



Job Title: Corrections Officer

Division: Corrections

Section: Jail Security Section

Reports To: Immediate Supervisor: Jail Sergeant
Section Head: Corrections Security Lieutenant
Division Head: Corrections Administrator
Sheriff

Pay Scale: \$24/hour

Job Summary:

Provide day to day control and care of inmates housed in the Lucas County Correction Center or otherwise in the custody of the Sheriff; and who maintains the safety and security of the physical plant of the Lucas County Correction Center and the Sheriff.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent required.

License: Valid Driver's License or State ID

Age Requirement: Must be at least 18 years old.

Citizenship: U.S. citizenship required.

Background: Felony convictions, including expunged records, crimes of moral turpitude (Revised Code 4776.10A), or a substantiated history of atypical or violent behavior will result in immediate disqualification. Misdemeanor convictions and a poor traffic history may also lead to disqualification.

Special Requirements: Pre-employment screening is required, including passing a physical ability test, providing employment references, undergoing a criminal and traffic background check, completing a psychological assessment, and passing a physical exam with drug testing. Additional qualifications may be determined by the Sheriff.

Training: Certification as a Corrections Officer is provided by the Ohio Peace Officer Training Commission. Upon appointment, training includes attendance at the Corrections Officer Academy and additional in-house training provided by the Sheriff. The Corrections Officer Academy focuses on cultivating ethical decision-making and critical thinking skills through practical application scenarios (Reference: Ohio Peace Officer Training Commission, Corrections Basic Training).

The training program also includes:

- Basic Life Support and First Aid
- More than 40 hours focused on enhancing communication skills.
- Subject control techniques such as defensive posture, striking methods, takedowns, handcuffing, ground defense, escape techniques, hold releases, and weapon defenses.



Probationary Period: Performance evaluations will be conducted during the probationary period. Continued enrollment in this class depends on successfully completing the probation. For new employees hired as correction officers, the probationary period will last for three hundred sixty-five (365) calendar days, beginning on the date of hire. Likewise, the probationary period for new employees in positions other than correction officers will also last for three hundred sixty-five (365) calendar days and will commence upon their hiring by the office.

ESSENTIAL DUTIES

General Duties:

- Supervises activities of inmates in units, ensuring that they are kept in secure custody; observes inmate behavior and activities; maintains discipline and order and reduces the risk of escapes, assaults, and injuries by enforcing institutional rules and procedures; assesses new inmate's immediate condition and needs; performs regular inmate and security checks; advises and/or reminds inmates as necessary of directives and/or rules.
- Provides coverage, on a rotational basis, to increasingly diverse post assignments within the correctional facility; reviews written post instructions and carries out duties and responsibilities in accordance with those written instructions; as directed, records activities in daily log.
- Maintain accurate, complete and timely records of inmate activities and other occurrences; records activities in daily log; as appropriate, prepares incident reports and provides input to adjustment reports as appropriate and required and to use the appropriate reporting forms (Corrections Officers Reports, Critical Incident Reports, General Offense Reports, etc) as directed; briefs incoming shift staff on information pertinent to maintaining safe and secure operations; reports situations not covered by instructions to supervisor.
- Assist as required with distribution/retrieval of Commissary orders and deliveries; operate the electronic locking system and other security devices.
- Monitors visitor (attorney, clergy, and the like) activity on the floor, ensuring that security-restricted areas are not compromised, and that the Lucas County Sheriff's Office policy and procedures are followed; escorts, as required visitors, contract personnel, and vendors to and from the Security Area of the Lucas County Corrections Center and to ensure that all are accompanied throughout the conduct of their business on the floor.
- Respond timely and appropriately to inmate questions and concerns.

