



# Uintah County

## Job Description

|                    |                                    |                        |      |
|--------------------|------------------------------------|------------------------|------|
| <b>Title:</b>      | Corrections Commander – Lieutenant | <b>Code:</b>           | 131  |
| <b>Division:</b>   | Corrections                        | <b>Effective Date:</b> | 8/12 |
| <b>Department:</b> | Sheriff                            | <b>Last Revised:</b>   | 5/18 |
| <b>FLSA Cat:</b>   | Exempt                             | <b>Pay Grade:</b>      | 36   |

### GENERAL PURPOSE

Performs all duties of a Deputy Sheriff assigned to the Corrections Division as well as **administrative, managerial and professional law enforcement duties** related to the Corrections Division. Plans, directs and coordinates the daily operations of the Corrections Division.

### SUPERVISION RECEIVED

Works under the general supervision of the County Sheriff or Chief Deputy Sheriff.

### SUPERVISION EXERCISED

Provides general and close supervision to Corrections Sergeant(s), Corporal(s) and correctional staff (both sworn personnel and civilians).

### ESSENTIAL FUNCTIONS

Directs, supervises, and commands all operations of the Correctional Facility and shall have responsibility for maintaining uniformity and consistency in jail operations, the acquisition and maintenance of jail equipment, the development, implementation, maintenance, review and revision of the correctional facility Policy and Procedures as well as consistency in the enforcement and application of those policies and procedures.

Assists the senior department administrators in short and long range planning and contingency planning for the Correctional Division to ensure efficient and responsible operational objectives are met.

Ensures the corrections facility meets and exceeds applicable Federal, State and County regulations and jail standards items requiring inspection.

Exercises supervision over all work performed on all shifts. Assumes responsibility for work accomplishment and quality of performance of all subordinate personnel. Maintains daily, monthly, and annual records and reports concerning the inmate population in the facility, all costs associated with housing inmates and revenues generated for the County through the Corrections Division.

Ensures safety and security of the entire correctional facility, to include all deputies, inmates, visitors, and any other individual that enters the facility. Makes personal contact with inmates, which places the incumbent in potentially hazardous situations where physical restraint and use of force may occur.

Ensures all correctional staff members are provided with applicable job descriptions, on-the-job training, and on-going annual in-service training opportunities to ensure competency in completing assigned tasks and duties. Ensures management, middle management, and first line supervisory staff receive adequate supervisory training. Organizes and conducts staff and/or other applicable supervisory staff meetings as needed.

Enforces department policy and procedures, handles employee disciplinary issues and resolves staff conflicts. Prepares adequate correctional staff evaluation reports on all correctional employees and ensures timely delivery to appropriate County personnel. Assists in employee grievance process as requested through senior department administrators and in accordance with current policies of the Sheriff's Department and Uintah County.

Ensures adequate inmate food preparation and service is met within the facility. Generates and provides food service records, budgetary accounting concerning food costs and meals served. Ensures adequate administrative supervision over food service personnel and inmate kitchen workers.

Provides administrative supervision to the Corrections infirmary by ensuring it is adequately staffed by capable and competent personnel. Ensures proper legal and binding contracting is established and maintained with any and all medical provider/physicians that provide inmate medical services. Works in an allied relationship with the contracted physician(s) and designated medical officer(s) to ensure adequate and necessary medical equipment, supplies and medications are provided and properly dispensed, inventoried and stored.

Provides adequate supervision and staffing as contracted with or required for the Eight District Courts and Uintah County Justice Court. This is to include necessary court security and bailiff personnel as well as required equipment as contracted.

Strengthens relationships with other allied agencies, law enforcement departments and other federal, state, county and city offices.

Performs any Sheriff Deputy activities related to corrections and other related duties as required.

**MINIMUM QUALIFICATIONS:**

1. Education and Experience:

A. Graduation from high school plus POST Corrections Officer Certification; plus, two (2) years of specialized training provided through college, POST or professional sponsored programs;

AND

B. Six (6) years of progressively responsible law enforcement supervisory experience;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Considerable knowledge of** local, state, and federal laws; procedures and techniques of police work; arrest, search and seizure laws, booking procedures, court procedures; departmental operations and procedures; county geography. **Working knowledge of** English, grammar, and technical writing skills; basic investigation techniques and methods.

**Skill in** the operation of motor vehicle; skill in the use of firearms; communication equipment, laptop computer, ballistic vest, non-lethal weapons, etc.

**Ability to** plan, organize, and appropriately delegate the work of assigned subordinates; apply modern law enforcement principles, procedures, techniques and equipment in various law enforcement situations; react effectively in emergency and stress situations; exhibit imagination, initiative and problem solving capability in coping with a variety of law enforcement situations; enforce laws and ordinances with tact and impartiality; follow standard safety practices and procedures common to law enforcement work; communicate effectively both verbally and in writing; establish and maintain effective working relationships with fellow employees, other agencies, supervisors, and the public.

3. Special Qualifications:

Must possess a valid Utah State Drivers License.

Must be P.O.S.T. certified. May be required to obtain various POST training/instructor certifications.

Must be subject to contact 24 hours a day, 7 days a week.

Must complete 40 hours of job-specific training per year to maintain certification.

Shall possess and maintain active Corrections Officer Certification with the State of Utah.

Must obtain Jail Commander Certification through the Utah Sheriff's Association as soon as practicable.

4. Work Environment:

Functions of the position generally performed in a controlled environment. Frequent travel. Many functions of the work pose high degree of hazard. Physical readiness and conditioning may be a condition of job retention. Various levels of mental application required, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills. Periodic exposure to the presence of blood borne or airborne pathogens.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)