



Job Title: Corrections Deputy
Department: Tooele County Sheriff's Office
Starting Salary: \$18.53 to \$24.85 DOQ
Status: Full-time with Benefits
Closing Date: Open until filled

The Opportunity: Tooele County is currently accepting applications to establish a roster for a Corrections Deputy with the Tooele County Sheriff's Office

This opportunity includes this great comprehensive benefit package:

- Uniform allowance
- 401 K match
- Participating Utah Retirement Services (URS) member
- Every other weekend off
- Extensive training opportunities
- Experienced officers can be considered for Deputy II or Deputy III position
- Access to 24 hour a day new gym
- Access to our Tooele Co Deseret Peak Complex
- Numerous overtime opportunities available
- PTO leave as well as 11 paid holiday

All applicants must attach test scores or verification of completing their Written Entry Test required by the Utah P.O.S.T Academy. Certified Peace Officer or Corrections Officer **MUST** also attach a copy of the certification with their employment application. **Applicants MUST pass all requirements to move on to the next phase of roster.** A P.O.S.T. standards physical agility test (**vertical leap:** 17.5 inches, **push-ups:** 21 no time limit no resting, **sit-ups:** 29 in a minute, **1 ½ mile run:** 14:46) **and a short interview** will be administered at the **Tooele County Detention Center** 1960 South Main, Tooele, UT 84074. **We will notify all applicants of the date at a later time.** **Applicants will be graded based on their physical performance. Applicants who do not take the test will be disqualified from further consideration.** **POST Certified applicants will not need to take the physical test. Please attach all diplomas and certifications you may have acquired for verification.**

POSITION DUTIES: Will maintain the security of the Tooele County Detention Facility and will uphold order and insure prisoner welfare.

MINIMUM QUALIFICATIONS:

- Graduation from high school or GED; 2 years of responsible work experience
- Must have the ability to be qualified in the use of firearms in order to serve in a bailiff or transportation of prisoner position
- must successfully pass a comprehensive background investigation, drug testing and a psychological evaluation as a condition of hire
- 21 years of age at the time of hire.
- A citizen of the United States; a resident of the State of Utah
- Must possess and maintain a valid Utah Driver's License; No disqualifying criminal history; No DUI convictions in the past two years.
- Full-time position/ Must work rotating shifts to include weekends and holidays.

Time exchange is offered for those that work within the profession of Corrections or Law Enforcement. Time exchange requires a one-year for one-year up to ten (10) years. LEO's without a BCO certificate will not be eligible for time exchange until BCO certification is obtained. Partial years are not eligible and part time is prorated. Time exchange requires candidate to work at "P" probationary level of any pay grade in which they start employment with Tooele County.

Applicants selected for hire will be given a conditional job offer based on successfully passing all phases of the selection process, a comprehensive background investigation, drug test, eye exam and psychological examination.

For a complete job description or an on-line application please visit
<http://www.co.tooele.ut.us/hr.html>

Applications must be submitted to
Tooele County Human Resource Office, Rm 308
47 South Main Street Tooele
or email application and resume to tadams@tooeleco.org
EEO Employer

TOOELE COUNTY
Job Description

| | | | |
|------------------------|------------------------|-------------------|--------------|
| TITLE: | Corrections Deputy P/I | JOB CODE: | 504 |
| DIVISION: | Corrections | EFF. DATE: | January 2017 |
| DEPARTMENT: | Sheriff | GRADE: | 20 |
| EEO CLASS: | Protective Service | FLSA: | Non-Exempt |
| WORKERS COMP: | Police | CDL: | Not Required |
| RANDOM A&D: | Yes | | |

GENERAL PURPOSE

Corrections Deputy: Maintain the security of the Tooele County Detention Facility and to maintain order and insure prisoner welfare as outlined in Tooele County Detention Facility Policy and Procedures. Must be a certified Correction Deputy.

Transportation: Will provide inmate transportation duties both inside and outside of the Detention Center.

SUPERVISION RECEIVED

Works under supervision of the corrections sergeant and/or an administrative superior.

