



# Chief Deputy - Corrections

## Job Description

Department: Sheriff  
Position: Appointed  
Grade: 731  
Supervisory: Supervisor  
Reports to: Sheriff or Under Sheriff

### Summary

Under general guidance and direction of the Sheriff or Under Sheriff, performs administrative law enforcement work in supervising, planning, coordinating, and directing the activities and personnel of the Corrections Bureau of the Sheriff's Office. This position is appointed by the elected County Sheriff and determines key policies within the bureau.

### Essential Functions

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

1. Oversee, direct, and develop operations of the bureau; perform strategic planning and provide executive direction to determine future projects, objectives, program development and implementation.
2. Directly supervise Lieutenants and other managerial employees; oversee performance in directing operations and supervising personnel of assigned division; evaluate, approve or deny, and provide training on staffing decisions related to hiring, training, performance evaluation, scheduling of work load, delegation of assignments, administration of disciplinary action, and retention of personnel.
3. Oversee or compile, maintain, and review all reports, daily work records, time cards, payroll information, budget documents, work specifications, work schedules, and appropriate personnel documentation within the bureau.
4. Direct and correlate bureau involvement with divisions, other county departments, volunteer groups, outside agencies, and other law enforcement agencies; interact with the community and serve on various committees and groups; communicate with citizens, judges, attorneys, and other law enforcement agencies on Sheriff's Office or bureau matters.
5. Oversee preparation of the Bureau budget and budget for assigned divisions including preparing federal or state grant applications and related reports, evaluating equipment needs, and monitoring and approving purchase orders and expenditures as needed.

### For Office Use Only

Job Code: 1422  
Job Title: Chief Deputy – Corrections  
FLSA: Exempt  
Effective Date: 3/10/2022  
Public Safety: Yes

Worker's Compensation: County  
Background Level: Sworn  
Safety Sensitive: Yes  
DOT: No  
ML: Bureau Director

6. Evaluate training needs and ensure training requirements are met by recommending and locating training resources; meet with personnel to plan, implement, and evaluate department goals.
7. Issue directives and interpret policies and procedures for the bureau; develop, write, and implement new policies to reduce liability, update practices, and increase professionalism.
8. Oversee investigations of employee misconduct and meet with personnel to resolve disputes and conflicts and to make recommendations for final disposition.
9. Act as Incident Commander as needed; perform duties of subordinates as necessary to ensure functional operation of assigned bureau.
10. Respond to emergency and crisis situations throughout the Security Center facility; provide CPR and first aid; walk throughout the Security Center to monitor security and to prevent and minimize security risks and problems.
11. Coordinate the contracting of law enforcement services to other cities.
12. Gather budget requests from Lieutenants to prepare annual Bureau budget proposals.
13. Supervise remodeling projects or construction of new facilities.
14. Develop inventory forms and maintain records for vehicles, radios, firearms, and key assignments.
15. Coordinate the collection and distribution of technical data.
16. Exemplify the desired culture and philosophy of the organization.
17. Work effectively as a team member with other members of management and staff.

### **Knowledge, Skills, and Abilities**

- Knowledge of Utah County Rules and Regulations
- Knowledge of Sheriff's Office Policy and Procedures
- Knowledge of Utah County Security Center Policy and Procedures
- Knowledge of Utah Jail Standards, Legal Based Standards
- Knowledge of county, state, and federal codes and laws pertaining to law enforcement
- Knowledge of standard practices and operating procedures of law enforcement activities and programs including corrections and jail administration, and search and rescue investigations
- Knowledge of strategic planning, goal setting, and program development and implementation
- Knowledge of management operations and supervisory techniques
- Skilled in reading, writing, business math and bookkeeping
- Skilled in developing and monitoring budgets
- Skilled in word processing, creating spreadsheets, basic computer programs, and document composition
- Skilled in operating and maintaining a variety of law enforcement equipment including firearms
- Skilled in using weaponless self-defense and restraining techniques
- Skilled in the operation and use of restraining devices
- Ability to provide executive direction and administer large and complex governmental services

### For Office Use Only

Job Code: 1422

Job Title: Chief Deputy – Corrections

FLSA: Exempt

Effective Date: 3/10/2022

Public Safety: Yes

Worker's Compensation: County

Background Level: Sworn

Safety Sensitive: Yes

DOT: No

ML: Bureau Director

- 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 coordinate multiple tasks efficiently
- Ability to effectively supervise others including motivating, coaching, evaluating performance, and administering discipline
- Ability to make public presentations

### **Supervisory Responsibility**

This position has direct supervisory responsibility for the division commanders (Lieutenants) of the Corrections Bureau, the Corrections Bureau Office Manager and the Health Services Administrator.

### **Work Environment**

This job operates in a professional office environment located within the Utah County Security Center. Work is occasionally performed outdoors in all weather conditions. This job occasionally requires the use of protective devices such as masks, goggles, gloves, and body armor. This role occasionally exposes the incumbent to contagious or infectious diseases, bodily fluids, and/or hazardous chemicals. The employee may be exposed to potentially hostile situations and to unknown and dangerous conditions. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate to noisy. 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 position 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 occasionally restrains individuals weighing two hundred (200) pounds or more. The employee regularly drives a motor vehicle.

### **Position Type/ Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

#### For Office Use Only

Job Code: 1422  
 Job Title: Chief Deputy – Corrections  
 FLSA: Exempt  
 Effective Date: 3/10/2022  
 Public Safety: Yes

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

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to ten (10) percent.

**Recommended Education and Experience**

1. Bachelor's Degree or equivalent in police science, criminal justice, business management, or a closely related field.
2. Eight (8) years of experience performing law enforcement activities in the capacity of a certified Law Enforcement Officer and/or Certified Corrections Officer.
3. Work experience must include a minimum of one (1) year of supervisory experience that included policy and budget implementation and other administrative responsibilities.
4. Equivalent combinations of education and experience may also be considered.

**Additional Eligibility Qualifications**

1. Upon appointment to this position, the employee must possess, and thereafter maintain Law Enforcement Officer certification, and Corrections Officer certification through the Utah State Peace Officer Standards and Training (POST) Agency.
2. Upon appointment to this position, the employee must obtain Utah Sheriff's Association Jail Commander Certification Academy certification by attending the required legal based courses outlined in the Jail Commander Certification Academy.
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.

**For Office Use Only**

Job Code: 1422  
Job Title: Chief Deputy – Corrections  
FLSA: Exempt  
Effective Date: 3/10/2022  
Public Safety: Yes

Worker's Compensation: County  
Background Level: Sworn  
Safety Sensitive: Yes  
DOT: No  
ML: Bureau Director

**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 \_\_\_\_\_

Director – Human Resources \_\_\_\_\_

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

Employee \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only

Job Code: 1422  
Job Title: Chief Deputy – Corrections  
FLSA: Exempt  
Effective Date: 3/10/2022  
Public Safety: Yes

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