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**Job Title:** Corrections Deputy  
**Department:** Tooele County Sheriff's Office  
**Starting Salary:** \$18.89 to \$26.58 DOQ  
**Status:** Full-time with Benefits  
**Closing Date:** Open until filled

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**The Opportunity:** Tooele County is currently accepting applications to establish a hiring roster for **Certified Corrections Deputy**. 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 gym
- Numerous overtime opportunities available
- PTO leave as well as 11 paid holidays

**Applicants must 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 ensure prisoner welfare.

**MINIMUM QUALIFICATIONS:**

**Corrections Deputy I- \$18.89:**

- Graduation from high school or GED; 2 years of responsible work experience; Must be POST certified
- 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.

**Corrections Deputy II- \$22.96:** Meet the minimum qualifications for a Corrections Deputy I; a minimum of two (2) years as a Certified Corrections Deputy. If time exchange allows hire into this level.

**Corrections Deputy III- \$26.58:** Five (5) years as a Corrections Deputy or three (3) years with a bachelor's degree and have completed three courses outlined in the career ladder description online. If time exchange allows hire into this level.

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.

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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](mailto:tadams@tooeleco.org)  
EEO Employer

**TOOELE COUNTY**  
**Job Description**

<b>TITLE:</b>	Corrections Deputy I	<b>JOB CODE:</b>	504
<b>DIVISION:</b>	Corrections	<b>EFF. DATE:</b>	January 2018
<b>DEPARTMENT:</b>	Sheriff	<b>GRADE:</b>	22
<b>EEO CLASS:</b>	Protective Service	<b>FLSA:</b>	Non-Exempt
<b>WORKERS COMP:</b>	Police	<b>CDL:</b>	Not Required
<b>RANDOM A&amp;D:</b>	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 post certified (CO) Correction Deputy and have passed probation.

**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.

This candidate must be POST certified CO level and have completely and successfully passed probationary period with Tooele County Sheriff's Department.

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 \_\_\_\_\_, 2018.**

\_\_\_\_\_  
**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**

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

**APPROVED: Dated this \_\_\_\_ day of \_\_\_\_\_, 2017.**

\_\_\_\_\_  
**Sheriff**

\_\_\_\_\_  
**Human Resources**

\_\_\_\_\_  
**Commissioner**



**New Employee Certification of Receipt of Position Description**

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Employee's Signature

Date

**TOOELE COUNTY**  
**Job Description**

<b>TITLE:</b>	Corrections Deputy III	<b>JOB CODE:</b>	520
<b>DIVISION:</b>	Corrections	<b>EFF. DATE:</b>	January 2018
<b>DEPARTMENT:</b>	Sheriff	<b>GRADE:</b>	27
<b>EEO CLASS:</b>	Protective Service	<b>FLSA:</b>	Non-Exempt
<b>WORKERS COMP:</b>	Police	<b>CDL:</b>	Not Required
<b>RANDOM A&amp;D:</b>	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.

### **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.

**APPROVED:**

**Dated this \_\_\_\_ day of \_\_\_\_\_, 2018.**

\_\_\_\_\_  
**Sheriff**

\_\_\_\_\_  
**Human Resources**

\_\_\_\_\_  
**Commissioner**

**New Employee Certification of Receipt of Position Description**

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Employee's Signature

Date

**TOOELE COUNTY SHERIFF DEPARTMENT  
Deputy Corrections Division CAREER LADDER**

**This is a generalization of career advancement. The approved job description supersedes if a conflict arises.**

**EFFECTIVE JANUARY 2018**

**ADVANCEMENT TO A HIGHER LEVEL IS NOT GUARANTEED ON YOUR ELIGIBILITY DATE.**

**TITLE**

**MINIMUM QUALIFICATIONS**

**Corrections Lieutenant  
(Grade 32)**

**Appointed by the Sheriff**

Certification as a Corrections Deputy as defined by Utah State Law; Knowledge of all State statues and local ordinances; and, seven (7) years' experience, two (2) of which must be the rank of sergeant or above. Retain Training Certifications of Corrections Deputy III. Successfully complete and pass the department physical fitness test at the department standards; complete and pass the department firearms qualification(s), certification in CPR and AED required. Must obtain Jail Commander Certification within two years. Must have a working knowledge of personal computer software and ability to type.