SUPERVISION EXERCISED

Supervise care of inmates as outlined in the Tooele County Detention Facility Policy and Procedures.

EXAMPLE OF DUTIES

Corrections Division:

Maintain security in inmate housing, booking and lobby areas; inspect cells, housing and booking area for security and prisoner welfare; check detention facility parameter; operate electronic doors, operate intercom system. Inspect detention facilities; search and control contraband.

Assist in the care and handling of detention inmates as assigned; distribute and supervise distribution of meals; log inmate moves into the computer.

Receive, photograph and fingerprint prisoners. Book inmates into the facility using the computer.

Prepare a variety of reports, logs and records and maintain same. Participate in inmate disciplinary board hearings. Provide security for visitors.

Escort prisoners within the confines of the facility; prepare inmates for transportation; transport inmates to court, medical appointments and other destinations as assigned by administrative personnel.

Council inmates in non-emergency problems.

Intervene in inmate conflicts.

Release prisoners for court to proper authority.

Supervise cleaning of facility. Maintain order within the facility. Insure that prisoners maintain hygienic conditions. Secure proper care for sick prisoners.

Subject to call out 24 hours a day including weekends and holidays.

Transportation:

Transportation deputies must attend the Tooele County Firearms Class and pass all qualification shoots.

Transportation deputies must carry a Taser and wear a vest at all times.

Transport inmates to and from Court, and make sure that all necessary paperwork is taken to court or brought back from court for each inmate transported.

Must maintain the care, custody and control of individuals being transported.

Perform physical searches of individuals being transported and the transport vehicle for contraband and seizures such as evidence.

Operate and maintains job-related equipment.

Transport new inmates from the booking areas and checks them into their new assigned cells following department procedures.

Transport inmates being released from their housing units to the appropriate booking area after completing check out procedure as per department procedures.

Will perform any other duties of as a corrections deputy within the Tooele County Detention Center as needed.

Subject to call out 24 hours a day including weekends and holidays.

Any other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and experience:

Possess a high school diploma or the GED equivalent, must complete and pass the Field Training Officer program during the one (1) year probationary period starting from their hire date. Must complete forty (40) hours of POST approved training per year. Must possess and maintain a valid Utah Driver's License.

2. Required Knowledge, Skills and Abilities:

Ability to think and act quickly in emergency situations; use of judgment of people and situations. Learn to use and care for firearms. Transportation Deputies must be qualified and must maintain qualifications for firearms. Failure to maintain qualifications for firearms may result in demotion and reassignment. Ability to operate a motor vehicle. Must meet and maintain physical fitness requirements as determined by the sheriff. Failure to maintain physical fitness requirements as determined by the sheriff may result in demotion. Communicate effectively, orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work. Follow written and verbal instructions. Knowledge of policies and procedures of the Detention Center. Knowledge of first aid. Knowledge of Utah State Laws. Must maintain this certification throughout his/her employment.

3. Special Requirements and Work Environment:

This position involves working rotating shifts to include weekends and holidays; frequent lifting of 25-50 pounds with occasional lifting of up to 100 pounds or more. This is often combined with bending, twisting, working on irregular surfaces or at heights above the ground, running, apprehending violent offenders and operating a firearm. Exposure to sudden physical and emotional demands and the need to physically defend oneself and/or restrain unruly individuals and may require the use of weapons. Ability to think and act quickly in emergency situations; use of judgment for people and situations.

APPROVED:

Dated this ____ day of _____, 2017.

Sheriff

Human Resources

Commissioner

New Employee Certification of Receipt of Position Description

I certify that I have read and have received a copy of this position description and understand this is a current description of the expected duties and responsibilities of my job with Tooele County Sheriff's Department.

Employee's Signature

Date

TOOELE COUNTY
Job Description

| | | | |
|------------------------|-----------------------|-------------------|--------------|
| TITLE: | Corrections Deputy II | JOB CODE: | 505 |
| DIVISION: | Corrections | EFF. DATE: | January 2017 |
| DEPARTMENT: | Sheriff | GRADE: | 24 |
| EEO CLASS: | Protective Service | FLSA: | Non-Exempt |
| WORKERS COMP: | Police | CDL: | Not Required |
| RANDOM A&D: | Yes | | |

GENERAL PURPOSE

Corrections Deputy: Maintain the security of the Tooele County Detention Facility and to maintain order and insure prisoner welfare as outlined in Tooele County Detention Facility Policy and Procedures. Must be a certified Correction Deputy.

