS OFFICER", all deputy sheriffs will wear the prescribed uniform according to OAC 311-1-03 with shoulder patch as identified in OAC 311-1-15B1 "DEPUTY SHERIFF"; and,
- Regular and predictable attendance.

#### QUALIFICATIONS REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**EDUCATION and/or EXPERIENCE CERTIFICATES OR LICENSES:**

An applicant must possess a high School Diploma or general education degree (GED). To apply for a Full-time Corrections Officer position, the applicant should have at least an Associate Degree or equivalent from a two-year college or technical school; or one-year related experience, or equivalent combination of education and experience. The applicant must have a valid Driver's License. The applicant must possess, or have the ability to obtain an Ohio Peace Officer Training Council Basic Corrections Training Certificate within one calendar year of being hired full-time. If the applicant is hired as a full-time deputy sheriff and assigned to the corrections division, the applicant must possess, or have the ability to obtain an Ohio Peace Officer Training Council Basic Corrections Training Certificate within one calendar year of being assigned.

**REASONING ABILITY:**

The employee must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Corrections Officers must possess the ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**LANGUAGE SKILLS:**

Corrections Officers must possess the ability to read and interpret documents such as safety rule and procedures manuals. Each Corrections Officer must have the ability to write routine reports and correspondence. Each Corrections Officer must have the ability to type on a computer and navigate the Internet. Each Corrections Officer must have the ability to speak with and listen to groups or individuals.

**EMOTIONAL STABILITY:**

Corrections Officers must possess the ability to handle more than one function at a time; prioritizing the most important incident and completing it prior to moving on to other functions. They must have the ability to remain calm and have a calming effect on others during stressful situations.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to talk, hear and walk. Frequently required to stand, sit, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, crawl, taste or smell. The employee frequently lifts and/or moves 25 pounds, and occasionally lifts and/or moves 200+ pounds. Specific vision abilities include close-distance vision, color vision, peripheral vision, and the ability to adjust focus.

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