**Corrections Sergeant  
(Grade 30)**

**Career Employee Status**

POST certification as defined by Utah State Law; five (5) years experience as a Certified Corrections Deputy, (two (2) years must have been with (TCSO) OR have held the rank of sergeant or above in a certified corrections Deputy with another agency; Must be a successful Corrections Deputy III level candidate; successfully pass the department promotional tests as outlined in County/department policy; retain training certifications of Corrections Deputy III; must retain training certifications as outlined in Corrections II; Must complete and maintain Daily Training Bulletins, Successfully complete and pass the department firearms qualification(s). Must successfully complete and pass physical fitness test at the department standards. Certification in CPR and AED; knowledge of personal computer software; ability to type. 16 hours of continuous JCCA training per evaluation year. Required to work rotating shift schedule and be willing to work on-call hours.

**Corrections Deputy III  
(Grade 27)**

**Career Employee Status**

Five (5) years as a Corrections Deputy or three years with a bachelor's degree and have completed three of the courses outlined under corrections II. If time exchange allows hire into this level, one year of probation must be completed at Grade 27(P). Retain Training Certifications of Corrections II; Must complete and maintain Daily Training Bulletins, successfully complete and pass the department firearms qualification(s) required for any armed assignment. Must successfully complete and pass physical fitness

test at the department standards. Certification in CPR and AED; Required to work rotating shift schedule and be willing to work on-call hours. May be required to perform functions of a Corrections Transportation Deputy as assigned. Corrections Deputy III requires the employee to function and serve as OIC as directed by a supervisor. Failure to continuously maintain the above requirements will result in demotion.

**Corrections Deputy II  
(Grade 24)**

**Career Employee Status;**

Meet the minimum requirements for a Corrections Deputy I; a minimum of two (2) years as a certified corrections Deputy. If time exchange allows hire into this level, one year of probation must be completed at Grade 24(P). Must have a minimum of two training certifications from the following:

- FTO (Field Training Deputy)
- Advanced Deputy
- Interview and Interrogation
- Basic Crime Scene Academy
- CERT School
- CIT (Crisis Intervention Team)
- First Line Supervisor Course
- Phlebotomy
- Bi-lingual
- Instructor Development
- Training instructor with emphasis with any of the following: Taser, Less Lethal, Firearms, Defensive Tactics, Pepper Spray, PT (Physical Training)
- Current EMT Certification
- Jail Commander certification
- 16 hours of JCCA/NIJO training per year
- Associate degree or greater
- Or other training approved by the Sheriff

Must complete and maintain Daily Training Bulletins, successfully complete and pass the department firearms qualification(s) required for any armed assignments. Must successfully complete and pass physical fitness test at the department standards. Certification in CPR and AED Required. Required to work rotating shift schedule and be willing to work on-call hours. May be required to perform functions of a Corrections Transportation Deputy as assigned.

**Corrections Deputy I  
(Grade 22)**

**Career Employee Status**

Meet the minimum requirements for a Corrections Deputy P. If time exchange allows hire into this level, one year of probation must be completed at Grade 22(P) Must have excellent recommendation for promotion to career employee status. Must complete all field training. Must successfully complete Utah POST Academy before being considered for advancement. Successfully complete and pass the department physical fitness test at the department standards, successfully complete and pass department

firearms qualification(s), required for any armed assignments. Certification in CPR and AED required. Required to work rotating shift schedule and be willing to work on-call hours. May be required to perform functions of a Corrections Transportation Deputy as assigned.

**Corrections Deputy P  
(Grade 20)**

**Career Status Probation**

Graduation from High School; must be 21 years of age; possess a valid Utah driver's license at the time of hire; a citizen of the United States; a resident of the State of Utah; no disqualifying criminal history; no DUI convictions in the past two years; successfully pass a written examination as determined by the department; pass a comprehensive background investigation, drug testing and psychological evaluation; required to be eligible to attend the Utah Corrections Academy. Required to work rotating shift schedule and be willing to work on-call hours.

**Civilian Support Staff I, II, III  
(Grade 12, 15, 17)**

**Civilian Support Staff (CSS) I – Code 778; Grade 12:**

Graduation from high school or GED equivalent, two-year general work experience. Completion of probationary period before being considered for advancement.

