

# SUMMIT COUNTY, OHIO

## HUMAN RESOURCE COMMISSION

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### HRC ORDER

Date: September 19, 2024

Order # : 24-01

Whereas the Human Resource Commission met in a public meeting at 11:00 a.m. on Thursday September 19, 2024 to address the request from the Sheriff; for the HRC to **revise/upgrade** the classification of Sheriff Deputy Cadet from a Category 2 Grade 3 to a Category 2 Grade 4

Whereas the Human Resource Commission has reviewed the proposed request along with supporting documentation and recommended the following action:

**The Classification of Sheriff Deputy Cadet be revised and upgraded from a Category 2 Grade 3 to Category 2 Grade 4**

Whereas the Human Resource Commission conducted a full discussion of the proposed request;

Whereupon a motion was entered by Ms. Norris and seconded by Ms. Silas Butler to approve the above mentioned action for the Human Resource Commission.

A roll call vote was taken as follows:

Norris	Aye
Silas-Butler	Aye

The motion carried.

  
Janis Corbin, Assistant Administrator HRC

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# Draft - Sheriff Deputy Cadet

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## Classification

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### Classification

<b>Classification Title</b>	Draft - Sheriff Deputy Cadet
<b>Classification Code</b>	Draft 40075
<b>Classification Group</b>	40000 - Security/Law Enforcement
<b>Salary Category</b>	C2
<b>Salary Grade</b>	04
<b>Step</b>	
<b>Min Salary</b>	\$18.88 / \$1,510.40 / \$39,270.40
<b>Mid Salary</b>	\$22.19 / \$1,775.20 / \$46,155.20
<b>Max Salary</b>	\$25.50 / \$2,040.00 / \$53,040.00

**General Overview** Temporary Employees hired into the entry level, non-sworn Deputy Sheriff Cadet (trainee) position will be assigned to attend and participate in classes at the University of Akron/Summit County Sheriff's Office Police Academy ("Academy"). Candidates who meet department performance expectations and successfully pass the basic police academy or meet the requalification criteria will be sworn in as a Deputy Sheriff for Summit County in accordance with the Memorandum of Understanding between the Candidate, County of Summit and the Summit County Sheriff. While being a Cadet, candidates will, under general supervision, Cadet performs a wide variety of duties in assist Sheriff's Department personnel in accomplishing their activities. As Temporary Employees, Deputy Sheriff Cadets work approximately 24 hours per week, to a maximum of 1,248 hours per fiscal year. These hours are in addition to their Academy hours. Cadets may work rotating shifts including nights, weekends, and holidays.

**Required Qualifications** Sheriff Deputy Cadet temporary employees are to attend and participate in classes at the University of Akron/Summit County Sheriff's Office Police Academy ("Academy") for approximately 24 hours a week for approximately 36 weeks; OR approximately 48 hours for approximately 16 weeks. Once all classes are completed at the Academy, upon passing the Ohio Peace Officer Training Exam, and if Cadet is otherwise qualified, the Sheriff will offer him/her a full-time peace officer position, unless the Sheriff has reason to believe the Cadet will not be successful given the position's duties. Passing the Ohio Peace Officer Training Exam is an absolute requirement to receiving an offer of full-time employment, but is not considered part of the temporary employment. Cadet will agree to work a minimum of two (2) years for the Sheriff.

**Knowledge, Skills, and Abilities** Working ability to: understand written and oral instructions; adapt to changes of assignment; maintain good working relationships with co-workers and the public; and perform a variety of law enforcement administrative support activities. Advanced knowledge of safety practices and procedures; security practices and procedures; department policies and procedures\*; arrest procedures; law enforcement procedure and methods; surveillance techniques. Basic knowledge of communications equipment;

investigative techniques. Ability to carry out detailed but basic written or oral instructions; deal with problems involving several variables with familiar context; communicate effectively; respond to routine inquiries from public; establish good rapport with the public and law enforcement officials; exercise independent judgment; subdue/restrain hostile clients/the general public. Skill in operation and care of firearms.

(\*Indicates developed after employment.)

