

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CORRECTIONS SPECIALIST I / II  
CLASS CODE: I - 4911 II - 4011

FLSA STATUS: NON-EXEMPT  
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 6/14/2008 (revises the 11/07/2005 version of 4011; class 4911 is new)  
DEPARTMENT: SHERIFF

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## **JOB SUMMARY**

Under general direction of a Sergeant-Corrections, performs certified corrections work related to the admittance, housing, and releasing of inmates at the Utah County Security Complex. Incumbents may be assigned to work in various functional areas of the jail such as housing, housing security, booking/medical security, transportation, and inmate work programs.

## **CLASS CHARACTERISTICS**

*Corrections Specialist I:* This is the entry Corrections Specialist classification.

*Corrections Specialist II:* Incumbents in this classification have experience and/or education qualifying them for this working level of the Corrections Specialist series.

## **ESSENTIAL DUTIES**

### **Housing**

Supervises inmate living areas; performs routine inmate count checks and random searches of inmate living areas; oversees inmate access to recreation, phone calls, visitors, and medical assistance; distributes razors to inmates and collects and inspects razors after each use; responds to emergency and crisis situations within the housing unit.

Monitors inmates' activities and logs events into computer program according to policy; monitors progress reports of inmates in assigned area of responsibility; verifies commissary order forms against inmate financial accounts; researches automated records to inform inmates about their release dates, account balances, and other information.

Conducts interviews with inmates as needed and investigations as assigned; prepares affidavits and statements for court testimony.

Maintains a current knowledge of pertinent legal issues and housing policies and procedures; answers questions from the public, courts, and outside agencies relating to inmates, jail facilities, and Sheriff's Office Policies and Procedures.

### **Housing Security**

Responds to emergency and crisis situations throughout the jail facility; walks throughout the facility to monitor security and to prevent and minimize security risks and problems; observes inmate programs in jail classrooms for security issues.

Serves as a relief housing deputy during employee breaks and as assigned.

Transports and accompanies inmates to other areas of the jail as needed.

Delivers and picks up meal trays and other items to and from inmate living areas.

**Booking/Medical Security**

Accepts custody of prisoners from arresting officers maintaining control of hostile, combative, intoxicated, and potentially hostile prisoners; conducts searches and retrieves, inventories, and seals property and money of prisoners; takes fingerprints and photographs of prisoners; notarizes and signs probable cause statements.

Oversees pre-book area and cells, holding cells, special watch cell, inmate waiting area, dressing rooms, inmate rest rooms, release corridor, and public housing lobby; prevents and curtails fights and disturbances and monitors and safeguards suicide-prone inmates during the booking process.

Assists in classifying inmates by asking questions to determine their physical, mental, and psychological status; reviews inmates' files to find out about prior criminal activities.

Refers inmates in need of medical attention to medical personnel; provides initial first aid services when appropriate.

Provides inmates with access to phone; communicates with inmates regarding bail arrangements; returns property and acts as bail commissioner upon inmate's release.

**ADDITIONAL RESPONSIBILITIES MAY INCLUDE**

Transports inmates to and from court and medical and other appointments.

Supervises and coordinates inmates in the GPS Ankle Monitoring Program.

Supervises and coordinates inmates involved in Jail Industries, Work Diversion, or other inmate work programs.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** psychological and sociological conditions and issues related to human development and criminal behavior; the Code of Conduct for a Utah County Deputy/Corrections Specialist; laws and regulations pertaining to correctional institutions and inmate rights.

**Skill in:** using weaponless self-defense and restraining techniques; the operation and use of restraining devices; written and verbal communication; using a personal computer to update records; reading, writing, grammar and basic math.

**Ability to:** maintain cooperative working relationships with those contacted in the course of work activities; supervise, lead, and maintain peace with multiple inmates with divergent backgrounds; learn, remember, and enforce jail policies and procedures; quickly assess a situation and make sensible and impartial decisions within established guidelines; observe multiple activities and quickly identify inappropriate inmate conduct; write clear and concise reports.

**PHYSICAL DEMANDS**

**Regularly:** Sits at a desk or table; walks, stands, or stoops; communicates via radios; works for sustained periods of time maintaining concentrated attention to detail.

**Occasionally:** Lifts or otherwise moves objects weighing up to 50 pounds; restrains individuals weighing 200 pounds or more; needs to distinguish between shades of color; ascends or descends ladders, scaffolding, ramps, poles, and the like; uses tools or equipment requiring a high degree of dexterity.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**WORKING CONDITIONS**

Work is generally performed in an environmentally controlled building. Work regularly exposes the incumbent to potentially hostile situations and to individuals that 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. Incumbents typically work a variety of 12 hour shifts on a rotational schedule.

### **EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS**

***Corrections Specialist I:*** High school diploma or equivalent, proof of passing the Police Officer Selection Test (POST Entrance Examination), and the ability to successfully complete recruitment examination elements such as a corrections video test and a physical assessment test. Selected applicants are subject to, and must pass, a complete background check.

***Corrections Specialist II:*** Bachelor Degree in psychology, sociology, education, criminal justice, communications or any social science field. Equivalent combinations of education and experience that will also be considered are an Associate Degree in psychology, sociology, education, criminal justice, communications or any social science field plus two (2) years of certified corrections work experience OR four (4) years of certified corrections work experience.

Applicants must also provide proof of passing the Police Officer Selection Test (POST Entrance Examination) and have the ability to successfully complete recruitment examination elements such as a corrections video test and a physical assessment test. Selected applicants are subject to, and must pass, a complete background check.

### **LICENSING AND CERTIFICATION**

Requirements for obtaining Corrections Officer certification include being 21 years of age, being a United States citizen, and the ability to meet the required fitness levels of the Cooper Single Norm Physical Assessment Test which include cardiovascular endurance, muscular endurance, and strength testing.

***Corrections Specialist I:*** Incumbent must possess or obtain Corrections Officer certification through a POST (The Utah State Peace Officer Standards and Training Certification Agency) accepted correctional academy during the probationary period for new hires or during the trial period for promoted County employees. Incumbent must successfully complete annual training required to maintain certification. County employees being reassigned or transferred to this classification must possess Corrections Officer certification upon reassignment or transfer.

***Corrections Specialist II:*** Incumbent must possess or obtain Corrections Officer certification through a POST (The Utah State Peace Officer Standards and Training Certification Agency) accepted correctional academy during the probationary period for new hires or during the trial period for County employees being promoted into the Corrections Specialist series through a competitive recruitment process. Incumbent must successfully complete annual training required to maintain certification. County employees being reassigned, transferred or promoted through career ladder advancement to this classification must possess Corrections Officer certification upon reassignment, transfer or career ladder promotion.

### **CAREER LADDER ADVANCEMENT**

For a promotion through career ladder advancement from the Corrections Specialist I classification to the Corrections Specialist II classification there must be funding in the budget and the employee must: 1) possess Corrections Officer certification, 2) meet the education/experience requirements of the Corrections Specialist II classification, 3) have written recommendation from the Chief Deputy - Corrections and, 4) receive approval from the Director - Office of Personnel Management.

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 and may be required to have specific job-related knowledge and skills.