

<b>CLASS TITLE:</b> Correction Officer	<b>CLASS NUMBER:</b> 46531	<b>BARGAINING UNIT:</b> 003
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**EFFECTIVE DATE:**

01/01/2001

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

In adult correctional institution, works rotating posts & assignments to maintain discipline & order of inmates & internal & external security of institution (i.e., directs all inmate activity in assigned areas of facility including dayrooms, showers, cells, living & recreational areas, dining rooms; maintains security on perimeter such as guard towers, sallyports, perimeter vehicle patrol & front gates; monitors & operates security controls regulating opening & closing of cells, doors between housing units, sounding of safety, sirens & alarms & dispatching equipment & medical emergency equipment; directs inmate porters & clerks & other inmate work crews/details to ensure quality & completion of work & proper security; directs inmates in outside civilian hospitals, doctor's offices & other medical facilities; operates car, van, bus or other vehicle to transport inmates as required; prevents escapes or incidents which threaten safety or security of facility, staff, inmates or general public which includes using physical force, unarmed self-defense, firearms or other force to detain/ secure inmates);

OR

Monitors computerized surveillance equipment (e.g., cameras, alarm systems, electric security doors) from assigned post to ensure security of consumers who are criminally insane & responds to emergencies (e.g., assists staff with hostile or dangerous consumers; calls for fire department or ambulance assistance).

Completes & maintains written security/supervision documents or other unit management reports & files, conduct & special incident reports, post logs, records, reports & information boards or other required documents to ensure accuracy & they are correct; takes visual count of inmates & reports count verbally & in writing according to count procedures; controls & distributes incoming mail to inmates; makes periodic rounds to ensure orderly movement of inmates; reports unusual circumstances & information orally & in writing; properly searches, inventories & records inmate property; visually & tactually detects contraband per institutional rules & regulations; or in forensic center, patrols buildings, yards & corridors checking locks, doors & other facilities to prevent walk-aways & to report/prevent any hazards & operates vehicle to transport &/or escorts consumers to & from other locations on & off premises.

Stores equipment & supplies in safe & secure area as prescribed; writes supply & repair orders for assigned area.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of custody, safety & security measures for detention of adult felons or consumers who are criminally insane in controlled environment\*; institution regulations governing custody operations\*; addition & subtraction. Basic skill in operation of personal computer & computerized security & surveillance equipment, restraining devices, safety equipment, firearms & riot control equipment\*; operation of transport vehicles; unarmed self-defense\*. Ability to deal with problems involving several variables within familiar context; complete routine forms; demonstrate basic computer knowledge; demonstrate physical fitness.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

High school diploma or G.E.D.; must have valid driver's license for positions assigned to transportation section &/or requires commercial driver's license to drive vehicles qualifying as commercial.

Applicants for positions in Ohio Department Of Rehabilitation & Correction must also successfully pass correction officer assessment or have successfully completed assessment within past 24 months; or applicants must be current employees with Ohio Department Of Rehabilitation & Correction who have previously been certified in position of correction officer.

Probationary period is 365 days.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

In Ohio Department Of Rehabilitation & Correction, must complete & pass prescribed mandated pre-service training & firearms training course conducted by department, must requalify annually in use of handgun & shot gun by passing test, must pass unarmed self-defense course conducted by department, & must recertify annually in unarmed self-defense.

**UNUSUAL WORKING CONDITIONS:**

May work evening, night or rotating shift; exposed to potential illness & injury from inmates or consumers who can be dangerous & hostile.

