



<p>POSITION DESCRIPTION</p> <p>Jail Commander FLSA Status: Exempt Classification: Executive Salary Grade/Band: 17</p>	<p style="text-align: right;">13 April 2015</p> <p>Reports to: Duchesne County Sheriff's Chief Deputy/ County Sheriff</p> <p>Revised: _____</p> <p>Human Resources Initials: <u>LF</u></p>
<p>POSITION PROFILE</p> <p>Under the general supervision of Chief Deputy and/or Sheriff, performs variety of working level complex duties for all operational aspects of the Jail including staff, support services and daily operations that together ensure the proper care and secure custody of inmates.</p> <p>Responsible for professional performance and administration of the Duchesne County Jail. Responsible for planning, organizing and directing the activities of the jail. Fairly enforce all laws, regulations, ordinances, and standards to ensure maximum compliance and to protect the public health and safety. Plan, organize and direct all jail activities. Works directly with a wide range of community groups, public and private sector officials, county employees, individual citizens. Promotes excellence, dependable performance, responsible customer service, pride, initiative, commitment, cooperation, safety and a team approach throughout the Jail. Evaluates and defines jail programs and policies along with the development of budget proposals in accordance with the vision of the county as articulated by the Sheriff and the Board of County Commissioners. Supervises staff of professional, technical and office support staff and holds them accountable for results.</p>	
<p>GOALS</p> <ul style="list-style-type: none">• To carry out the vision, mission and objectives for the county's law enforcement and corrections operations.• To reduce office and county liabilities though knowledge and practice of Policy and Procedures in accordance with the Duchesne County Sheriff's Office Manual and Utah Jail Standards.• To provide highly responsible and complex staff assistance to the Duchesne County Chief Deputy.• To provide exceptional and professional courtesy to public and staff.• To provide exceptional and professional courtesy to public and staff.• To be fiscally responsible and accountable.• To articulate and convey information accurately and appropriately to staff and public.• To enhance technology and other job related tools.	
<p>ESSENTIAL FUNCTIONS</p> <ul style="list-style-type: none">• Provides leadership and works with supervisors to develop and retain highly competent, service-oriented staff through selection, training, and day-to-day management practices that support the mission, objective and service expectations.• Oversees all matters relating to personnel, including but not limited to hiring, training, scheduling, appraising, rewarding, and disciplining employees. All related activities are performed in accordance with the organization's	

policies and applicable laws.

- Develops goals, standards and objectives for the jail operation.
- Utilizes the Offenders Management System (OMS) database for inmate services.
- Conducts planning and schedules meetings with shift supervisors; establishes priorities and makes operational decisions according to standard operating procedures.
- Ensures compliance with organizational policies and relevant state and local laws, codes and/or statutes.
- Participates in various personnel actions such as recruitment, selection, appointments, transfers and discipline in order to maintain an effective and efficient work force; participates in employment application screening selection and pre-employment selection process.
- Assists Chief Deputy in budget preparation, forecasting project costs, determining project priorities and needs. Manages the Jail budget by strategic forecasting and frequent monitoring of the budget.
- Receives complaints and grievances from employees or the public and uses available resources and independent judgment to resolve issues.
- Oversees all aspects of the inmate disciplinary program ensuring all inmate complaints are investigated and inmates are provided due process as required by law.
- Represents the Jail in communication in public or with specific agencies, members of the clergy and medical professionals.
- Manages all aspects of contracted services such as: commissary, telephone, OMS, work crews and medical services.
- Ensures compliance with the Utah Jail Standards and Prison Contract Standards.
- Works with Utah Sheriff's Association Inspectors and Utah State Prison Contract Monitors to ensure that the Jail is operating at a legal standard.
- Represents the Jail and its needs to the Sheriff and other Sheriff's Office Divisions.
- Liaison with government organizations, community groups and other organizations interested in the Jail.
- Coordinates jail maintenance activities and improvements.
- Reviews status of all inmates in administrative disciplinary segregation.
- Holds staff meetings to discuss and develop solutions to problems and implement policy.
- Reviews numerical and narrative statistical reports. Retains and records timely and accurately.
- Performs related duties as business necessitates.

EDUCATION AND EXPERIENCE

- Graduation from high school or equivalent and P.O.S.T. Academy; and
- Seven (7) years experience of progressive responsibility in a law enforcement capacity; and
- Three (3) years supervisory experience.
- Bilingual Spanish desired, but not required.

LICENSE AND CERTIFICATION

- Must have a current and valid Utah Driver License.

- Must be able to successfully pass a criminal background investigation.
- Basic Corrections Certified and Special Functions Certified.
- Jail Commander Training Certified.
- Must maintain 40 hours of annual training to maintain POST certification.
- Must obtain 20 hours of annual leadership training.CPR Certification.

SKILLS/ABILITIES

- Considerable skill in the use of firearms and related equipment.
- Considerable knowledge of law enforcement principles, procedures, techniques, and equipment.
- Considerable knowledge of local, state and laws.
- Considerable knowledge of office practices and procedures.
- Thorough knowledge of law enforcement principles, methods, techniques and effective supervision.
- Knowledge of budgetary practices and procedures.
- Develops effective working relationships with the public and fellow employees.
- Ability to react effectively and safely in emergency and stressful situations.
- Ability to problem solve and cope with a variety of law enforcement situations.
- Extensive knowledge and ability to enforce laws and ordinances and procedures common to law enforcement work.
- Attentive to detail including the ability to observe multiple activities and quickly identify inappropriate conduct.
- Exemplify professional, courteous, and timely work processes.
- Able to establish and maintain effective working relationships with public, co-workers, and management.
- Able to maintain confidentiality
- Ability to interpret and carry out instructions and assignments as warranted.
- Ability to impart information to others when necessary.
- Basic computer skills using MS Office and email.
- Ability to detect hazards and correct problems to ensure a safe working environment.
- Ability to enforce regulations with firmness, tact and impartiality.
- Ability to communicate effectively verbally and in writing.

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 verbal forms.
- Must be able to read and understand state, federal, and local regulations governing law enforcement operations and other related regulations associated with governmental agencies.

REASONING ABILITY

- Define issues, analyze problems, evaluate alternatives and develop sound, independent

conclusions and recommendations in accordance with laws, regulations, rules and policies.

- Ability to carry out instructions furnished in written or verbal forms.
- Ability to interpret numerical and narrative statistical reports.
- Ability to exercise independent judgments requiring quick and effective decision making.
- Ability to synthesize complex or diverse information and collect and research data.

PHYSICAL REQUIREMENTS

- While performing the duties of the job, the employee is regularly required to continuously use motor skills, 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 run, climb or balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. With assistance, employee may be required to move, lift, or physically restrain persons as necessary.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Physical readiness and conditioning with an ability to react quickly to various situations under conditions of stress.

HAZARDS

- Work may expose the incumbent to potentially hostile situations and to individuals who are angry, agitated or otherwise upset.
- Work occasionally exposes the incumbent to unknown and dangerous situations and may expose incumbent to contagious or infectious diseases or hazardous chemicals.
- Work occasionally requires the use of protective devices such as personal body armor, firearms, masks, goggles, and/or gloves.

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.