General Inmate Control and Emergency Duties:

- Assist in the evacuation of inmates, visitors and staff
- Perform regular, routine and periodic security checks to prevent escape and/or escape attempts; intercedes in disputes between inmates; act timely and appropriately to subdue, restrain and secure hostile inmates who present immediate danger to themselves and others, using appropriate force in accordance with Lucas County Sheriff's Office policy and at the direction of Supervisor(s)/Sergeant(s) or others in the upward chain of command.
- Respond to and reports any unusual or emergency situations or incidents through the chain of command, when directed by command personnel to respond to emergency or unusual situations as back-up or otherwise in any area of physical plant of Lucas County Corrections Center.
- Applies as appropriate and as directed by the Supervisor(s)/Sergeant(s), restraint devices to inmates, ensuring that the devices are applied securely but humanely.
- Prepare appropriate inmate disciplinary reports as required



General Operating and Search duties:

- Search all areas of the physical plant of the Lucas County Corrections Center thoroughly and appropriately, including but not limited to inmate living areas, visiting areas, recreation areas, etc.
- Conduct appropriate and thorough searched of inmate property and thorough but humane inmate body searches, including clothed pat downs (frisks) searches and strip searches (excluding body cavity searches) as appropriate and inspects inmate clothing and personal property for contraband; and confiscates contraband (in accordance with Lucas County Sheriff's policies and procedures).
- Process appropriately and report accurately the finding of contraband

Inmate Housing management duties:

- Compile timely and thorough wing logs, reports and verify all information for accuracy; supervise inmates as required during medical assessment and/or treatment provided within the physical plant of Lucas County Corrections Center.
- Reviews verbal inmate grievances/disputes and attempts to resolve them; reports any grievance/disputes that cannot be resolved; transmits written inmate grievances to appropriate superiors; provides input into incident reports and adjustment reports (i.e., summary statements of facts involved in an alleged inmate rule violation).
- Assists in conducting escorts and/or controlling movement of inmates between living areas and various treatment programs, medical appointments, court appearances, and other destinations away from physical plant; assists in implementing established procedures for processing inmates in and out of the facility; Patrols and inspects the physical areas occupied by inmates; inspects cells and conducts window/wall searches for any potential dangers, risk to inmates, or breaches of security; and inspects cleanliness of living quarters, cells, hallways, program areas, offices etc.; corrects or reports maintenance problems as detected.
- Checks and monitors various security, alarm and communication systems to assure operational function (i.e., personal body alarm, fire alarm, radio and cameras communication equipment, smoke suppression system, etc.).
- Supervise trusty activity during meal service and implement retrieval when trustees are assigned to such duty.
- Receives ongoing in-service training relating to current operational and/or emergency procedures, and to obtain/maintain required certifications (e.g., CPR, First Aid, firearms use, etc.).
- Attends daily roll call and shift briefings on operational changes, problems, and pass-on information from the previous shift.
- Briefs on-coming shift of unusual problems or incidents encountered during a shift.
- Testifies in court as required
- Performs related duties as required

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of corrections (i.e., institutional security and discipline), including standards and guidelines
- Knowledge of the rules, regulations, and requirements pertaining to a variety of posts within a unit of the correctional facility to which assigned.
- Knowledge of the techniques and practices associated with supervision of inmates in a direct supervision environment.
- Knowledge of and ability to use self-defense techniques and actions.
- Ability to exercise good judgment, interpersonal skills, and positive reinforcement techniques in supervising/controlling offenders individually and in a variety of settings.
- Skill in understanding the behavior patterns and attitudes of individuals in custody.



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- Skill in the use of specialized emergency, security, and safety equipment and techniques (e.g., CPR/first aide, self contained breathing apparatus, automatic external defibrillator, firearms, etc.); ability to utilize the computer to access information and e-mail and utilize standard word processing capabilities.
- Ability to communicate with others in a favor of a desired outcomes; interact with professional visitors, public and other staff; follow county structure interacting with command staff; prioritize work and follow policies and procedures appropriately
- Ability to write reports and prepare brief written reports summarizing facts related to inmate actions, constructing complete and concise sentences using proper grammar, punctuation and spelling
- Ability to identify and analyze emergency and/or sensitive situations; and to act quickly, calmly, and effectively in emergency situations; must be able to possess the physical strength to subdue, restrain or overpower inmates
- Ability to stand for long periods of time under varying working conditions.
- Ability to administer first aid quickly, calmly, and effectively; and respond to alarm system
- Ability to deal tactfully, effectively, and equitably with people.
- Ability to report to work as ordered for emergencies and to meet operational staffing requirements.
- Ability to do tasks that involve moderate exertion but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling objects and materials.

To perform all other lawful tasks as assigned by Supervisor(s)/Sergeant(s), persons in chain of command, or Sheriff.