

**AUGLAIZE COUNTY**  
**An Equal Opportunity Employer**

**POSITION DESCRIPTION**

**Cover Page 1 of 2**

---

<b>Agency:</b>	Sheriff's Office	<b>Employee Name:</b>	
<b>Class Title:</b>	Corrections Officer	<b>Position Title:</b>	Corrections Officer

---

<b>Dept./Div.:</b>	Jail	<b>Civil Service Status:</b>	Classified
<b>Unit:</b>	Corrections	<b>Employment Status:</b>	Full Time
<b>Reports to:</b>	Corrections Sgt.	<b>FLSA Status:</b>	Non-exempt
<b>EEO Status:</b>	(04) Protective Services	<b>Normal Work Hours:</b>	As assigned

---

**GENERAL DESCRIPTION:**

Under general supervision from corrections sergeant, maintains discipline, order, and security: guards against escapes; supervises daily activities of inmates; prepares inmates for transport to prison or other facilities.

**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of secondary education (high school or GED); completion of Ohio Basic Corrections Course (prior to appointment preferred and within one (1) year of appointment required); Combination of education, experience, and training which provides the required knowledge, skills, and abilities of Corrections.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a valid Ohio driver's license and maintain insurability under the county's vehicle insurance policy; must be able to obtain other certifications related to assigned duties within probationary period (e.g., Ohio Basic Corrections Course, LEADS certification, first-aid, CPR certification, etc.)

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive.

Motor vehicle, fingerprint kit, restraint devices, taser, camera, jail safety and security equipment.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee uses or works in proximity to the use of firearms; has potential exposure to human blood or other potentially infectious materials; has contact with potentially violent persons or emotionally distraught persons; has exposure to life threatening situations; may be exposed to insulting behavior from prisoners, which cannot be prevented.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

In case of emergency, unpredictable situations and/or department needs, the employee may be required to lift, push, pull and/or carry objects heavier than D.O.L. Strength ratings recommend.

**AUGLAIZE COUNTY**  
**An Equal Opportunity Employer**

**POSITION DESCRIPTION**

**Cover Page 2 of 2**

<b>Agency:</b>	Sheriff's Office	<b>Employee Name:</b>	
<b>Class Title:</b>	Corrections Officer	<b>Position Title:</b>	Corrections Officer
<b>Dept./Div.:</b>	Jail	<b>Civil Service Status:</b>	Classified
<b>Unit:</b>	Corrections	<b>Employment Status:</b>	Full Time
<b>Reports to:</b>	Corrections Sgt.	<b>FLSA Status:</b>	Non-exempt
<b>EEO Status:</b>	(04) Protective Services	<b>Normal Work Hours:</b>	As assigned

=====

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

\_\_\_\_\_  
 (Approval of Appointing Authority)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Employee Signature)

\_\_\_\_\_  
 (Date)

**AUGLAIZE COUNTY**  
**An Equal Opportunity Employer**

**POSITION DESCRIPTION**

**Inside Page 1 of 2**

---

<b>Agency:</b>	Sheriff's Office	<b>Employee Name:</b>	
<b>Class Title:</b>	Corrections Officer	<b>Position Title:</b>	Full time Corrections Officer
<b>Dept./Div.:</b>	Jail	<b>Reports to:</b>	Corrections Sgt.
<b>Unit:</b>	Corrections		

---

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

- 25% 1) Prepares inmates for transport to prison or other facilities (e.g., applies restraints, etc.) and drives motor vehicle to transport inmates as necessary; prepares documentation of property disposal for inmates released for more than 30 days; performs booking duties of inmates (e.g., completes ACCC paperwork; logs all property; records data in computer; conducts DNA tests on new felony arrest; takes photographs using camera; fingerprints inmates; conducts or requests records check; verifies accuracy of paperwork received from law enforcement; etc.); performs release duties of inmates (e.g., conducts or requests records checks; verifies court paperwork; etc.); collects, records, and totals all moneys entering the facility and prepares receipts; conducts or requests background checks on civilians; fingerprints civilians; completes ESORN registrations; files paperwork, run reports, and maintains all necessary records and inventories (e.g., runs release reports; audits files for proper documentation; files released inmate folders and booking cards; etc.); provides assistance to other personnel as needed.
- 60% (2) Maintains discipline, order, and security in Auglaize county Correctional Center (ACCC) (e.g., assists in inmate disciplinary hearings; etc.); supervises inmates during meals, bathing, clinic care, visiting, sleeping recreational activity, and/or during work detail in assigned area (e.g., food services, medical, school, recreation, etc.) ensuring inmates are following all rules and regulations; receives shift recaps daily from each shift; conducts official head counts daily; writes daily reports and logs all movement in central and intake daily; conducts walk-throughs of all cell blocks once each hour at irregular intervals; performs close watch every 20 minutes on all inmates deemed mentally, physically, or emotionally unstable and/or under the influence of substances of abuse and/or inmates(s) on disciplinary lockdown; conducts suicide watch every ten (10) minutes on inmates at risk of self-harm; responds to alarms; responds to behavior problems on emergency basis and disciplines inmates as required according to established procedures; intervenes in crisis situations including cell extractions on inmates; distributes commissary slips, personal hygiene items, mail, uniforms, and other items as required to inmates in accordance with policy and procedure; collects items issued from inmates in accordance with procedure; provides meal count to kitchen for all meals; serves meals to inmates, collects trays, and counts and tracks silverware ensuring all silverware is returned after meals; distributes medications to inmates in accordance with instructions from nurse; carries non-lethal weapon in performance of duties; performs routine maintenance to facility.

**AUGLAIZE COUNTY**  
**An Equal Opportunity Employer**

**POSITION DESCRIPTION**

**Inside Page 2 of 2**

---

<b>Agency:</b>	Sheriff's Office	<b>Employee Name:</b>	
<b>Class Title:</b>	Corrections Officer	<b>Position Title:</b>	Full time Corrections Officer
<b>Dept./Div.:</b>	Jail	<b>Reports to:</b>	Corrections Sgt.
<b>Unit:</b>	Corrections		

---

10% (3) Searches inmates and areas of assigned responsibility for contraband; searches incoming mail daily; searches persons and vehicles entering or leaving facility for contraband or escapees; conducts internal, external and fence security inspections.

(4) Maintains required licensures and certifications. .

(5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(6) Attends professional education and training sessions, seminars, and workshops as directed.

**OTHER DUTIES AND RESPONSIBILITIES:**

5% Performs other duties as required.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment)

**Knowledge of:** Departmental policies and procedures\*, supervision of inmates in controlled environment\*; correctional facility security practices, procedures, and equipment; self-defense techniques; intake procedures.

**Skill In:** Use restraint devices; computer operation; use of modern office equipment; proper use of law enforcement equipment; application of self-defense techniques; motor vehicle operation.

**Ability to:** deal with problems involving several variables within familiar context; calculate fractions, decimals, and percentages; complete routine forms; respond to routine inquiries from public and/or officials; recognize safety warnings; develop good rapport with inmates; demonstrate physical fitness..

**POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:**

None.