Transportation: Will provide inmate transportation duties both inside and outside of the Detention Center.

SUPERVISION RECEIVED

Works under supervision of the corrections sergeant and/or an administrative superior.

SUPERVISION EXERCISED

Supervise care of inmates as outlined in the Tooele County Detention Facility Policy and Procedures.

EXAMPLE OF DUTIES

Corrections Division:

Maintain security in inmate housing, booking and lobby areas; inspect cells, housing and booking area for security and prisoner welfare; check detention facility parameter; operate electronic doors, operate intercom system. Inspect detention facilities; search and control contraband.

Assist in the care and handling of detention inmates as assigned; distribute and supervise distribution of meals; log inmate moves into the computer.

Receive, photograph and fingerprint prisoners. Book inmates into the facility using the computer.

Prepare a variety of reports, logs and records and maintain same. Participate in inmate disciplinary board hearings. Provide security for visitors.

Escort prisoners within the confines of the facility; prepare inmates for transportation; transport inmates to court, medical appointments and other destinations as assigned by administrative personnel.

Council inmates in non-emergency problems.

Intervene in inmate conflicts.

Release prisoners for court to proper authority.

Supervise cleaning of facility. Maintain order within the facility. Insure that prisoners maintain hygienic conditions. Secure proper care for sick prisoners.

Subject to call out 24 hours a day including weekends and holidays.

Transportation:

Transportation deputies must attend the Tooele County Firearms Class and pass all qualification shoots.

Transportation deputies must carry a Taser and wear a vest at all times.

Transport inmates to and from Court, and make sure that all necessary paperwork is taken to court or brought back from court for each inmate transported.

Must maintain the care, custody and control of individuals being transported.

Perform physical searches of individuals being transported and the transport vehicle for contraband and seizures such as evidence.

Operate and maintains job-related equipment.

Transport new inmates from the booking areas and checks them into their new assigned cells following department procedures.

Transport inmates being released from their housing units to the appropriate booking area after completing check out procedure as per department procedures.

Will perform any other duties of as a corrections deputy within the Tooele County Detention Center as needed.

Subject to call out 24 hours a day including weekends and holidays.

Any other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and experience:

Possess a high school diploma or the GED equivalent, Forty (40) hours of POST approved training per year. Meet the qualifications for a Corrections Deputy I; a minimum of two (2) years as a certified corrections deputy. Must have a minimum of two training certificates as outlined in the Tooele County Sheriff's Office Career Ladder. If time exchange allows can hire in at this level, one year of probation must be completed at 24(P).

2. Required Knowledge, Skills and Abilities:

Ability to think and act quickly in emergency situations; use of judgment of people and situations. Learn to use and care for firearms. Transportation Deputies must be qualified and must maintain qualifications for firearms. Failure to maintain qualifications for firearms may result in demotion and reassignment. Ability to operate a motor vehicle. Must meet and maintain physical fitness requirements as determined by the sheriff. Failure to maintain physical fitness requirements as determined by the sheriff may result in demotion. Communicate effectively, orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work. Follow written and verbal instructions. Knowledge of policies and procedures of the Detention Center. Knowledge of first aid. Knowledge of Utah State Laws. Must maintain this certification throughout his/her employment.

3. Special Requirements:

This position involves working rotating shifts to include weekends and holidays; frequent lifting of 25-50 pounds with occasional lifting of up to 100 pounds or more. This is often combined with bending, twisting, working on irregular surfaces or at heights above the ground, running, apprehending violent offenders and operating a firearm. Exposure to sudden physical and emotional demands and the need to physically defend oneself and/or restrain unruly individuals and may require the use of weapons. Ability to think and act quickly in emergency situations; use of judgment for people and situations.

