



# Grand County

## Job Description

<b>Title:</b>	Jail Commander	<b>Job Code:</b>	2615
<b>Division:</b>	Corrections	<b>Effective Date:</b>	9/2017
<b>Department:</b>	Sheriff	<b>Last Revised:</b>	

### GENERAL PURPOSE

Performs a variety of complex **administrative, managerial, and professional** law enforcement duties related to planning, directing and coordinating the ongoing operations of the Corrections Division.

### SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the County Sheriff and Chief Deputy.

### SUPERVISION EXERCISED

Provides general supervision to all department-personnel directly or through subordinate supervisors, i.e., Lieutenant(s) and Sergeant(s) and other support staff.

### ESSENTIAL FUNCTIONS

**Management and Administration:** Manages the ongoing operations of the county jail facility; establishes division priorities and projects; participates in the overall management of the department by proposing policy changes and implementing the same upon approval; provides field assessment of various policies and operating procedures; makes recommendations relating to policy, practices and standard operating guidelines and procedures; prepares budget recommendations for the corrections division; monitors division expenditures to assure compliance with budget limitations; prepares periodic reports as needed to apprise department management of various conditions and results.

Oversees the computer system; works with County IT personnel in the maintenance and operation of all computerized systems with the Sheriff's Office. Ascertaines and coordinates with IT for equipment purchase requirements.

**Correctional Management:** Oversees the induction and incarceration of inmates, assures proper classification of inmates according to crimes, mental condition and other dispositions; assures proper processing and routing of court documents; monitors booking processes and procedures to assure compliance with legal requirements; assures proper processing of released inmates, bail bonds, cash bail, etc.

Participates in and oversees case documentation and report writing for corrections records management; assures quality of reports submitted; evaluates report content to assure compliance with established policies, procedures; oversees the developing and organizing information and records on cases subject to litigation; cooperates with county legal office in determining quality of arrests, evidence, processes and procedures; gives testimony in court as needed.

Acts as liaison with government organizations, community groups and other organizations interest in Correction's Division's operation.

**Staffing & Personnel Management:** Initiates personnel actions such as recruitment, selection, promotion, transfer and discipline in order to maintain an effective and efficient work force; participates in selection interviews and coordinates activities; conducts annual appraisals of employees' performance and future objectives.

Directs the scheduling of work, vacation and compensatory days; oversees the compiling of sick and overtime records; acts as direct liaison between correctional officers and sheriff.

Supervises the Kitchen staff, coordinates the kitchen operations; maintains records and reports concerning the cost of food and the number of meals served by kitchen staff. Oversees the cost and quality of food prepared.

Assists in the development of staff correctional skills; implements training programs and monitors staff progress; monitors performance of shift personnel; assures compliance with established performance expectations and standard operational procedures; makes recommendations effecting employee selection, retention, advancement, discipline and discharge; reviews grievances and serves as the first level for resolution in the grievance process.

Coordinates training programs, schools and workshops; monitors POST training is sufficient to maintain certification.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school and (P.O.S.T.) Academy, LEO and/or Corrections, plus two (2) years of related specialized training provided through college, technical school or professional organizations;

AND

B. Eight (8) years paid professional employment as a correctional officer, three (3) years of which must have been in a supervisory capacity.

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Thorough knowledge of** corrections; principles, methods and techniques of effective supervision; budgetary practices and purchasing methods and procedures; legal environment associated with law enforcement; local, state and federal laws and regulations; criminal codes and jail standards; departmental standard operating procedures. **Considerable knowledge of** the fundamentals of proper search and seizure; inmate classification methods and guidelines, federal, state and local laws and regulations related to jail activities; and jail recidivism. Utah Criminal Code, Utah Jail Standards, courtroom security methods and processes, court processes and protocol, warrant management system, computer operations and related software; principles of effective supervision and employee motivation. **Working knowledge of** the basic principles of psychology and sociology; elementary first aid techniques and procedures.

**Considerable skill** in the art of cooperative problem solving, hostage negotiations, etc.

**Ability to** apply modern correctional enforcement principles, procedures, techniques, and equipment in various law enforcement situations; learn and interpret the Code related to law enforcement and the elements of crime; demonstrate knowledge of how to react in emergency situations; demonstrate problem solving capability; communicate effectively, verbally and in writing; develop effective working relationship with the public, administrators, and fellow employees.

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.

4. Work Environment:

Functions of the position are generally performed in a controlled environment. Frequent travel. 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. 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.

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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)

Veronica Bullock