

# Sevier County

## Job Description



<b>Title:</b> Corrections Captain	<b>Department:</b> County Sheriff
<b>Grade:</b> 24	<b>FLSA Status:</b> Exempt
<b>Job Code:</b> 132	<b>Effective Date:</b> 01/12 (Last Revised 06/19)

### GENERAL PURPOSE

Performs a wide range of **managerial, administrative, supervisory and professional law enforcement duties** related to planning, directing and coordinating the ongoing assigned operations of the Corrections division.

### SUPERVISION RECEIVED

Works under broad supervision of Chief Deputy or County Sheriff.

### SUPERVISION EXERCISED

Provides close to general supervision to Lieutenants, Sergeants and other support staff as assigned.

### ESSENTIAL FUNCTIONS

- Directs, supervises and commands all operations of the Correctional Facility and shall have responsibility for maintaining uniformity and consistency in jail operations;
- Assists the senior department in the review, maintenance, and revision of the correctional facility policy and procedures as well as consistency in the enforcement and application of those policies and procedures;
- Assists the senior department administrators in short- and long-range planning and contingency planning for the Correctional Division to ensure efficient and responsible operational objectives are met;
- Ensures the corrections facility meets and exceeds applicable Federal, State and County regulations and jail standards items requiring inspection;
- Exercises supervision over all work performed on all shifts and assumes responsibility for work accomplished and quality of performance of all subordinate personnel;
- Regularly monitors performance and provides coaching for performance improvement and development;
- Oversees all duties and responsibilities of the lieutenants and sergeants and acts as direct liaison between lieutenants and sheriff;
- Maintains daily, monthly, and annual records concerning the inmate population in the facility and all costs associated;
- Ensures safety and security of the entire correctional facility to include deputies, inmates, visitors, and others entering the facility;
- Ensures all correctional staff are provided with applicable job descriptions, on-the-job training and on-going in-service training opportunities to ensure competency in completing assigned tasks and duties;
- Ensures management and first line supervisory staff receive adequate supervisory training and applicable staff meetings;
- Implements and oversees training programs and training officers and ensures deputy qualifications are met and helps maintain records of such;
- Coordinates training functions with POST and in-house trainers and apprises staff of available training opportunities;
- Enforces policy and procedures, handles employee disciplinary issues and resolves staff conflicts;
- Assists in employee grievance process as requested through Chief Deputy and Sheriff in accordance with current policy and procedures of the County;
- May assist with internal investigations and makes recommendations effecting employee retention, advancement, discipline and discharge, also completes employee evaluations;
- Ensures adequate inmate food preparation and service is met within the facility and adequate supervision over food service personnel and inmate kitchen workers;
- Provides administrative supervision to the Corrections infirmary by ensuring it is adequately staffed by capable and competent personnel;
- Ensures proper legal and binding contracting is established and maintained with any and all medical provider/physicians that provide inmate medical services;
- Ensures adequate and necessary medical equipment, supplies and medications are provided and properly dispensed, inventoried and stored;
- Provides adequate supervision and staffing as contracted with or required by the Courts to include necessary court security and bailiff personnel;
- Prepares periodic reports as needed to apprise department management of various conditions and results;
- Oversees and manages purchase and replacement of department equipment;
- Prepares preliminary division budget recommendations;
- Performs any Sheriff Deputy activities related to corrections and other related duties as required.

**MINIMUM QUALIFICATIONS****1. Education and Experience:**

Graduation from high school or equivalent and POST Peace Officer Certification, plus two (2) years of specialized training provided through college, POST or professional sponsored programs, and Six (6) years of progressively responsible law enforcement performing above related duties which includes experience in a supervisory capacity, with a preference of four (4) years being performed with Sevier County.

\*An equivalent combination of education and experience may be considered.

**2. Required Knowledge, Skills, and Abilities:****Considerable knowledge of**

- Local, state and federal laws and regulations;
- Utah Criminal Code, Utah Jail Standards, courtroom security methods and processes, court processes and protocol, warrant management system, computer operations and related software;
- Inmate classification methods and guidelines, federal, state and local laws and regulations related to jail activities;
- Procedures and techniques of police work;
- The fundamentals of proper arrest, search and seizure laws and civil rights issues;
- Department standard operations and procedures;
- Principles, methods and techniques of effective supervision;
- Budgetary practices and purchasing methods and procedures.

**Working knowledge of**

- The basic principles of psychology and sociology;
- Elementary first aid techniques and procedures;
- Data entry and report writing processes related to the RMS system;
- Basic investigation techniques and methods;
- English, grammar, and technical writing skills.

**Skill in**

- The art of cooperative problem solving, hostage negotiations, etc.
- The use of firearms, communication equipment, computers, non-lethal weapons, etc.

**Ability to**

- Plan, organize, and appropriately delegate the work of assigned subordinates;
- Apply modern law enforcement principles, procedures, techniques, and equipment in various law enforcement situations;
- React effectively in emergency and stress situations;
- Demonstrate problem solving capability in coping with a variety of law enforcement situations;
- Enforce laws and ordinances with tact and impartiality;
- Follow standard safety practices and procedures common to law enforcement;
- Learn and interpret the Code related to law enforcement and the elements of crime;
- 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 as a Law Enforcement Officer and/or Corrections Officer certified.
- Must complete 40 hours of job-specific training per year to maintain certification.
- Must complete POST supervisory training.
- May be required to obtain various POST training/instructor certifications.
- Must possess a CPR and First Aid Certification.
- Must be subject to contact 24 hours a day, 7 days a week.
- Resident of Sevier County.

4. **Work Environment:**

- Functions of the position generally performed in a controlled environment;
- May require occasional travel.
- Many functions of the work pose high degree of hazard uncertainty.
- 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.
- Periodic exposure to the presence of blood borne or airborne pathogens.



**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. 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)

I have reviewed this job description with the employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor Signature)