OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 2 1997

CLASS TITLE: Correction Officer 2

CODE: 46532C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from correction supervisor, maintains discipline, order & security, guards against escapes & supervises daily activities of residents or inmates; in institutions under Department of Rehabilitation & Correction, may use firearms to maintain discipline, order & security both on & off institutional grounds; PERFORMS RELATED DUTIES AS REQUIRED.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	39-59	Maintains discipline, order & security, supervises inmates or residents during meals, bathing, religious services, clinic care, visiting, sleeping, recreational activity &/or during their work detail in assigned area (e.g., food services, medical, school, farm, dairy, recreation, clerical-administrative, mail, shops supplies, laundry, maintenance, mechanical).	Knowledge of (1) supervision of felons or residents in controlled environment*, (2) security measures & safety practices associated with detention of felons or residents in controlled environment*, (3) agency, state &/or federal rules & regulations governing penal custody operations*; ability to (4) deal with problems, involving several variables within familiar context, (5) complete routine forms, (6) develop good rapport with inmates or residents, (7) demonstrate physical fitness.
2	9-19	Searches residents or inmates & areas of assigned responsibility for contraband, searches persons & vehicles entering or leaving institution for contraband or escapees & conducts internal, external & fence security inspections.	Knowledge of 1*, 2*, 3*; ability to 4, 6, 7.
3	13-33	Patrols buildings, yards & corridors, checking locks, doors, cells & other facilities in order to prevent escapes & to report or correct any hazards; reports all infractions & writes incident reports.	Knowledge of 2*, 3*; ability to 4, 5, 7.
4	0-14	Drives &/or escorts residents or inmates to & from other locations (e.g., funerals, hospitals, bedside visits, physicians offices, polygraph tests, court appearances).	Knowledge of 1*, 2*, 3*; ability to 4, 6, 7.

(354)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:
May work evening or night shift; exposed to hostile & dangerous inmates or residents.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
Ability to calculate fractions, decimals & percentages & to read & write common vocabulary.

TRAINING & DEVELOPMENT:
In Department of Rehabilitation & Correction, employee will be required to complete 3 wks. training & pass firearms training course conducted by department must requalify annually in use of handgun & rifle by passing test with score of 70%.