



Job Title: Jail Commander/Lieutenant	Beginning Salary:
Department: Sheriff	
Effective Date: October 2014	Safety Sensitive
Revision Date: August 2025	FLSA Status: Non-Exempt

General Purpose

Performs certified corrections work related to the admittance, housing, and releasing of inmates at the San Juan County Public Safety Building. Incumbents may be assigned to work in various functional areas of the jail such as housing, housing security, booking/medical security, transportation, inmate work programs, control room and dispatch.

Supervision Received

Works under the general supervision of the Sheriff.

Supervision Exercised

The Jail Commander provides supervision to Corrections Officers, Control Room Operators, Civilian Staff and Inmates in the county jail.

Licensing and Certification

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 or transferred to this classification must possess Corrections Officer certification upon reassignment or transfer.

Essential Functions

- Operates the control room and masters all security and electronic functions to ensure total security for the jail facility.
- Conducts random shakedowns and inmate searches.
- Conducts inspections and safety checks including daily head counts of all prisoners.
- Books prisoners in and out of jail. Takes fingerprints and photos.
- Conducts prisoner screening including gathering data on previous arrests and convictions, psychological, mental health, and physical condition information. Uses the information collected to conduct the classification process.
- Person of Interest for all jail inquiries, oversees inmate billing, IPP and other jurisdictions for inmates.
- Sees that arrest forms are completed properly and property is inventoried on persons who are booked into jail.

- Monitors inmate conduct and maintains records in the jail log of all incidents that pertain to each shift. Records all important activities in the jail log and keeps informed of events that have happened on previous shifts.
- Is consistent with jail policy and procedures, S.O.P.'s, and briefs the shift supervisor and other staff of potential problems and security risks.
- Operates as a bail commissioner.
- Coordinates with other law enforcement agencies on court information and legal matters. • Transports inmates to court, medical, and other locations necessary to conduct business. • Administers first aid and conducts patient assessments for inmates or other persons who may become injured on the property of the Public Safety building.
- Oversees the distribution of meals, medications, commissary, and other inmate services. • Assists in the investigation of criminal and administrative acts that occur in the jail. • Will be trained and be required to dispatch as needed.
- Performs any extra duty assignments as may be assigned by the administration.

Minimum Qualifications

Education:

- High School graduation or equivalent.
- P.O.S.T. Utah Correctional Officer Certification.

Special Qualifications

- Must possess a valid Utah Drivers License.
- Must be 21 years of age
- Incumbents are subject to and must pass a complete background check.
- 7 Years in Law Enforcement
- 2 Years of Supervision Experience

Knowledge, Skills and Abilities

Knowledge of:

- Physiological and sociological conditions and issues related to human development and criminal behavior.
- The Code of Conduct for a San Juan County Deputy/Corrections Specialist.
- Laws and regulations pertaining to correctional institutions and inmate rights.
- Knowledge of Corrections including principles, methods and techniques of effective inmate supervision.
- Knowledge of office practices and procedures.
- Knowledge of the court system and requirements.
- Some knowledge of county geography and road systems.
- Some knowledge of first aid administration.
- Knowledge of the use of force
- Knowledge of interpersonal communication skills.
- Knowledge of English grammar and technical writing skills.

Skills 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.
- Some skill in the use of law enforcement equipment such as restraints and the intoxilyzer.

- Use of firearms and chemical agents

Ability to:

- Maintain cooperative working relationships with those contacted in the course of work activities
- Supervise, lead and maintain peace with multiple Corrections Officers, Dispatchers and 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.
- Apply modern corrections principles, procedures, techniques and equipment in various situations.
- Learn and interpret the Utah Code and jail rules and regulations related to incidents that happen in the jail and the elements of crime.
- Enforce the Utah Code and jail rules and regulations in an unbiased and professional manner in dealing with the public and the inmates.
- Demonstrate knowledge of how to react in emergency and stressful situations.
- Demonstrate problem solving capability.
- Communicate effectively verbally and in writing.
- Perform work requiring good physical condition.

Work Environment

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. Incumbent's typically work a variety of 12 hour shifts on a rotational schedule, including nights, weekends and holidays.

EQUAL OPPORTUNITY EMPLOYER

It is the policy of San Juan County Government to provide and promote equal opportunity employment, compensation and other terms and conditions of employment without discrimination because of race, color, sex, religion, national origin, age or disability. The County provides reasonable accommodations to the known disabilities of applicants in compliance with the Americans with Disabilities Act.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. 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: _____