

**51321 - CORRECTIONS OFFICER**  
**CITY OF PARMA**  
**018 – DETENTIONS / POLICE DEPARTMENT**

**JOB SUMMARY**

The **Corrections Officer** works under the administrative direction of the Chief of Police and is under the direct supervision of the Corrections Supervisor and Jail Administrator. The **Corrections Officer** executes and enforces policies, procedures, rules and regulations of the Parma Detention Center and the Parma Police Department. The **Corrections Officer** is directly responsible for insuring that the prisoners housed in the City of Parma Detention Center comply with the rules of the facility. Responsibilities include; booking of prisoners, searching of prisoners, providing direct care, custody and control of prisoners, as well as, various administrative and maintenance duties including fiduciary and housekeeping responsibilities. The **Corrections Officer** maintains active certifications in C.R.I.S., L.E.A.D.S., N.C.I.C. and senior breathalyzer operation (BAC). The position of **Corrections Officer** is evaluated on an annual basis by the Corrections Supervisor. This position (Class II full-time and Class III part-time) is “Classified” within the Civil Service of the City of Parma.

**WORK ACTIVITIES**

- Acts as a liaison between the Corrections Supervisors, the Jail Administrator, the public and various departments of the city\*
- Screens calls, visitors, and correspondence\*
- Responds to sensitive requests for information and assistance\*
- Compiles various reports for management, maintains/creates files, logs, prepares forms, reports, and memos (utilizing Microsoft Office Suite)\*
- Acts as a field training officer for newly hired corrections officers\*
- Maintains order and control in the facility, responds to certain prisoner requests\*
- Responds to incidents occurring in the Detention Center, makes suggestions for operational improvement\*
- Follows policies and procedures, enforces prisoner regulations/standards in accordance with requirements for a "full service jail" as designated in standards set forth in rules 5120 et.al. of the Administrative Code of Ohio\*
- Performs all functions of the jail division of the Parma Police Department from reception through release of inmates\*
- Insures the safe, secure operation of the City of Parma Detention Center\*
- Insures the coordination of detention facility activities with the Parma Municipal Court and Parma Police Department operations\*
- Directs all activities as assignment/duty post requires\*
- Exercises direct control and supervision in a fair and impartial manner over those persons confined in the Detention Center\*
- Performs fiduciary functions relative to prisoner property, cash bonds and prisoner commissary accounts\*
- Handles highly confidential documents and maintains confidentiality of information received\*
- Refers prisoner medical issues to the City Doctor or Nurse Practitioner, dispensed prisoner medications\*

- Initiates investigations, inspections, provides requests for maintenance and repair\*
- Responds to all emergencies within the Detention Center\*
- Performs all other related duties as assigned by the Corrections Supervisor, Jail Administrator, Chief of Police Supervisor or designee, or Acting Supervisor+

\*Denotes Essential Job Functions

+Denotes Essential Job Functions, Scheduling Accommodations Possible

## TOOLS AND EQUIPMENT

- Live-Scan fingerprint equipment
- Computerized booking and date entry equipment/software
- General office equipment
- Fax Machine/Copy Machine
- Video Arraignment Equipment
- Physical Restraints/OC Spray/Taser (optional)
- Blood alcohol and drug testing devices
- I.D. Camera/Communication System
- Portable Radio
- Video tape equipment/Digital equipment
- Fire suppression equipment
- Departmental Vehicle

## JOB CONTEXT

The **Corrections Officer** must be able to work all shifts, on a flexible schedule with rotating days off. This position is offered as full time (with benefits) or part-time (without benefits); full time works a 40-hour work week, and part-time as needed, operating 12 months a year. Regular and predictable on-site attendance is an essential job function. The **Corrections Officer** works in a temperature controlled environment of the Detention Center. The stress level of the position varies from low to high. The physical activities are medium to high, as mobility and use of force are required.

## JOB QUALIFICATIONS

Upon hire, a **Corrections Officer** must have:

- High school diploma or GED
- Reached the age of 21 years
- A valid State of Ohio Driver's License
- Ability to communicate effectively in both oral and written form
- U.S. citizenship and ability to read and write English
- Ability to use Microsoft Office Suite software including Outlook, WinWord, Excel, Access and Power Point preferred
- Supervisory skills
- Ability to work independently without direct supervision

- Ability to present oneself satisfactorily in an oral interview

After hire, a **Corrections Officer** must have:

- Training in Parma Police Department and Parma Detention Center Policies and Procedures within one hundred twenty (120) days of employment
- Completion of Training Packet/Examination as issued by Corrections Supervisor
- Obtain and maintain certification in C.R.I.S., L.E.A.D.S., and N.C.I.C.
- Obtain and maintain certification in senior breathalyzer operation (BAC)
- Maintain a thorough knowledge of departmental procedure
- Within the first year of assignment, Certification in OPOTA Basic Training for Full Service Jail Personnel as set forth by the Minimum Standards for Full Service Jails in the State of Ohio (currently 136-140 hours). Training shall include, but not be limited to:
  1. Overview of “Minimum Standards for Jails in Ohio”
  2. Interpersonal Communication
  3. Overview of the Criminal Justice System
  4. Supervision of Prisoners
  5. Crisis Intervention
  6. Stress Management and the Correctional Officer
  7. Basic Security Duties
  8. Body Searches, Clothed and Unclothed
  9. Fire Safety
  10. Prisoner Discipline
  11. Prisoner Booking, Health Screening, Identification, Fingerprint & Photograph
  12. Cell and Living Area Searches
  13. Transportation of Prisoners
  14. Legal Aspects of Corrections
  15. Courtroom testimony
  16. Suicide Prevention, Detection, and Response
  17. Prisoner Abnormal Behavior
  18. Handling Medical Problems
  19. Substance Abuse
  20. Report Writing
  21. Psychological Aspects of Incarceration
  22. Use of Force
  23. Unarmed Self Defense
  24. First Aid/CPR-AED
  25. Hostage Situations
  26. Fights, Riots and Disorders
  27. Escapes
  28. Cultural Diversity
  29. Ethics and Professionalism

---

In accordance with the Collective Bargaining Agreement between the City of Parma and the Fraternal Order of Police, Lodge 15 (Corrections Officers Unit) which expires on December 31, 2017, the starting salary for a full time Class II **Corrections Officer** is \$33,110.71.

In accordance with City Ordinance 423-06, the starting rate of pay for a part-time Class III **Corrections Officer** will be the lowest hourly rate of a Class II **Corrections Officer**. The City of Parma is an equal opportunity employer.

Promotional probationary period shall be six (6) months in accordance with the above referenced Collective Bargaining Agreement.

018-51321/Rev.091916