



# Lieutenant - Corrections

## Job Description

Department: Sheriff  
Position: Career Service  
Grade: 518  
Supervisory: Yes  
Reports to: Chief Deputy - Corrections

### Summary

Under general guidance and direction from the Chief Deputy - Corrections, performs professional and administrative law enforcement work in supervising and directing the activities and personnel of an assigned bureau of 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 and personnel of the bureau; schedule workload and delegate assignments; oversee training and ensure work is completed accurately and efficiently.
2. Identify, evaluate, and resolve personnel concerns; evaluate performance and conduct performance appraisals; make staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure; conduct staff meetings.
3. Prepare and submit bureau budgets for approval; monitor and approve purchase orders and expenditures to reduce budget variances and to ensure quality products at the lowest cost.
4. Review operational plans to conform with approved budgets; prepare budget adjustments and transfer of funds; justify line item accounts.
5. Manage grants; prepare and submit applications; oversee grant expenditures.
6. Compile, maintain, and review all reports, daily work records, timecards, payroll information, budget documents, work specifications, work schedules, and appropriate personnel documentation within the bureau to ensure compliance with statutory provisions and policy and procedure requirements.
7. Write new policy in accordance with state and federal guidelines and make recommendations for updating the Sheriff's Office Policies and Procedures.
8. Oversee and coordinate bureau involvement within the Sheriff's Office and with other County departments, volunteer groups, and outside agencies; serve as a task force representative,

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Public Safety: Yes

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

director, or other inter-agency leadership role, as assigned; develop and administer programs, as needed.

9. Negotiate contracts with businesses, government entities, and other agencies.
10. Act as an information resource to citizens groups and the public; answer questions, respond to concerns and complaints and take action, as needed.
11. Promote law enforcement and volunteerism; report findings to Chief Deputy.
12. Act as Incident Commander as needed; perform duties of subordinates as necessary to ensure functional operation of assigned bureau; respond on an on-call basis, as assigned.
13. 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.
14. Exemplify the desired culture and philosophy of the organization.
15. 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 Policies and Procedures
- Knowledge of County, State, and Federal codes and laws pertaining to law enforcement
- Working knowledge of psychological and sociological conditions and issues related to human development and criminal behavior
- Knowledge of the laws and regulations pertaining to correctional institutions and inmate rights
- Knowledge of the principles and practices of law enforcement specific to assignment
- Knowledge of Utah County Security Center Policies and Procedures
- Knowledge of Utah Jail Standards and Legal Based Standards
- Skilled in reading, writing, and basic math
- Skilled in word processing and basic computer programs
- Skilled in creating spreadsheets and document composition
- Skilled in making public presentations
- Skilled in using weaponless self-defense and restraining techniques
- Skilled in the operation and use of restraining devices
- Skilled in operating and maintaining a variety of law enforcement equipment, including firearms
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to maintain mental and emotional composure in a stressful and potentially dangerous environment
- Ability to communicate effectively verbally and in writing
- Ability to motivate and effectively supervise others
- Ability to supervise, lead, and maintain peace with multiple inmates with diverse backgrounds
- Ability to learn, remember, and enforce jail policies and procedures

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- Ability to quickly assess a situation and make sensible and impartial decisions within established guidelines
- Ability to identify and mitigate situations that may present safety or health risks
- Ability to perform basic bookkeeping and maintain files, records, and reports

### **Supervisory Responsibility**

This position has direct supervisory responsibility and serves 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, uncooperative, or otherwise upset. 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 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**

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.

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## **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. Three (3) years of experience as an official Utah County Sergeant.
3. Three (3) years of experience working as a certified Corrections Officer performing duties equivalent to a Deputy Sheriff – Corrections or above in the Corrections Bureau for a total of Six (6) years.

## **Additional Eligibility Qualifications**

1. Applicants must possess current Utah Law Enforcement Officer certification through the Utah State Peace Officer Standards and Training (POST) Agency upon application. County employees being reassigned or transferred to this classification must possess Law Enforcement Officer certification upon reassignment or transfer.
2. Incumbents are required to maintain POST certification and successfully complete required annual training.
3. Incumbents may be required to successfully complete annual Emergency Vehicle Operation training.
4. Incumbents are required to maintain annual weapons qualification for all assigned weapons.
5. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
6. 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.

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Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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