

## CITY OF MIDDLETOWN

### **Position Description**

Position Title:	<b>Corrections Officer</b>
Department/Division:	Public Safety/Police
Reports To:	Jail Supervisor
Classified or Unclassified:	Classified
Entry Level or Promotional:	Entry Level
Exempt or Non-exempt:	Non-exempt
Union or Non-union:	Union
Salary range:	PO-4
Civil Service Approval:	October 20, 2016

---

### **Position Summary**

Work involves providing for the care of individuals incarcerated in the City Jail, including the safety and security of the facility.

Work involves performing a variety of jail support activities such as monitoring prisoner activities, booking prisoners, supervision of trustees, and related clerical activity. Work is performed without close supervision.

### **Position Qualifications**

1. Graduation from an approved high school, or any equivalent combination of training and experience that provides the following knowledge, experience and skills:
  - a. Ability to learn the methods and techniques of correctional work.
  - b. Ability to establish and maintain working relations with others.
  - c. Ability to develop skills and use of cameras, fingerprint, and other related jail equipment.
  - d. Ability to carry out and give both written and oral instructions.
  - e. Ability to make sound judgments.
  - f. Ability to perform efficiently in emergency and stressful situations.
  - g. Ability to make timely judgments.
  - h. Ability to develop good report writing capabilities and communication skills.
  - i. Ability to work without the benefit of close supervision.
  - j. Ability to squat, bend over, and climb on objects in order to search otherwise inaccessible places for contraband.
  - k. Ability, after training, to physically defend themselves if attacked, and to render aid to others in the event they are attacked.

- l. Ability to respond rapidly from one section of the jail to another in the event of an emergency, and to arrive in adequate physical shape to render assistance.
  - m. Ability, after training, to don and operate safety equipment.
  - n. Ability to assist in physically handling individuals who are uncooperative due to intoxication, illness, or aggressive behavior.
  - o. Ability to manually open and close cell doors.
  - p. Ability to perform all work functions while under stress.
2. Consistent attention and commitment to the department's mission required.
3. Possession of a valid Ohio Driver's License-
4. Eyesight may be 20/100 if corrected to 20/40 with glasses.
5. Hearing must be normal in both ears; must be able to detect audible summons for assistance from any section of the facility.
6. Must have full range of physical capabilities to adequately perform the duties.
7. Eligibles will be rejected for any medical and/or psychiatric condition, which impairs their ability to perform the duties. Medical reexamination of probationary and permanent employees may be required.
8. Successful completion of required training necessary to obtain and/or maintain state certification.
9. Successfully complete training in use of breath testing devices and maintain valid BAC certificate.

**Duties and Responsibilities (For Performance Appraisal)**

1. Perform clerical duties, including data entry related to the booking, care and custody of the prisoners.
2. Fingerprint all inmates charged with a felony.
3. Dispense medication prescribed by jail physician.
4. Monitor custody and feeding of prisoners; relocate inmates from one cell to another; oversee and direct the work of inmates.
5. Oversee and control visitations, including responding to visitor inquiries.
6. Participate in group and individual training.
7. Conduct cell checks and search prisoners and the facility for contraband.
8. Perform related work as required by supervision.