

ASHLAND COUNTY SHERIFF'S OFFICE JOB DESCRIPTION

Job Title:	Deputy Sheriff/ Corrections Officer
Division:	Corrections Division
Bureau:	Corrections
Section:	Uniformed
Employment Status:	Full-Time
Work Hours:	Variable, Flex
Civil Service Status:	Unclassified
FLSA Status:	Non-exempt
Probation:	One year
Reports to:	Shift Sergeant/Corrections Lieutenant
Supervises:	N/A
Job Summary:	
Under direction of the Jail Administrator, the Deputy Sheriff/Corrections Officer **	
Minimum Qualifications:	
<ul style="list-style-type: none"> • High School Diploma • Valid Ohio Driver's License • Must be OPOTA certified • Completion of Corrections Academy within 1 year if not completed • Firearms Qualification • Fitness for Duty 	
Essential Functions:	
<ul style="list-style-type: none"> • Regular and predictable attendance • Work a flexible schedule • Work in 24 hours, 7 days a week • Work as necessary and directed • Maintain the trust, faith, and confidence of the Sheriff • Support and enforce the administrative and operational policies of the Sheriff • Performs duties under dangerous and adverse conditions • Maintain confidentiality in the performance of duties • Maintain a harmonious work relationship with other personnel and agencies • Qualify with firearms and other offensive and defensive weapons • Work independent of direct supervision • Use directed and self-directed work time in an efficient and effective manner • Perform jobs, duties, tasks, and assignments in a competent and proficient manner 	

- Be physically, mentally, medically, and psychologically fit to perform law enforcement duties
- Occasional travel required with and outside of the county.

Duties and Responsibilities:

- Ensures security, health, welfare, and safety of jail inmates
- Ensures work is done correctly and in a timely manner
- Distributes fresh linen, uniforms, and meals to inmates
- Distributes over-the counter and prescription medications according to policy
- Maintains jail cleanliness and temperature, in accordance with requirements
- Monitors inmate recreational activities
- Monitors and controls prisoners' visitor activities to ensure security
- Controls and prevents inmate fights
- Maintains logs of all security activities
- Performs Commissary duties
- Maintains record of "good behavior" days
- Transports inmates to and from court, doctor appointments, hospitals, and other county jails and prisons
- Books in inmates and completes all necessary booking paperwork
- Releases and transfers inmates and complete all necessary release paperwork
- 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

Requisite Job Knowledge:

- Basic and advanced law enforcement practices and procedures
- Basic and advanced Investigative procedures
- Trained in National Incident Management System (NIMS)
- Local, state, and federal laws
- Administrative, criminal, civil and constitutional law
- Office rules and regulations, policies and procedures, and standard operating procedures
- Inmate Observations
- Documentation preparation, requirements, and methods
- Electronic security systems, equipment, and operations
- Operational requirements of actual and anticipated emergency situations
- Radio communications and radio codes
- Court procedures and protocol
- Jail standards

Equipment Used:

- Motor Vehicles and Emergency Vehicles

- All office equipment, including, but not limited to, computers, keyboards, telephone system equipment, copiers, scanners, recorders, projectors, and facsimile machines.

Job Description Approval:

I have reviewed this job description and understand that it reflects the major work requirements, essential job functions and tasks for which I am responsible. I understand that this job description is not all inclusive and that if I have questions, I can contact my supervisor for clarification. I acknowledge that I must follow all orders given to me by a superior officer unless the order is illegal, immoral, or unethical.

Employee Printed Name

Date

Employee Signature

I have issued this job description to the employee.

Supervisor Signature

Date

This job description currently reflects the needed skills and abilities required to perform this position.

Administrator Signature

Date