



CHEBOYGAN COUNTY SHERIFF DEPARTMENT

DALE V. CLARMONT
SHERIFF

870 S. Main St.
Cheboygan, MI 49721

Brenda Beckwith
Jail Administrator

TIMOTHY C. COOK
UNDERSHERIFF

231-627-3155
Fax: 231-627-8880
sheriff@cheboygancounty.net

Jodi Beauchamp
Administrative Assistant

JOB DESCRIPTION

Position Title: Corrections Officer

Department: Cheboygan County Sheriff's Department

Accountable to: Corrections Corporal

Primary Objective of Position

- To perform Correction Officer duties and responsibilities for the care, custody, control, safety, security and supervision of inmates in the jail who have been arrested, awaiting court process, sentenced or detained.
 - To uphold the Constitutional Rights given to all.
 - To read/comprehend and abide by the Policy and Procedures of the Cheboygan County Sheriff's Department and the County of Cheboygan.
 - Provide support and assistance to other correction officer's in the performance of duty.
 - To maintain the highest standards in Professionalism.
 - Evaluate a situation and to exercise good judgment and discretion commensurate with lawful authority, physical abilities and practical requirement of the situation.
 - To attend all assigned training and pass any standards set.
 - To be able to speak in public.
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Essential Functions:

- Answer phones
- Assist the public
- Work efficiently with JMS, CJIS, RMS, CAD and any other computer programs which includes the ability to type accurately
- Make cell checks
- Book and release inmates
- Take photos and fingerprints
- Transfer inmates to authorized areas
- Maintain inmate records and property
- Assist in cleanliness of the jail
- Receive complaints and requests for services
- Process firearms purchase permits and registrations
- Supervise inmates
- Have professional communication skills with the public, staff and inmates
- Exhibit the highest in professionalism, morals, and ethics on and off duty



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- Work flexible and non-traditional shifts and schedules
- Initiate appropriate responses to situations that arise in the jail
- Document facts and accurately create and prepare reports as required
- Ability to mediate conflicts and offer resolutions between inmates
- Conduct lawful searches of inmates, including strip searches
- Conduct investigations regarding inmate misconduct
- Report to supervisor and understand the hierarchy
- Not intimidate, threaten, or punish inmates in violation of any policy or law
- Testify in an civil and criminal proceedings
- Transport inmates to prison, court, medical appointments, etc.
- Communicate verbally on talk group radio systems
- Monitor video and audio equipment
- Ability to accurately discharge a taser and meet qualification standards
- Ability to properly utilize an AED with proper training
- Ability to properly utilize handcuffs with proper training
- Ability to effectively operate mobile, prep, and base radios
- Ability to train and use non-deadly force including hand to hand tactics
- Exercise standard precautions in the provision of emergency services
- Perform CPR and other first aid techniques
- Search those arrested and inmates for dangerous articles and illegal substances
- Operate a motor vehicle in a safe manner in different weather conditions
- Be trained on and recognize factors that indicate improper behavior, mental illness, substance abuse, medical issues involving inmates and take appropriate action
- To follow all legal orders given
- To perform other related work as required

I have read and acknowledge the job description of a Corrections Officer.

Signature:

Date: