



<p><b>POSITION DESCRIPTION</b></p> <p><b>Corrections Corporal</b></p> <p><b>FLSA Status: Non-Exempt</b></p> <p><b>Classification: Occupational</b></p> <p><b>Salary Grade/Band: 11</b></p>	<p><b>18 March 2015</b></p> <p><b>Reports to: Corrections Sergeant</b></p> <p><b>Revised: _____</b></p> <p><b>Human Resources Initials: <u>LF</u></b></p>
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**POSITION PROFILE**

Under the general supervision of the Staff Sergeant, performs a variety of professional, administrative and jail duties. Monitors, evaluates and recommends to first-line supervisors on performance related duties to ensure the security, safety, order, control, and discipline of the county jail and the incarceration and detention of inmates. Performs a variety of duties related to planning, organizing, directing, and coordinating the day-to-day operations of the jail.

Initiates, implements, and interprets policies and procedures; directs the distribution of policies and procedures to assigned staff; interprets policies as needed to assure efficient implementation; monitors staff performance to assure compliance with established policies and procedures; determines performance standards and expectations and performs evaluations; reviews and evaluates new and existing programs and makes changes necessary to carry out program goals and objectives.

Maintains close working relationships law enforcement and judicial branch of government as needed to clarify programs, carry out court mandated procedures and conduct public relations. Makes recommendations related to various personnel management actions such as, training, advancement, discipline and discharge. Manages safety, security, and inmate programs. Provides input and necessary information to assure policies and procedures are in compliance with established organizational goals and objectives. Develops and delivers specialized law enforcement and correctional facility training related to security, safety, liability, etc. Provides counseling, direction and supervision for corrective actions, positive, and negative discipline, etc. Monitors assigned staff schedule to assure that training attendance requirements are being achieved. Monitors inmates to assure compliance with program regulations and expectations. reviews inmate classification documents and makes classification recommendations. Promotes development of new corrections community service programs.

- GOALS**
- To provide exceptional and professional courtesies to public and staff.
  - To provide over all safety, security, order and control of inmates, staff and public while Visiting the facility.
  - To articulate and convey information accurately and appropriately to staff and public.
  - To ensure work performance, effective time management practices, and attention to detail.
  - To enhance jail excellence and development.

- ESSENTIAL FUNCTIONS**
- Ensures operations and procedures that provide for a safe, secure, sanitary and orderly operation in accordance with Sheriff's Office, state, federal and local laws, statutes, rules, standards, codes or requirements.
  - Recommends and implements policies and procedures for jail operations to address changes in state, federal and local laws, rules or general operations of the facility.
  - Participates in all matters relating to personnel, including but not limited to training, scheduling, appraising, rewarding, and disciplining employees. All related activities are performed in

accordance with the organization's policies and applicable laws.

- Assists in planning, supervising, evaluating, and assigning work responsibilities to facility personnel.
- Provides training and guidance to employees concerning the interpretation of jail operating policies and procedure.
- Makes recommendations to the concerning the dismissal, commendation, or discipline of staff.
- Provides "on-call" support and communications for critical incidents, tactical questions and actions.
- Responsible for planning, formulating and making recommendations concerning the implementation of new programs.
- Administers and supervises the day to day operation of the facility to ensure staff performs assigned responsibilities.
- Classifies, assesses and maintains inmate confinement requirements.
- Develops actions and support to staff investigations of criminal activity of inmates inside the facility.
- Addresses and resolves complaints from inmates, employees, and the public.
- Works with the Jail Commander in determining staff needs, equipment, and operational and budgetary requirements for the facility operations. Monitors facility expenditures to assure compliance with budgetary limits.
- Controls, monitors and supervises the movements and activities of inmates.
- Monitors and assists with jail inspections to assure the facility conforms to state, federal and local laws complies with the Utah Sheriffs Association standards, rules and requirements.
- Ensures compliance with the Utah Jail Standards and Prison Contract Standards.
- Work with Utah Sheriff's Association Inspectors and Utah State Prison Contract Monitors to ensure that the Jail is operating at a legal standard.
- Oversees all aspects of the inmate disciplinary grievance programs ensuring all inmate complaints are investigated and inmates are provided due process as provided by law.
- Supervises civilian volunteer work programs.
- Oversees the jail commissary program.
- Performs related duties as business necessitates.

#### **EDUCATION AND EXPERIENCE**

- High School Diploma or equivalent;
- One year (1) experience in a supervisory role; or an equivalent combination of education and experience; and
- Bilingual Spanish desired, but not required.

#### **LICENSE AND CERTIFICATION**

- Must have a current and valid Utah Driver License; and
- Must be able to successfully pass a criminal background investigation.
- Utah Peace Officer Standard Training, Basic Corrections Certified; and Special Functions Certified.
- Utah Sheriff's Association Jail Commander Training Certified.
- CPR Certification.
- 40 hours annual continuing education and 20 hours annual supervisor education.
- Must complete POST First Line Supervisor Training.

#### **SKILLS/ABILITIES**

- Demonstrates supervisory and leadership abilities in jail administration, principles, practices procedures, techniques,

tools, and equipment and training.

- Ability to supervise, direct and monitor work activities and functions of all correction personnel.
- Interprets, articulates and communicates all relevant state, federal and local laws, rules and regulations.
- Demonstrates advanced organizational skills and communicational skills in directing, promoting and motivating staff and inmates.
- Ability to perform new staff orientations.
- Knowledge and application of first aid.
- Ability to work under time restraints to meet deadlines.
- Ability to apply jail principles, practices, procedures, and to resolve problems in the work place.
- Ability to maintain, monitor and assure a safe working environment.
- Basic Computer Skills using MS Office and email.

#### **PERFORMANCE MEASUREMENTS**

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

#### **LANGUAGE SKILLS**

- Must be able to write clearly, concisely and communicate effectively in English.
- Must be able to respond professionally to inquiries from the public and other agencies in both written and verbally.
- Must be able to read and understand state, federal, and local regulations governing correctional operations and other related regulations associated with governmental agencies.

#### **REASONING ABILITY**

- Ability to carry out instructions furnished in written or verbal form.
- Ability to interpret numerical and narrative statistical reports.
- Ability to make independent judgments requiring quick and effective decision making.

#### **PHYSICAL REQUIREMENTS**

- While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, run, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds and move more than 100lbs with assistance.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Many functions of the work pose high degree of hazard uncertainty. Periodic exposure to the presence of blood borne or airborne pathogens.
- Physical readiness and conditioning may be a condition of job retention.

#### **ADA STATEMENT**

- Ability to perform the essential functions of this position with or without reasonable accommodation.

**DISCLAIMER:** The above statements describe the general nature, level, and type of work performed by the incumbent) 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.