## Job Duties

**Duties In all functions of this position the Employee must maintain confidentiality of client data, information, and records.**

Adhere to academy / agency policies, procedures and methods; Establish and maintain effective community and public relations within a culturally diverse population visiting or working special details; Communicate effectively both orally and in writing; Work both independently and as part of a group, maintaining effective interpersonal working relationships both within and external to the department; Use sound judgment and independence in determining priorities; Assimilate and understand information in a manner consistent with the essential job functions; Work in fast-paced environment and complete work in a timely and accurate manner; Take appropriate actions in emergency and stressful situations; Use computers and supporting applications. Perform assigned duties and responsibilities while attending the basic academy which may include test taking, physical training, defensive tactics, weapons, scenario, etc. training and examinations. The Sheriff Deputy Cadet will receive basic training that complies with the standards set by the Ohio Peace Officer Training Academy (O.P.O.T.A). The basic training program includes approximately 864 hours of academic classes, hands-on training, and physical conditioning. Knowledge-based training includes, but is not limited to: Criminal Law, Patrol Procedures, Cultural Diversity, Investigative Procedures, Report Writing, Defensive Tactics, Firearms, Leadership, Ethics, Community Policing, Police Vehicle Operations, Traffic Enforcement, Accident Investigation, Handling Emotional Situations and First Aid/CPR. Hands-on training includes, but not limited to weapons training, role playing scenarios, patrol procedures, emergency vehicle operations, and arrest and control techniques. Recruits are required to complete 80 hours of instruction in defensive tactics which includes ground control, baton training, control holds and take downs. The physical conditioning program consists of specific performance tests and a program of physical training. The training includes running (distance and speed), push-ups, sit-ups, weight training and calisthenics. During the course of their work, the Sheriff Deputy Cadet will be exposed to potentially dangerous and adverse conditions. The Sheriff Deputy Cadet must be willing and able to work in emergency situations, confined spaces, and intense life-threatening conditions. Cadets will be exposed to persons whose actions may place them in harm's way. Cadets will be exposed to bodily fluids, fumes, moving objects, and noise. Candidates must be physically able to work in circumstances requiring running, jumping, walking, crawling, kneeling, climbing, stooping, pulling and moderate lifting. The Deputy Sheriff Cadet must be willing and able to work in inclement weather conditions and able to work irregular work hours and able to work all shifts. The Sheriff's personnel are considered "essential" or "required" personnel and shall respond when directed to do so, even with little advanced notification.

HRC Order Number

Council Legislation Number

Last Revision Date

09/10/2024

Note

**COUNTY OF SUMMIT CLASSIFICATIONS  
CATEGORY/GRADE LIST**

**DRAFT  
09.2024**

<b>Class No.</b>	<b>Category</b>	<b>Grade</b>	<b>Classification</b>
37021	1	1	Student Helper
15051	1	2	Receptionist
16021	1	3	Data Clerk
16011	1	3	Data Entry Op 1
51001	1	3	Legal Assistant
25001	1	3	Personnel Aide
15011	1	3	Secretary 1
11001	1	4	Account Clerk 1
11031	1	4	Cashier
10004	1	4	Clerical Specialist 1
10001	1	4	Clerk 1
16012	1	4	Data Entry Op 2
13031	1	4	Legal Secretary 1
11041	1	4	Payroll Clerk
20000	1	5	Account Analyst
11002	1	5	Account Clerk 2
10005	1	5	Clerical Specialist 2
10002	1	5	Clerk 2
11099	1	5	Collection Specialist
61021	1	5	Engineering Intern
13032	1	5	Legal Secretary 2
15012	1	5	Secretary 2
11003	1	6	Account Clerk 3
10003	1	6	Clerk 3
16013	1	6	Data Entry Op 3
13033	1	6	Legal Secretary 3
15013	1	6	Secretary 3
26051	2	2	Research Aide
15021	2	3	Administrative Secretary
24011	2	3	Business Services Officer
51011	2	3	Law Clerk
51012	2	3	Legal Research Analyst -CSEA
35031	2	3	Permit Technician
25004	2	3	Personnel Analyst
25002	2	3	Personnel Officer
40076	2	3	Security Specialist - DJFS
40075	2	3	Sheriff Deputy Cadet
40004	2	3	Veterinary Technician
20001	2	4	Accountant 1
34061	2	4	Assessment Coordinator
11044	2	4	Assistant Payroll Supervisor
29702	2	4	Child Support Assistant Supervisor
29740	2	4	Child Support Trainer/Procedure Writer
10008	2	4	Clerical Supervisor 1

