



Sergeant - Corrections

Job Description

Department: Sheriff
Position: Career Service
Grade: 512
Supervisory: Yes
Reports to: Lieutenant - Corrections

Summary

Under general direction of a Lieutenant – Corrections, this position is responsible for supervising the activities and personnel of an assigned function in the Sheriff’s Office.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the work of assigned personnel.
2. Assist with staffing decisions within the assigned function including hiring, training, performance evaluation, scheduling of work load, delegation of assignments, and retention of assigned personnel.
3. Compile, maintain, and review all reports, daily work records, time cards, payroll information, work specifications, shift logs, and appropriate documentation for assigned personnel.
4. Correlate function involvement within the department, with other County departments, volunteer groups and outside agencies.
5. Respond to questions and complaints from the public, assigned personnel, County departments, and other agencies.
6. Respond to emergency and crisis situations throughout the Security Center facility; provide CPR and first aid; walk throughout the facility to monitor security and to prevent and minimize security risks and problems; observe inmate programs in facility classrooms for security issues.
7. Attend meetings with divisional personnel, outside agencies, and other County departments to coordinate activities and training.
8. Inspect equipment, behavior, and conduct of subordinate officers and assigned personnel.
9. Perform functions of subordinate staff as needed.
10. Assist in conducting internal investigations as assigned.
11. Enforce criminal laws and perform physical arrests.
12. Prepare various reports, records, logs, memoranda, time sheets, and other necessary records to ensure compliance with statutory provisions and with policy and procedure requirements.

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Job Title: Sergeant – Corrections
FLSA: Non-Exempt
Effective Date: 5/6/2019
Public Safety: Yes

Worker’s Compensation: County
Background Level: Sworn
Safety Sensitive: Yes
DOT: No
ML: Manager

13. Ensure compliance of subordinate personnel in the use of force and firearms and of required training.
14. Ensure that all required training through the Utah State Peace Officer Standards and Training (POST) Agency is obtained by subordinates.
15. Respond to call-backs and call-outs as requested.
16. Assist the Division Commander in developing training and exercise programs to evaluate the effectiveness of division operations.
17. Assist in the development and deployment of emergency preparedness exercises to determine readiness to execute emergency response and recovery plans in the event of a disaster or hazardous material incident.
18. Supervise Security Center operations and monitor Deputy performance.
19. Oversee the monitoring of daily inmate behavior and respond to formal inmate requests.
20. Respond to inmate grievances.
21. File criminal charges when inmates commit offenses, respond to questions and complaints, and monitor general condition of the facility.
22. Provide results of inmate disciplinary hearings and incidents to Adult Probation and Parole, Prison Diversion programs, courts and judges.
23. Oversee classification of inmates and ensure classification interviews are conducted within seventy-two (72) hours of incarceration; review classification forms completed at booking.
24. Oversee interviewing of persons with history of mental illness or suicide attempt; determine housing options and refer to mental health services.
25. Brief Lieutenant - Corrections on inmates, staff, maintenance problems, supplies, citizen complaints, and Security Center related issues.
26. Monitor special needs inmates; coordinate inmate activities, programs, and work-release processes.
27. Supervise the booking process including fingerprinting, photographing, performing searches, storing property, allowing phone calls, classifying inmates, and screening inmates for mental and physical health.
28. Monitor and/or conduct security checks of cell block areas, security center complex, and Sheriff offices.
29. Oversee the monitoring of release dates and the computing of good time for early release.
30. Ensure a transportation risk assessment is conducted on all inmates booked.
31. Appear and testify in court or at hearings when subpoenaed.
32. Perform as department specialist, and/or instructor for a variety of non-routine police training functions.
33. Perform as team leader for a variety of non-routine police functions including high-risk incidences and high-risk transports outside of the security center with the Detention Response Team (DRT).
34. Conduct team meetings, command and teach team members, and make team assignments.
35. Assist in writing and administering federal, state, and other grants.

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36. Monitor various financial accounts.
37. Exemplify the desired culture and philosophy of the organization.
38. Work effectively as a team member with other members of management and staff.

Knowledge, Skills, and Abilities

- Knowledge of supervisory techniques
- Knowledge of laws and regulations pertaining to correctional institutions and inmate rights
- Knowledge of the principles and practices of weaponless defense
- Knowledge of current statutes, laws, and local, State, and Federal codes
- Knowledge of investigative procedures and techniques
- Skilled in reading, writing, and basic math
- Skilled in word processing and basic computer programs
- Skilled in document composition
- Skilled in operation of firearms and equipment related to assigned duties
- Skilled in using weaponless self-defense and restraining techniques
- Skilled in the operation and use of restraining devices
- Skilled in analytical problem solving
- Skilled in conducting investigative interviews
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to maintain files, records, and reports
- Ability to coordinate multiple tasks efficiently
- Ability to maintain mental and emotional composure in a stressful and potentially dangerous environment
- Ability to understand criminal documents including court dockets, arrest reports, and criminal histories

Supervisory Responsibility

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

Work Environment

Work is performed in an environmentally controlled area in the partially environmentally controlled Utah County Security Center. The employee has direct contact with inmates which presents a risk of bodily injury and exposure to unpleasant, dangerous, and even life-threatening situations. Work may expose the incumbent to individuals who are agitated, angry, otherwise upset, or uncooperative. Work may expose the employee to contagious or infectious diseases, hazardous chemicals, and conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. Protective gear such as masks, gloves, personal body armor, and firearms, are utilized during the performance of duties. The noise

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level in the work environment is moderate to loud. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, walk, talk, and hear. Specific vision abilities by this job include close vision, color vision, and ability to adjust focus. The employee is required to type, file and lift supplies or equipment up to thirty (30) pounds. The performance of this job exposes the employee to hazard uncertainty and requires physical readiness and conditioning. The employee may be required to restrain individuals weighing two hundred (200) pounds or more. The employee regularly drives a motor vehicle.

Position Type/ Expected Hours of Work

To maintain full-time status, this position must work at least eighty (80) hours each two-week pay period, however the regularly scheduled hours are eighty-six (86) per pay period. The ability to work a variety of shifts on a rotational schedule including nights, weekends, and holidays is a requirement.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. High school diploma or equivalent.
2. Six (6) years of work experience in the capacity of a certified Corrections Officer and/or Law Enforcement Officer of which three (3) years must be in the capacity of a certified Corrections Officer.
3. Related degrees beyond high school will be considered in meeting up to two (2) of the six (6) years of experience required but will not satisfy the required three (3) years as a certified Corrections Officer.

Additional Eligibility Qualifications

1. Applicants must possess current Utah Corrections Officer certification through the Utah State Peace Officer Standards and Training (POST) Agency. County employees being reassigned or

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transferred to this classification must possess Corrections Officer certification upon reassignment or transfer.

2. Selected applicants must either possess current Law Enforcement Officer certification through POST or obtain it during the probationary or trial period. Said probationary or trial period shall not exceed twelve (12) months.
3. Incumbents are required to maintain POST certification and successfully complete required annual training.
4. Incumbents may be required to successfully complete annual Emergency Vehicle Operation training.
5. Incumbents are required to maintain annual weapons qualification for all assigned weapons.
6. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
7. Selected applicants will be required to submit to a pre-employment drug screen and background check.

Note: Requirements for obtaining Corrections Officer certification include being twenty-one (21) years of age, being a United States citizen, and the ability to meet the required fitness levels of the Cooper Single Norm Physical Assessment Test.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

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Director – Human Resources _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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