

**Required/Preferred Skills, Knowledge and Abilities**  
**Deputy Sheriff (Corrections)**

**Brown County Sheriff's Office**

**Job Title:** Deputy Sheriff (Corrections)

**Office:** Brown County Sheriff's Office

**Job Classification:** Deputy Sheriff

**Approved By:** Sheriff

**Approval Date:** 02/01/21

**Required Skills, Knowledge and Abilities:**

- Applicant must be a Citizen of the United States and be 18 years or age or older.
- Applicant must possess a valid operator's license.
- Must possess a high school diploma or G.E.D.
- Applicant must possess Ohio Peace Officer Training Commission Basic Corrections certification (or willing to complete this certification after employment).
- Applicant must possess physical capability to successfully use non-lethal tools.
- Applicant must possess the physical capability to physically engage with inmates.
- Must not have been convicted of a felony, domestic violence, or perjury.

**Preferred Skills, Knowledge and Abilities:**

The applicant should possess basic computer skills and strong writing skills. Training in first -aid and CPR would be viewed favorably. Previous experience in corrections operations and academic training in corrections or law enforcement topics would be beneficial. Associate or a Bachelor's Degree in criminal justice or related field is beneficial.

## **Job Description - Deputy Sheriff (Corrections)**

### **Brown County Sheriff's Office**

A deputy sheriff assigned to corrections will perform the following tasks and actions while in the performance of his/her tour of duty. He/she will monitor and record all inmate actions/activities and observations. The deputy sheriff (corrections) will maintain order within the jail and complete all booking/release processes. He or she will monitor and report interaction with special population inmates and use law enforcement computer systems to track and report inmate information. The deputy sheriff (corrections) will respond to persons/telephone and radio contacts with inmates, the public and office staff. He/she will conduct security inspections to identify and remove contraband/weapons from the jail area and request maintenance corrective action for security equipment found to be deficient. The deputy sheriff (corrections) will apply restraint devices in accordance with office policy and preserve potential crime scene/evidence when a potential criminal violation occurs within the jail. He or she will provide first aid and use non-lethal weapons in accordance with office policy as required by circumstances.

Detailed information regarding this job description can be found in the deputy sheriff (corrections) task analysis.

The Brown County Sheriff's Office is an equal opportunity employer.

Deputy Sheriff, Corrections

Brown County Sheriff's Office

### Task Analysis

There are two main components of the task analysis: the tasks to be performed and their respective frequencies of performance. First, the tasks are listed on the left and represent independent work units that reflect something to be done by the individual holding this position. Each task should stand alone, and each contains many sub-unit tasks which are listed on the task analysis amplification.

Second, the frequency of performance for each task is listed to the right of the specific task. The frequency does not carry a specific time reference although there is an inherent assumption that the more frequently a task is performed, the more time that is devoted to that specific task. The frequency scale used herein ranges from (3) to (1) and is broken down as follows: a. Very Frequently (3) b. Frequently (2); c. Occasionally (1). The caption FREQUENCY - and a numerical designation are printed above the task analysis amplification where appropriate. Each caption is followed by a listing of task and the sub-units inherent in each task.

The criticality of each task listed is identified in the frequency that the task is performed or a designation of “**critical task** ”. The more frequent a specific task is performed, the more critical it is for the performer to possess the skills, knowledge, and abilities to complete this task successfully. The individual assigned to this specific position must be able to perform those tasks that are identified as frequent tasks to be successful in this position. Certain tasks may be infrequent but must be performed successfully to avoid a major negative impact upon the individual and/or organization. These infrequent critical tasks are identified with the designation “**critical task** ” in both the task list and the task analysis amplification.

This task analysis is mathematically accurate and should serve as the foundation for building a job description which is job related. The task analysis is flexible and should be updated as changes in various components of the task analysis occur.

## Task Analysis

### Deputy Sheriff, Corrections

#### TASK

#### FREQUENCY

Monitor/Record Inmates While Incarcerated	3 - Very Frequently
Maintain Order in the Jail	3 - Very Frequently
Complete Booking/Release Process	3 - Very Frequently
Monitor Special Population Inmates	3- Very Frequently
Use the LEADS System	3- Very Frequently
Use Law Enforcement Computer Systems	3- Very Frequently
Respond to Persons/Telephone/Radio Contact	3- Very Frequently
Conduct Security/Maintenance Inspections	3- Very Frequently
Apply Restraint Devices	2 - Frequently ( <b>Critical Task</b> )
Preserve Crime Scene/Evidence	2 - Frequently
Provide First Aid	1 - Occasionally
Use Non-Lethal Weapons	1 - Occasionally ( <b>Critical Task</b> )

## Task Analysis Amplification

### Deputy Sheriff, Corrections

#### *Frequency - 3*

1. Monitor/Record Inmates While Incarcerated to include: (a) maintain visual/audio observation of inmates incarcerated within the jail, (b) record observations per policy and procedures, (c) respond to situations that create risk to staff, inmates, or create a risk of inmate escape, (d) report these situations to supervisory staff, (e) record responses to unusual situations or reported inmate criminal activity, (f) record delivery of inmate food, medical care, (g) report failure of critical security systems.

#### *Frequency - 3*

2. Maintain Order in the Jail to include: (a) monitor daily observations and audio checks with a focus to identify any inmate activity that creates disorder within the jail, (b) immediately assess events in which inmates are physically assaulting staff or other inmates (c) request response from other Sheriff's Office employees to respond to potential events that create disorder, (d) upon restoration of order, request medical response if needed, (e) photograph and record those inmates involved in the disorder, (f) assist sworn personnel in preparing criminal charges or collect information for disciplinary hearings, (g) remove any contraband or other devices from the jail environment that promote inmate disorder.