**COUNTY OF SUMMIT CLASSIFICATIONS  
CATEGORY/GRADE LIST**

**DRAFT  
09.2024**

32060	2	4	Communications Technician - DJFS	
40031	2	4	Crime Prevention/Community Relations Officer - SHF	
27081	2	4	Data Control Technician	
16015	2	4	Data Entry Supervisor	
40021	2	4	Emergency Management Specialist 1 - EX	
25021	2	4	Employment Services Counselor (Yes) - EX	
21001	2	4	Fiscal Officer 1	
13071	2	4	Grand Jury Coordinator	
28305	2	4	Help Desk/Data Coordinator	
35082	2	4	Housing Rehabilitation Coordinator	
40063	2	4	Jail Registration Supervisor	
29701	2	4	Outreach Coordinator- CSEA	
24031	2	4	Public Information Officer	
22001	2	4	Purchasing Spec. 1	
40075	2	4	Sheriff Deputy Cadet	
29001	2	4	Special Projects Coordinator	
32061	2	4	Telephone/Building Services Coordinator.	
27070	2	4	Transportation Coordinator - DJFS	
27026	2	4	Victim Advocate	
35094	2	4	Weatherization Field Supervisor	
11005	2	5	Account Clerk Supervisor	
20002	2	5	Accountant 2	
15022	2	5	Administrative Assistant	
21031	2	5	Benefits Specialist 1 -EX	UNCL
52005	2	5	Board of Revision Hearing Officer (Reference Only)	
40005	2	5	Chief Deputy Dog Warden	
10009	2	5	Clerical Supervisor 2	
42015	2	5	Communication Supervisor	
24032	2	5	Community Relations Specialist	
35032	2	5	Construction Permit Expeditor - ENG	
32025	2	5	Custodial Supervisor	
40022	2	5	Emergency Management Specialist 2 - EX	
13120	2	5	Evidence & Property Officer - PROS	
40095	2	5	Fleet Communications/Safety Equipment Inspector - SHF	
71003	2	5	Forensic Investigation Supervisor	
90202	2	5	Human Resource Administrative Specialist 1 - HRD	
27005	2	5	Inmate Services Supervisor	
20011	2	5	Loan/Grant Officer	
25003	2	5	Personnel Officer 2 - DJFS	
40082	2	5	Process Server	
22002	2	5	Purchasing Spec. 2	
26052	2	5	Research Analyst	
40078	2	5	Security Specialist Sergeant - DJFS	
29730	2	5	Service Contract Coordinator -CSEA	
25022	2	5	Senior Employment Services Counselor (Yes) - EX	
31062	2	5	Signal Technician	
27051	2	5	Social Program Coordinator - DJFS	
31045	2	5	Traffic Maintenance Supervisor	
25050	2	5	Training Officer 1 - DJFS	
20003	2	6	Accountant 3	

**COUNTY OF SUMMIT                      DRAFT**  
**CLASSIFICATION/COMPENSATION PLAN**

**09/2024**

2	6	35095	Weatherization Energy Coordinator
2	8	35125	Safety Coordinator (00-146, 4-12-00)
3	7	35225	HWAP/Rehab Administrator (4-2007)



**37000                                      OPERATION GROUP**

1	1	37021	Student Helper
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**38000                                      SURVEY TECHNICIAN/INSPECTIONS GROUP**

3	7	38007	Surveyor
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**40000                                      SECURITY/LAW ENFORCEMENT GROUP**

2	3	40004	Veterinary Technician (6-12-06)
2	5	40005	Chief Deputy Dog Warden
2	7	40007	Dog Warden
2	4	40021	Emergency Management Specialist 1
2	5	40022	Emergency Management Specialist 2
3	6	40025	Emergency Management Coordinator (03-117, 03-18-03)
2	4	40031	Crime Prevention/Community Relations Officer
2	4	40063	Jail Registration Supervisor
2	 	40075	Sheriff Deputy Cadet (22-311, 10-17-22)
2	3	40076	Security Specialist - DJFS (99-797, 1-26-00)
2	5	40078	Security Specialist - DJFS (99-797, 1-26-00)