

**MEDINA COUNTY JUVENILE DETENTION CENTER
POLICY AND PROCEDURE**

Chapter One: Administration	Policy 1.30: Corrections Officer (Full time) – Job Description	
Section C: Personnel	Effective date: 5/26/21	Pages: 3
Related DYS standards: None		
Superintendent authority:		
Reviewed: 2/02; 2/03; 2/04; 2/05; 2/06; 2/07; 9/08; 6/09; 1/10; 11/10; 4/11; 10/11; 12/11; 12/12; 11/13; 11/14; 8/15; 9/16; 6/17; 12/17; 11/18; 11/19; 11/20; 5/21		
Revised: 4/15/06, 12/15/07; 9/12/08; 6/25/09; 4/29/11; 10/14/11; 11/12/12; 12/7/12; 11/12/14; 9/14/16; 6/1/17; 11/1/18; 5/26/21		
By Superintendent: Ronald V. Stollar		

CORRECTIONS OFFICER – FULL TIME

- 1) **JOB OBJECTIVE:**
 - a) Ensures the safety and security of detention residents.
 - b) Provides direct supervision of detention residents.
 - c) Thoroughly documents resident behavior.
- 2) **SCHEDULE:**
 - a) Rotational 12-hour work shifts with varied days off.
 - b) May require some mandated emergency coverage at times.
- 3) **REQUISITE CHARACTER TRAITS**
 - a) Integrity
 - b) Honesty
 - c) Maturity
 - d) Ethical conduct and decision-making
 - e) Initiative
 - f) Professionalism
 - g) Reliability
 - h) Respectfulness
 - i) Team worker
- 4) **DUTIES:** Under the immediate supervision of the shift supervisor, is responsible for the direct care and supervision of residents.
- 5) **ESSENTIAL JOB FUNCTIONS:**
 - a) Must possess a strong command and understanding of the English language.
 - b) Receives and discharges residents in detention.
 - c) Prepares routine records, reports, and files as required.
 - d) Patrols housing areas on scheduled and impromptu basis.
 - e) Escorts residents from various locations within the secured perimeter of the facility.
 - f) Maintains facility cleanliness.
 - g) Maintains a current working knowledge of juvenile detention standards and departmental procedures.
 - h) Performs duties in resident property management, custodial services, and safety inspections.
 - i) Ensures the health, safety, and welfare of all residents, recording all findings.
 - j) Performs other related duties as required by the detention supervisor.
 - k) Collects toxicology specimens as requested or authorized.
 - l) Conducts oneself with a team spirit mind set.
 - m) Must be able to physically restrain violent residents at times.
 - n) Carries, and is trained in the deployment and decontamination process of Oleoresin Capsicum pepper spray.
- 6) **JOB REQUIREMENTS:**
 - a) **Qualifications:** An Associate’s degree in criminal justice or related field is recommended or any combination of education and experience equivalent.
 - b) **Critical Skills/Expertise:**
 - i) Ability to communicate effectively, both orally and in writing.
 - ii) Ability to recognize unusual or threatening conditions and take appropriate action to stabilize the situation.

- iii) Ability to:
 - (1) Define problems
 - (2) Collect data
 - (3) Establish facts
 - (4) Draw valid conclusions
- iv) Knowledge of:
 - (1) Adolescent concepts
 - (2) Group dynamics
 - (3) Institutional programming
 - (4) Principles of child behavior
- v) Ability to manage and supervise residents
- vi) Valid Ohio Driver License
- c) The corrections officer uses the following equipment:
 - i) Motor vehicle
 - ii) Metal detectors
 - iii) Copier
 - iv) Scanners
 - v) Fax machine
 - vi) Paper shredder
 - vii) Computer
 - viii) Telephone
 - ix) 911 tool
 - x) Restraint chair
 - xi) Flashlight
 - xii) Mechanical restraints
 - xiii) Two-way portable radio
 - xiv) Oleoresin Capsicum pepper spray
- 7) **DIFFICULTY OF WORK:** Work consists of complex, varied, standardized, and non-standardized tasks requiring the application of numerous laws, rules/regulations, and procedures.
- 8) **RESPONSIBILITY:**
Shall review and sign an acknowledgement that s/he has read and reviewed all Medina County Juvenile Detention Center policies and procedures pertaining to his/her position and adheres to same.
- 9) **PHYSICAL EFFORT AND WORK ENVIRONMENT:**
 - a) Perform light work that may require lifting of up to 50 pounds.
 - b) Physical Activity:
 - i) Performs the following activities:
 - (1) Balancing
 - (2) Stooping
 - (3) Kneeling
 - (4) Crouching
 - (5) Reaching
 - (6) Standing
 - (7) Walking
 - (8) Lifting
 - (9) Fingering
 - (10) Grasping
 - (11) Talking
 - (12) Hearing
 - (13) Repetitive motions
 - c) Visual Activity:
 - i) Performs work where the seeing job is both close to, and distant from the eyes
 - ii) Computer monitor viewing
 - d) Job Location:
 - i) Works inside and outside and may be exposed to adverse environmental conditions.
 - ii) Exposed to potentially violent offenders on a daily basis.
 - e) Communication:

- i) Has daily contact with detention residents
- ii) Give effective briefings to relief staff
- iii) Participate positively and support facility endeavors

10) APPOINTING AUTHORITY:

- a) The corrections officer is an appointment made by the superintendent and is as a matter of law, an unclassified position under Section 124.11(A)(10) of the Ohio Revised Code.
- b) The corrections officer is an at-will employee and serves at the pleasure of the appointing authority, pursuant to 2152.42(B) of the Ohio Revised Code. Employment is voluntary and is subject to termination, with or without cause, at any time.

I understand that this position description in no manner states or implies that the above are the only responsibilities and duties to be performed under this position. I possess and will exhibit the character traits above. I have reviewed and understand the job functions of this position and state that I can perform the essential functions without accommodation.

_____ Yes _____ No

If accommodation is needed, please describe below, the reasonable accommodation(s) required for you to perform these essential job functions.

Employee signature

Print name

Date

Superintendent signature

Date