

**SAN JUAN COUNTY
JOB DESCRIPTION**

TITLE: CORRECTIONS OFFICER GRADE NUMBER: 15
DIVISION: JAIL EFFECTIVE DATE: 01/01/08
DEPARTMENT: SHERIFF

GENERAL PURPOSE

Performs a wide range of professional correctional duties.

SUPERVISION RECEIVED

Works under the general supervision of the Corporal.

SUPERVISION EXERCISED

The Corrections Officer provides supervision to inmates housed in the county jail.

AUTHORITY

Correctional Officers derive their authority to act from the Sheriff, upon being sworn into their position, pursuant to **77-1a-2**, Utah Code Annotated.

- A. Correctional Officers, by State Law, have full peace officer authority when on duty and when acting in relation to the responsibilities of the jail. Correctional Officers do not have peace officer authority while off duty unless they are also certified as Peace Officers under **77-1a-1**, UCA, or when they are acting under the direction of the Sheriff.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

Operates the control room and masters all security and electronic functions to ensure total security for the jail facility. Conducts random shakedowns and inmate searches. Conducts inspections and safety checks including daily head counts of all prisoners. Books prisoners in and out of jail. Conducts prisoner screening including gathering data on previous arrests and convictions, psychological, mental health, and physical condition information. Uses the information collected to conduct the classification process. Takes fingerprints and photos. Sees that arrest forms are completed properly and property is inventoried on persons who are booked into jail. Monitors inmate conduct and maintains records in the jail log of all incidents that pertain to each shift. Records all important activities in the jail log and keeps informed of events that have happened on previous shifts. Is consistent with jail policy and procedures, S.O.P.'s, and briefs the shift supervisor and other staff of potential problems and security risks. Operates as a bail bondsman. Coordinates with other law enforcement agencies on court information and legal matters. Transports inmates to court, medical, and other locations necessary to conduct business. Administers first aid and conducts patient

assessments for inmates or other persons who may become injured on the property of the Public Safety building. Oversees the distribution of meals, medications, commissary, and other inmates services. Assists in the investigation of criminal and administrative acts that occur in the jail. Performs any extra duty assignments as may be assigned by the administration.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from P.O.S.T. academy

AND

B. Progressively responsible experience in law enforcement or corrections.

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

Thorough knowledge of Corrections including principles, methods and techniques of effective inmate supervision. Some knowledge of office practices and procedures. Some knowledge of the court system and requirements. Some knowledge of county geography and road systems. Knowledge of radio procedures and use. Knowledge of the jail policy and procedures. Some knowledge of first aid administration. Knowledge of the use of force. Knowledge of interpersonal communication skills. knowledge of English grammar and technical writing skills.

Some skill in the use of law enforcement equipment such as restraints and the intoxilizer. Skill in the operation of police vehicles in high speed and dangerous situations. Skill in the use of firearms and chemical agents.

Ability to apply modern corrections principles, procedures, techniques and equipment in various situations. Ability to learn and interpret the Utah Code and jail rules and regulations related to incidents that happen in the jail and the elements of crime. Ability to enforce the Utah Code and jail rules and regulations in an unbiased and professional manner in dealing with the public and the inmates. Ability to demonstrate knowledge of how to react in emergency and stressful situations. Ability to demonstrate problem solving capability. Ability to communicate effectively, verbally and in writing. Ability to perform work requiring good physical condition.

3. Special Qualifications:

Must be certified by Utah Peace Officers Standards and Training as a Corrections Officer.

Must complete at least 40 hours of training each year to maintain certification.

Must possess an valid Utah State Drivers License.