

POSITION DESCRIPTION	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES PERSONNEL DIVISION	AGENCY	Ottawa County
		DIVISION	Sheriff's Office

State Agency County Agency New Position Change

COUNTY OF EMPLOYMENT Ottawa

USUAL WORKING TITLE OF POSITION: **CORRECTIONS DEPUTY**

POSITION NUMBER AND TITLE OF IMMEDIATE SUPERVISOR: **CORRECTIONS SERGEANT**

NORMAL WORKING HOURS (EXPLAIN): POSSIBLE ROTATING SHIFTS FOR FIRST TWO YEARS AND THEN UNDER AGREEMENT

JOB DESCRIPTION AND WORKER CHARACTERISTICS

FUNCTION:

Under general supervision, maintains the security and discipline of the inmates in the jail facilities and or assigns inmates in appropriate category by reviewing medical, emotional and behavioral situation and makes housing assignments and or records daily court proceedings, new charges or detainers on slate records. NOTE: No employees shall be permitted to transport inmates outside of the jail facility unless he/she has been selected and certified by the department to carry a firearm.

JOB DUTIES:

Maintains security and discipline of inmates in he jail facilities (i.e. monitors inmates changing clothes upon entering pr leaving the facilities, watchers security screens, inspects mail and property for contraband, pornographic items, unauthorized forms and/or cash, checks identification of visitors, insures that law enforcement weapons are secured, patrols floors, dorms and recreation areas, searches inmates upon returning from work assignments, opens and closes doors and gates, counts and verifies inmates in the area, monitors work

performed in the kitchen and laundry and controls the use of dangerous equipment and supplies, escorts and monitors the movements of inmates between the facilities, searches incoming prisoners, receives and releases prisoners, monitors inmates using recreational facilities, and/or monitors prisoner releases, assuring tat time has been served with no holders, detainers or existing warrants, assigns inmates in appropriate categories by reviewing medical, emotional and behavioral situations and makes housing assignments and or records daily court proceedings, new charges or detainers on slate records, with the employee possibly having to provide coverage in several area of the jail facilities during a single tour of duty at the discretion of the shift supervisor and if assigned, transports inmates outside of the jail facilities provided that he/she has been selected and certified by the department to carry a firearm.)

Performs other related duties (I.e. maintains inventory of inmate clothing and sends soiled items to laundry, make prisoner property bags and forwards them to the proper area, maintains control center log, answers telephone and questions for attorneys, parole and probation officers and law enforcement personnel, maintains log of supplies to inmates, tests emergency alarms, prepares reports of incidents, maintains records of food use, records special diets and prepares floor counts for each meal, maintains inventory of clothing and linen, issues clothing and linen, blankets, sheets and towels, maintains records of recreations facility use and maintains athletic equipment, secures inmates personal effects, maintains records of inmates funds with inmate authorization, checks on possible inmate warrants, sets up hearings for inmates with charges from other counties or agencies, notifies agencies placing holders on inmates when inmate is to be released, issues visitation passes, fingerprints inmates and those requiring fingerprints for record checks, sexual offender registration and others) and other additional duties at the discretion of the Sheriff.

MAJOR WORK CHARACTERISTICS:

Knowledge of (1) supervision of inmates in a controlled environment and related safety practices, (2) agency, state and/or federal rules and regulations regarding jail operations, ability to (3) apply principals to solve practical everyday problems, (4) add subtract, multiply and divide whole numbers, (5) maintain accurate records, (6) develop good rapport with inmates and other employees, (7) demonstrate fitness for duty, including physical fitness..

TRAINING AND DEVELOPMENT:

Must successfully complete approved corrections officer training course within one (1) year from date of hire. Must be selected and certified in firearms in order to transport inmates outside of the jail facilities.

MINIMUM CLASS REQUIREMENTS:

Ability to calculate fractions, decimals and percentages and the ability to read and write common vocabulary. Complete probationary period according to contract.

List position numbers and class titles of position supervised.	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
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<input type="checkbox"/> State Agency <input checked="" type="checkbox"/> County Agency <input type="checkbox"/> New Position <input type="checkbox"/> Change	Office
	COUNTY OF EMPLOYMENT Ottawa

USUAL WORKING TITLE OF POSITION CORRECTIONS DEPUTY	POSITION NUMBER AND TITLE OF IMMEDIATE SUPERVISOR CORRECTIONS
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NORMAL WORKING HOURS (EXPLAIN); POSSIBLE ROTATING SHIFTS FOR FIRST TWO YEARS AND THEN UNDER AGREEMENT

JOB DESCRIPTION AND WORKER CHARACTERISTICS

UNUSUAL WORKING CONDITIONS:
May be required to work evenings, night shift, weekends and overtime, exposure to dangerous and hostile inmates.

RATE OF PAY:
According to Union Contract

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