



Grand County

Job Description

Title:	Corrections Deputy I	Job Code:	2662
Division:	Corrections	Effective Date:	9/2017
Department:	Sheriff	Last Revised:	

GENERAL PURPOSE

Performs a variety of **technical and administrative** duties for the Sheriff's Office involving the booking and release of inmates and the supervision of inmates that are incarcerated in jail.

SUPERVISION RECEIVED

Works under the direct supervision of the Jail Commander or Assistant Jail Commander.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Correction Duties: Provides direct contact with inmates involving searching, booking, and processing of arrestees and inmates. Thoroughly searches all incoming prisoners. Performs documentation for the booking and release of inmates. Supervises and interacts with inmates. Observes conduct and behavior of inmates to prevent disturbances and escapes.

Maintains safety and security of the jail. Protects inmates from each other and the public. Supervises trustees working in the Jail. Segregates prisoners according to established classification and administrative procedures. Assists escorting officers in searching and handling violent prisoners and reports the incident.

Books arrestees into the jail by way of the computerized booking process. Distributes copies of the booking to the appropriate offices. Computes release dates from commitments and orders of the Courts. Cross checks that the correct prisoner is being released by use of photographs. Completes release papers accurately and distributes them to the appropriate areas. Releases prisoners from jail whose release dates have been authorized. Returns prisoner's property and money to the correct prisoner and verifies signatures.

Transports inmates between the various courts, health service providers, to or from the state prison or state mental hospital. Coordinates inmates medical, commissary, and work duties. Review inmate log for headcount and to ensure they remain safe while in jail.

Administration: Keeps a computer record of each inmate. Maintains jail judicial papers and other mail directed to a prisoner. Documents any occurrences in the jail. Verifies the arrest information on the arresting officer's form; runs a records and National Crime Information Center (NCIC) check on arrestees.

Completes an information packet on all prisoners with a complete record of charges, courts and bail. Copies and distributes warrants of arrest and commitments to the appropriate areas. Adds new charges or deletes dropped charges on information packets.

MINIMUM QUALIFICATIONS

1. Educations and Experience:

A. Currently certified as a Correctional Officer through POST,

AND

B. One (1) year of experience in law enforcement preferred.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of correctional practices governed by laws and policies; direct supervision of inmates; de-escalation techniques; basic office skills, computer and software programs; writing and basic math skills.

Ability to learn and follow the Sheriff's Office and Grand County policy and procedure manuals; communicate verbally and in writing and to follow verbal and written instructions; learn corrections and law enforcement procedures; work independently on multiple assignments; use judgment to plan, perform, and make decisions on sequence of operations and processes; assess unusual circumstances and adapt to variations in approach in completion of duties; establish and maintain professional relationships with public and staff within the Sheriff's Office and other agencies; establish interpersonal relationships where non-routine, moderately complex cooperative problem solving is required through discussion and persuasion; recognize and follow the sheriff's Office chain of command; use tact and self-control when communicating.

3. Special Qualifications:

- Must possess a valid Utah State Driver's License.
- Must be P.O.S.T. certified in Corrections.
- Must maintain 40 hours of annual training to maintain POST certification.
- Must pass a criminal background investigation.

Requires rotating shift work and is subject to call out status including weekends and holidays.

4. Work Environment:

Recurring work conditions exist that involve a chance of injury or loss of life. Incumbent of the position performs in a typical office setting with appropriate climate controls. Many functions of the work pose high degree of hazard and uncertainty, may have to deal with certain working conditions that cause exposure to biohazards such as human waste and vomit. Tasks require a variety of physical activities, involving muscular strain, such as walking, standing, stooping, sitting, reaching, and talking. Interpersonal communication essential to successful completion of job duties. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

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)