#### *Frequency - 3*

3. Complete Booking/Release Process to include: (a) conduct entry pat-down search of all new inmates entering the jail, (b) obtain all necessary information to positively identify the inmate and confirm legal basis for holding the inmate in the jail (i.e. warrant, criminal charges, court orders), (c) enter necessary information into the jail booking system to ensure that inmate is classified in accordance with policy and procedures (d) collect and log inmate personal property and store such property in accordance with policy and procedures, (e) issue initial inmate uniform, jail rules, and hygiene items, (f) when releasing inmates, verify identity of inmate to be released, (g) confirm legal basis for release (i.e. sentence complete, inmate transfer documents, bond posted etc), (g) return all inmate personal property to include commissary funds that have not been expended, (h) record release of inmate.

## Task Analysis Amplification

### Deputy Sheriff, Corrections

#### *Frequency - 3*

4. Monitor Special Population Inmates to include: (a) identify and record special population inmates in accordance with policy and procedure, (i.e. suicidal, mentally altered state, or protective), (b) assign inmate to appropriate cell of holding area and ensure that all corrections staff are notified of special population inmate, (c) conduct and record observations and care requirements in accordance with policy and procedure, (d) ensure that any special medical or dietary requirements are provided and recorded, (e) report any issues of circumstances that may require medical transport to supervisory staff.
  
5. Use the LEADS System to include: (a) review LEADS/NCIC training information and manuals, (b) successfully complete LEADS computer testing and certification, (c) conduct warrant, CCH, and operator computer inquiries, (d) enter missing persons, stolen firearms and vehicles using proper procedures, (e) enter recovered property using proper procedure, (f) broadcast LEADS alerts to all sworn personnel, (g) enter/remove warrants using proper procedures.

#### *Frequency - 3*

6. Use Law Enforcement Computer Systems to include: (a) record inmates entering and departing jail in the in-house computer system, (b) record and forward to the TAC Officer detention of any inmate who has an active warrant for their arrest (c) maintain all electronic logs and activity reports, (d) use automated reporting procedures in accordance with office policy and procedure, (e) forward requested jail operational reports and incident reports to supervisory personnel.

#### *Frequency - 3*

7. Respond to Persons/Telephone/Radio Contact to include: (a) make initial contact with persons entering the Sheriff's Office lobby and determine their service need, (b) request road deputy response if so response is required, (c) provide general information via telephone in accordance with policy and procedure, (d) respond to staff requests for assistance via radio, (e) always interact with the public in a professional manner, (f) request supervisory support when requested or when incident requires supervisory intervention.

## Task Analysis Amplification

### Deputy Sheriff, Corrections

#### *Frequency - 3*

8. Conduct Security/Maintenance Inspections to include: (a) conduct cell inspections to identify and retrieve weapons and/or contraband, (b) conduct inspections of all secure areas within the jail to retrieve weapons and/or contraband, (c) conduct inspections of all packages, letters and other material entering the jail secure areas, (d) conduct pat-down search of all inmates entering and/or returning to the facility, (e) conduct maintenance inspections of critical security systems and components, medical and firefighting equipment and other jail equipment, (f) record/report maintenance needs identified during inspections, (g) inspect all restraints, non-lethal weapons and radios provided for individual use and report unserviceable equipment.

#### *Frequency - 2*

9. Apply Restraint Devices (**Critical Task**) to include: (a) assess the inmate and determine the appropriate restraint device, (b) request additional corrections/sheriff's office staff to assist in application of restraints (other than hand cuffs), (c) apply restraints in accordance with office policy and procedures, (d) record the application of restraints and conduct visual observation in accordance with office policy and procedure, (e) complete reporting documentation in accordance with office policy and procedure.

#### *Frequency - 2*

10. Preserve Crime Scene/ Evidence to include: (a) identify incidents or circumstances within the jail that appear to be violations of state law, (b) secure the area/scene of the potential criminal violation and request additional support from corrections staff (c) ensure the scene/area is not disturbed by inmates or other staff (d) report potential law violation to the Staff Lieutenant or, if unavailable, to the Chief Deputy (e) provide support to sworn personnel assigned to follow-up and determine if probable cause exists to file charges (f) record actions taken as a result of the incident or circumstances to reduce possibility of future occurrences.

#### *Frequency - 1*

11. Provide First Aid to include: (a) identify inmates or staff member who requires immediate first aid, (b) request additional support from corrections or office personnel, (c) render first aid using medical equipment or supplies provided (d) ensure that emergency medical staff are requested to provide follow-up care once first aid is administered, (e) document the incident with specific references to the nature of the first aid applied and the effect on the

## Task Analysis Amplification

### Deputy Sheriff, Corrections

individual receiving first aid, (f) ensure that medical supplies used in providing first aid are replenished immediately or are ordered.

#### *Frequency - 1*

12. Use of Non-Lethal Weapons (**Critical Task**) to include: (a) successfully complete all required office qualifications relating to non-lethal weapons, (b) display the necessary physical skills, stamina, and coordination required to complete non-lethal weapons training to standard, (c) demonstrate appropriate decision-making skills when using non-lethal weapons in the course of employment, (d) use non-lethal weapons in accordance with office policy and current legal standards, (e) request additional corrections and supervisory personnel upon use of non-lethal weapons to restore order and document weapon usage, (f) request response from emergency medical personnel as needed or in accordance with agency policy (g) complete all required documentation and notifications in accordance with agency non-lethal weapons policy.