



# Lake County Sheriff's Office

Sheriff Frank Leonbruno

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## BENEFITS

### STARTING PAY RATE

- \$24.34 PER HOUR – WITH ANNUAL PAY INCREASES

### HEALTH CARE

- FULL MEDICAL COVERAGE, DENTAL AND VISION

### PAID TIME OFF

- 11 HOLIDAYS
- 5 PERSONAL DAYS
- 2 WKS VACATION  
*AFTER FIRST YEAR*
- PAID SICK LEAVE

### FULL RETIREMENT

- PERS -OHIO PUBLIC EMPLOYEES

## Lake County Sheriff's Office **HIRING** CORRECTIONS OFFICERS

### Responsibilities of Corrections Officers:

- Enforce rules and keep order within jails or prisons
- Supervise activities of inmates
- Aid in rehabilitation and counselling of offenders
- Inspect conditions within facilities to ensure that they meet established standards
- Search inmates for contraband items

### Qualified Applicants:

- Must be 18 years of age or older
- Possess a high school diploma or equivalent
- Possess a valid driver's license
- Successfully complete a background investigation



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[www.lakecountyohio.gov/sheriff/employment-opportunities/](http://www.lakecountyohio.gov/sheriff/employment-opportunities/)

## **JOB DESCRIPTION: CORRECTIONS OFFICER**

### Organizational Expectations:

All Lake County Sheriff's Office personnel must be able to abide by the agency's professional and organizational standards. These standards will exist within the parameters of the Lake County Sheriff's Office Mission Statement, Core Values and each employee's Oath of Office.

The Mission Statement of the Lake County Sheriff's Office is as follows: **"As the guardians of society's laws, we ensure the highest quality of life, safety, and security for all people while responding to the public's needs in a caring, courteous, and professional manner."**

The Core Values of the Lake County Sheriff's Office are as follows: **Honesty, Integrity, Loyalty, Respect, Honor and Commitment.**

Lake County Sheriff's Office personnel must understand and have a working knowledge of organizational policies, procedures and job descriptions as they pertain to their respective positions. All personnel must be self-governing in their assigned roles and successfully demonstrate the ability to perform the functions of the office they have been appointed to.

### Job Descriptions:

- Under the supervision of the Corrections Sergeant, supervise the inmate population to enforce compliance with the policies and procedures of the detention facility; Perform duties to ensure that the rights of the individual inmate as mandated by the Federal, State, and Local judiciaries are complied with;
- Maintain control of the Lake County Adult Detention Facility to provide for safety and security of the facility, inmates, staff, and public by enforcing rules/regulations/policies and procedures;
- Prevent escapes, riots, hostage situations and incidents which threaten the security of the facility, inmates and staff;
- Maintain written and computer-generated documentation of activities and incidents within the detention facility as required;
- Supervise and direct volunteers for inmate Programming inside the facility;
- Monitor and operate security towers, cameras, fire equipment, live scan, computers and body scanner
- Assures the cleanliness of the facility by utilizing the Inmate Worker Program;
- Conducts inmate headcounts, security tours, shakedowns, video arraignments, recreation, booking & releases, classification, food service, medication pass,

- inmate escorts;
- Supports the efforts of rehabilitation and counseling of offenders

Skills and Abilities:

- Strong communication, computer and writing skills;
- Dedication to public service;
- Ability to multi-task and deal with stressful situations;
- Willingness to function as part of a professional team.
- When necessary, use de-escalation techniques, unarmed self-defense and physical force to detain and secure inmates.
- Within one year you must complete the Corrections Academy and pass the State Exam with a 70% or higher score

Minimum Requirements:

- Valid state driver's license.
- High school diploma or GED.
- Must satisfactorily complete and pass a thorough background investigation as set forth by the Lake County Sheriff's Office.
- Must provide all certifications and documents upon request to determine employment eligibility.