**Civilian Support Staff (CSS) II – Code 779; Grade 15:** Meet the minimum qualification of a CSS Level I; four (4) years of work experience and demonstrated ability to perform the duties of a CSS I level.

**Civilian Support Staff (CSS) III – Code 780; Grade 17:** Meet the minimum qualification of a CSS Level I & II; five (5) years of work experience, three (3) of which must be with TCSO as a CSS Level II; and, demonstrated ability to perform the duties of a CSS II level.

**Secretary I, II, III  
(Grade 12, 15, 17)**

**Secretary I - Code 707 – Grade 12-** Hiring level;

Graduation from high school and or GED and 2 years' experience work in office practices. Must type with a high degree of accuracy. Advancement to Secretary II or III level is based on meeting the KSA's and upon recommendation of the department director. Complete required probation period before being considered for advancement.

**Secretary II - Code 715 – Grade 15:** Fully functional in the Detention Facility Secretary I qualifications and duties; four (4) office experience (in/out of Tooele county).

**Secretary III - Code 746 – Secretary III Grade 17** Must meet the minimum qualifications of a Secretary II and five years' office



experience. Proficient in computer applications.

## **Evidence Custodian (Grade 21,22,23)**

### **Evidence Custodian I Hiring level:**

High School Degree or equivalent. Basic knowledge of Computer systems and software applications. Skilled in the use of the department's computer operating systems. Meets KSA's for the year evaluated.

Basic Evidence processing class and knowledge of the State Crime Labs evidence intake program.

**Evidence Custodian II Grade 22:** must have (3) years of experience in the specific duties of evidence handling. Meet the requirements of Evidence Custodian I show a high degree of Organizational skills. Have experience in tracking fleet and equipment issue to department members. A State or Nationally accepted certificate in Evidence and Property management in Law Enforcement. A State or Nationally accepted certificate in Basic Crime Scene Investigation.

**Evidence Custodian III Grade 23:** Must Have at least (3) years with the department and well versed in department Policy and Procedure concerning evidence and property handling. Meet or exceed the qualifications in Evidence Custodian II. A State or Nationally accepted certificate in Advanced Evidence and property management in Law Enforcement. A State or Nationally accepted certificate in Advanced Crime Scene Investigation.

A specialty in Evidence processing i.e. Fingerprinting, DNA collection, Photography, Crime Scene Reconstruction or other as approved by the Sheriff.

## **Corrections Nurse (Grade 26/28/30)**

### **Career status. Licensed registered Nurse.**

**Nurse I - Grade 26; Code 208:** Graduation from college with a Bachelor's degree in nursing or an associate degree with two (2) years of nursing experience.

**Nurse II - Grade 28; Code 214:** Meet the minimum qualifications of the Nurse I, with a minimum of six months' experience directly related to the TCSO Detention Facility and successfully complete probation period.

**Nurse III - Grade 30; Code 238:** Four years as a Nurse II, two (2) of which must be directly with the Tooele County Sheriff's Department. Serves as lead/supervisor over lower level detention facility nurses.

**Time Exchange**

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” level of any pay grade in which they start employment with Tooele County.

**TCSO Time Exchange**

Time exchange from Tooele County Corrections to Deputy and from Deputy to Corrections is as follows: If moving from one division to the other the employee must fulfill one year of probation in the new position at the entry level pay on probation. After successful completion, the Deputy or Corrections Deputy will be given year for year time exchange for their prior experience with Tooele County. Corrections experience from another agency will not be given time exchange for Tooele County Deputy.

**Step Increases**

Advancement from grade “P” to “1” occurs upon successful completion of the probationary period; all other step increases are dependent upon meeting the requirements of the job and receiving a qualifying annual employee evaluation. Step increases within a given grade will follow the Tooele County Pay plan of 1% per year providing in is included in the Commission approved county budget. Other than when promoting to a ranking member of the department an employee is not eligible for both a grade increase as well as a step increase within the same year of employment. Any grade movement resets the employment year of the employee.

**Departmental Physical Test Minimum Standards:**

- 25 Sit-ups
- 16 Push ups
- 16” Vertical Leap
- 17:00 Mile and a half run

**APPROVED:**

**Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2017.**

\_\_\_\_\_  
Sheriff

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Commissioner