Deputy Sheriff II - Corrections

Job Description

Department:	Sheriff
Position:	Career Service
Grade:	725
Supervisory:	No
Reports to:	Sergeant – Corrections

Summary

Performs certified corrections work related to the admittance, housing, and releasing of inmates at the Utah County Security Center under the general direction of a Sergeant-Corrections. Incumbents may be assigned to work in various functional areas of the Security Center such as housing, housing security, booking/medical security, transportation, and inmate work programs. Incumbents in this classification are required to have relevant experience and/or higher education completed.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Housing

1. Supervise inmate living areas; perform routine inmate count checks and random searches of inmate living areas; oversee inmate access to recreation, phone calls, visitors, and medical assistance; distribute razors to inmates and collect and inspect razors after each use; respond to emergency and crisis situations within the housing unit.
2. Monitor inmate activities and log events into computer program according to policy; monitor progress reports of inmates in assigned area of responsibility; verify commissary order forms against inmate financial accounts; research automated records to inform inmates about their release dates, account balances, and other information.
3. Conduct interviews with inmates as needed and investigations as assigned; prepare affidavits and statements for court testimony.
4. Maintain a current knowledge of pertinent legal issues and housing policies and procedures; answer questions from the public, courts, and outside agencies relating to inmates, Security Center facilities, and Sheriff's Office Policies and Procedures.

Housing Security

1. Respond to emergency and crisis situations throughout the Security Center facility; provide CPR and first aid; walk throughout the facility to monitor security and to prevent and minimize security risks and problems; observe inmate programs in facility classrooms for security issues.

2. Serve as a relief housing deputy during employee breaks and as assigned.
3. Transport and accompany inmates to other areas of the facility as needed.
4. Deliver and pick up meal trays and other items to and from inmate living areas.

Booking/Medical Security

1. Accept custody of prisoners from arresting officers maintaining control of hostile, combative, intoxicated, and potentially hostile prisoners; conduct searches and retrieve, inventory, and seal property and money of prisoners; take fingerprints and photographs of prisoners; complete probable cause statements.
2. Oversee pre-book area and cells, holding cells, special watch cell, inmate waiting area, dressing rooms, inmate rest rooms, release corridor, and public housing lobby; prevent and curtail fights and disturbances; monitor and safeguard suicide-prone inmates during the booking process.
3. Assist in the determination of an appropriate housing unit; review inmate history and monitor behavioral cues during the booking process.
4. Refer inmates in need of medical attention to medical personnel; provide initial first aid services when appropriate.
5. Provide inmates with access to phone; communicate with inmates regarding bail arrangements; return property and act as bail commissioner upon inmate release.

Additional Responsibilities

1. Exemplify the desired culture and philosophy of the organization.
2. Work effectively as a team member with other members of management and staff.
3. May transport inmates to and from court, medical, and other appointments.
4. May supervise and coordinate inmates in the GPS Ankle Monitoring Program.
5. May supervise and coordinate 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
- Knowledge of the Code of Conduct for a Utah County Deputy Sheriff
- Knowledge of laws and regulations pertaining to correctional institutions and inmate rights
- Skilled in using weaponless self-defense and restraining techniques
- Skilled in the operation and use of restraining devices
- Skilled in written and verbal communication
- Skilled in using a personal computer to update records
- Skilled in reading, writing, grammar and basic math
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to supervise, lead, and maintain peace with multiple inmates with diverse backgrounds

- Ability to maintain mental and emotional composure in a stressful and potentially dangerous environment
- Ability to learn, remember, and enforce jail policies and procedures
- Ability to quickly assess a situation and make sensible and impartial decisions within established guidelines
- Ability to observe multiple activities and quickly identify inappropriate inmate conduct
- Ability to write clear and concise reports

Supervisory Responsibility
This position has no direct supervisory responsibility but serves as a coach and mentor for other positions in the department.

Work Environment
Work is typically performed in the Utah County Security Center within a partially environmentally controlled building. Work may be performed outside and occasionally in all weather conditions. Work regularly exposes the incumbent to potentially hostile situations and to individuals that are angry, agitated or otherwise upset. Work 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. Work occasionally exposes incumbent to unknown, dangerous, and/or life-threatening conditions and to possible bodily injury from potentially hostile environments. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, mobile radio, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate to noisy. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and listen. Specific vision abilities by this job include close vision, color vision, and ability to adjust focus. Works for sustained periods of time maintaining concentration and attention to detail. The performance of this job exposes the employee to hazard uncertainty and requires physical readiness and conditioning. The employee is required to type, file and lift supplies or objects weighing up to fifty (50) pounds and intermittently restrains individuals weighing two hundred (200) pounds or more. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work

To maintain full-time status, this position must work at least eighty (80) hours each two-week pay period, however the regularly scheduled hours are eighty-six (86) per pay period. The ability to work a variety of shifts on a rotational schedule including nights, weekends, and holidays is a requirement.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. High school diploma or equivalent.
2. Eighteen (18) months of work experience as a certified corrections officer.

Preferred Education and Experience

1. Preference may be given to applicants with a bachelor's degree in psychology, sociology, education, criminal justice, communications, or a related field.

Additional Eligibility Qualifications

1. Incumbents must possess or obtain Corrections Officer certification through the Utah State Peace Officer Standards and Training (POST) Agency within the first twelve (12) months in position. County employees being reassigned or transferred without being on a register or those advancing through career ladder must possess Corrections Officer certification upon reassignment, transfer, or career ladder advancement.
2. Incumbents are required to maintain POST certification and successfully complete required annual training.
3. Incumbents may be required to successfully complete annual Emergency Vehicle Operation training.
4. Incumbents are required to maintain annual weapons qualification for all assigned weapons.
5. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
6. Selected applicants will be required to submit to a pre-employment drug screen and background check.

   Note: Requirements for obtaining Special Function Officer or Corrections Officer Certification through POST include being nineteen (19) years of age, being a United States citizen or a lawful permanent resident who meets the requirements of Utah Code 53-6-203, and the ability to meet the required fitness levels of the Modified Cooper Single Norm Assessment Test.

For Office Use Only

Job Code: 4011
Job Title: Deputy Sheriff II – Corrections
FLSA: Non-Exempt
Effective Date: 11/7/2026
Public Safety: Yes

Worker's Compensation: County
Background Level: Sworn
Safety Sensitive: Yes
DOT: No
ML: Individual Contributor

Career Ladder Advancement

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

For Office Use Only

Job Code: 4011
Job Title: Deputy Sheriff II – Corrections
FLSA: Non-Exempt
Effective Date: 11/7/2026
Public Safety: Yes

Worker's Compensation: County
Background Level: Sworn
Safety Sensitive: Yes
DOT: No
ML: Individual Contributor