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Employee's Signature

Date

TOOELE COUNTY
Job Description

| | | | |
|------------------------|------------------------|-------------------|--------------|
| TITLE: | Corrections Deputy III | JOB CODE: | 520 |
| DIVISION: | Corrections | EFF. DATE: | January 2017 |
| DEPARTMENT: | Sheriff | GRADE: | 26 |
| EEO CLASS: | Protective Service | FLSA: | Non-Exempt |
| WORKERS COMP: | Police | CDL: | Not Required |
| RANDOM A&D: | Yes | | |

GENERAL PURPOSE

Corrections Deputy: Maintain the security of the Tooele County Detention Facility and to maintain order and insure prisoner welfare as outlined in Tooele County Detention Facility Policy and Procedures. Must be a certified Correction Deputy.

Transportation: Will provide inmate transportation duties both inside and outside of the Detention Center.

SUPERVISION RECEIVED

Works under supervision of the corrections sergeant and/or an administrative superior.

SUPERVISION EXERCISED

Supervise care of inmates as outlined in the Tooele County Detention Facility Policy and Procedures.

EXAMPLE OF DUTIES

Corrections Division:

Maintain security in inmate housing, booking and lobby areas; inspect cells, housing and booking area for security and prisoner welfare; check detention facility parameter; operate electronic doors, operate intercom system. Inspect detention facilities; search and control contraband.

Assist in the care and handling of detention inmates as assigned; distribute and supervise distribution of meals; log inmate moves into the computer.

Receive, photograph and fingerprint prisoners. Book inmates into the facility using the computer.

Prepare a variety of reports, logs and records and maintain same. Participate in inmate disciplinary board hearings. Provide security for visitors.

Escort prisoners within the confines of the facility; prepare inmates for transportation; transport inmates to court, medical appointments and other destinations as assigned by administrative personnel.

Council inmates in non-emergency problems.

Intervene in inmate conflicts.

Release prisoners for court to proper authority.

Supervise cleaning of facility. Maintain order within the facility. Insure that prisoners maintain hygienic conditions. Secure proper care for sick prisoners.

Shall act as the Officer-in-charge (OIC) if the shift sergeant is not available.

Subject to call out 24 hours a day including weekends and holidays.

Transportation:

Transportation deputies must attend the Tooele County Firearms Class and pass all qualification shoots.

Transportation deputies must carry a Taser and wear a vest at all times.

Transport inmates to and from Court, and make sure that all necessary paperwork is taken to court or brought back from court for each inmate transported.

Must maintain the care, custody and control of individuals being transported.

Perform physical searches of individuals being transported and the transport vehicle for contraband and seizures such as evidence.

Operate and maintains job-related equipment.

Transport new inmates from the booking areas and checks them into their new assigned cells following department procedures.

Transport inmates being released from their housing units to the appropriate booking area after completing check out procedure as per department procedures.

Will perform any other duties of as a corrections deputy within the Tooele County Detention Center as needed.

Subject to call out 24 hours a day including weekends and holidays.

Any other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and experience:

Possess a high school diploma or the GED equivalent, Forty (40) hours of POST approved training per year. Meet the qualifications for a Corrections Deputy II; a minimum of five (5) years as a certified corrections deputy. Must have a minimum of three training certificates as outlined in the Tooele County Sheriff's Office Career Ladder. If time exchange allows can hire in at this level, one year of probation must be completed at 26(P).

2. Required Knowledge, Skills and Abilities:

Ability to think and act quickly in emergency situations; use of judgment of people and situations. Learn to use and care for firearms. Transportation Deputies must be qualified and must maintain qualifications for firearms. Failure to maintain qualifications for firearms may result in demotion and reassignment. Ability to operate a motor vehicle. Must meet and maintain physical fitness requirements as determined by the sheriff. Failure to maintain physical fitness requirements as determined by the sheriff may result in demotion. Communicate effectively, orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work. Follow written and verbal instructions. Knowledge of policies and procedures of the Detention Center. Knowledge of first aid. Knowledge of Utah State Laws. Must maintain this certification throughout his/her employment.

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