

SHELBY COUNTY JAIL

CURRENT OPENINGS AVAILABLE: FULL-TIME AND PART-TIME CORRECTIONS OFFICER POSITIONS.

Applications may be picked up at the Shelby County Sheriff's Office, 555 Gearhart Road, Sidney, Ohio 45365. Please call Lt. Cori Steiner at 494-2109 or Sgt. Karla Pleiman at 494-2106 with questions.

What does a Corrections Officer Do?

The first and foremost responsibility of a Corrections Officer is security. Maintaining security involves a variety of duties. Some of these duties are considered to be traditional security responsibilities while others are not.

The following are examples of Corrections Officer duties. This list is not inclusive.

- Provide assistance and back-up to other personnel in an emergency.
- Monitor the safety, security and care of inmates while following established procedures for movement and control.
- Perform thirty minute security checks and inmate counts.
- Inspect facility for security infringements and violations.
- Complete intake or release processes for inmates.
- Maintain necessary logs.
- Deliver meals to inmates or supervise during inmate meals.
- Prepare daily shift reports and incident reports when required by policy.
- Other duties as required or assigned.

Some of the positions you may be assigned to throughout the facility include:

<i>Central Control Officer</i>	<i>Booking Officer</i>
<i>Rover</i>	Male and Female Pod Control Area

All of these assignments are considered to be interchangeable and equivalent in nature.

What about promotions?

Promotional opportunities are based upon available openings. Applicants will start as part-time employees with full-time opportunities available when there are openings.

Do I need prior experience?

No prior corrections or law enforcement experience is necessary to become a professional Corrections Officer. Even though prior experience is not necessary, some experience in Criminal Justice, Social Work or Supervision is helpful. A college education in these and other related areas is also helpful.

Are there any requirements that must be met to become a Corrections Officer with Shelby County Jail:

Yes, you MUST:

- Be 18 years of age.
- Possess a valid driver's license.
- Possess a valid high school diploma or GED certificate.
- Not have had a criminal conviction.
- Maintain residence in Shelby County or adjacent surrounding county.
- Successfully complete Corrections Academy within one year of employment.

Will I be trained and what will the training include?

Yes, you will be trained. Shelby County Jail will provide 2 months of training with a Field Training Officer. You will be given a field training packet to complete with your FTO. Upon successful completion of your field training you will then be released to be on your own.

Your training will include, but is not limited to, the following topics:

- Overview of the Criminal Justice System and the Minimum Jail Standards for Adult Jails
- Basic security duties and responsibilities
- Unarmed self-defense
- Basic First Aid/CPR certification
- Shelby County Jail Policies and Procedures
- You will have to successfully complete a 160 hour Corrections Academy and pass a state examination.