

CORRECTIONS OFFICER

NATURE OF WORK

This is correctional work involving the care, safekeeping, order and discipline of the inmate population at the City of Mentor detention facility.

Work involves responsibility for supervising the activities of inmates. Duties and responsibilities include booking prisoners, maintaining order, reporting violations, supervising visitations, keeping records, operating security devices, and maintaining safe and sanitary conditions. Work is performed in accordance with established policy and procedures and is evaluated through inspections, on-the-job training, and observations of results obtained.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Books prisoners, fingerprints, and takes photographs; performs Breathalyzer tests and calibrations; may videotape booking procedure; may frisk and/or strip-search as directed; receives and releases inmate property and money.

Serves as deputy clerk to accept bonds and sign legal documents.

Provides custody and control of inmates; supervises visitations; enforces rules and reports violations.

Conducts periodic checks, inmate searches, cell shakedowns, and visitor searches; maintains a log of activities; releases inmates from jail for work-release program and to attend various activities.

Counsels inmates on behavioral and personal problems; observes behavior patterns; controls hostile inmates using a minimal amount of force; completes incident and disciplinary action reports as required.

Maintains cleanliness of jail; washes laundry; supervises inmate showers and inmate cleaning of cells, jail area, police cars, and carport, etc.

Operates electronic door and area security system; operates computers, printers, radios, cameras, control panels, alcohol sensor; answers and places telephone calls; keeps post informed of emergency situations; accounts for weapons and arms. Utilizes booking software and basic office software.

Provides and serves meals and picks up food trays; passes out medication, razors, and other sanitation items; conducts sanitary inspections.

Provides effective and efficient customer services; promotes and maintains responsive community relations.

OTHER JOB FUNCTIONS

Performs related duties as assigned.

REQUIREMENTS OF WORK

Graduation from high school (or GED); some experience in work involving public contact; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

Knowledge of the supervision, care and control of inmates under detention facility custody.

Knowledge of the rules, regulations, and general orders of the detention facility including the Ohio Minimum Jail Standards.

Ability to think and act quickly in medical, fire, and other emergency situations.

Ability to enforce detention facility rules firmly and fairly.

Ability to detect potential behavior problems and early symptoms of common health problems.

Ability to follow oral and written directions accurately.

Ability to prepare standard reports.

Ability to establish and maintain effective working relationships with others.

Ability to use computers, basic office software and printers.

Ability to work various shifts and be available for overtime when necessary.

NECESSARY SPECIAL REQUIREMENTS

Completion of the jailer basic training consistent with Chapter 109:2-11 of the Ohio Administrative Code within the first year of assignment, Oleoresin Capsicum (O.C.) Certification, Breathalyzer Certification and a CPR Certification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is frequently required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee frequently lifts and/or moves up to 25 pounds and must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.