



**Matthew B. Treglia, Sheriff**  
Allen County Sheriff's Office  
333 North Main Street • Lima, Ohio 45802 • 419-227-3535



---

## **Corrections Officer**

### Job description

**Division:** Corrections

**Title:** Corrections Officer

**Probationary Term:** 1 year

#### **Job description:**

Under supervision, oversee inmates to ensure they're safe, secure, and supervised.

#### **Responsibilities:**

The Corrections Officer receives assignments and daily updates of information at shift roll call or directly from a supervisor. Jail assignments are to maintain the security of the jail and ensure the care and welfare of inmates confined within the jail and through the use of proper and established procedures. Illustrative duties as listed, but not limited to:

- Inspect assigned posts to ensure conformance to security standards and procedure
- Ensure that all security standards are followed
- Feed inmates at prescribed times
- Supervise housing unit cleanings
- Move inmates throughout the facility as required
- General supervision of inmates and trustees
- Complete concise reports of all irregularities, violations of the law or rules and regulations
- Conduct security checks, headcounts, wellness checks, emergency counts and searches of housing and common areas
- Distribute personal hygiene supplies
- Maintain all required documentation and logbooks
- Monitor movement of all persons within the facility
- Maintain, update and store custody and other jail records
- Process prisoners into and out of custody according to policy
- Fingerprint, photograph, and search inmates according to policy
- Provide clean clothing and linens to inmates as prescribed by policy
- Perform other related duties as required or requested by supervision

#### **Requirements:**

- Must be 18 years of age at minimum at time of application
- Must have a valid driver's license
- Completion of Corrections Officer basic training course within the first year of employment

- Ability to supervise others at under stressful conditions
- Possess good communications skills, both written and oral
- Maintain complete and concise records
- Ability to enforce rules
- Deal professionally with other officers, inmates and the public
- Ability to protect self and others against physical assault
- Possess excellent visual and audio activity
- Ability to stand for long periods of time, walk/run and use stairways
- Ability to use on-line computer system

**Education:**

- High school diploma or GED equivalent

*Updated 3/23/2021*