



## CLASS SPECIFICATION

**Class Title:** Deputy Sheriff – CO  
**Department:** Sheriff  
**FLSA:** Non-Exempt (Public Safety)  
**OT:** 81.75/hr

**Class Code:** 6692  
**Grade:** 22  
**Eff. Date:** 3/10/2023

### GENERAL PURPOSE

Under general supervision of a sergeant or corporal, performs a variety of duties related to the security, safety, order, operation, and maintenance of the county correctional facility, including the safe detention and monitoring of inmates.

### EXAMPLE OF DUTIES

This position works with and around inmates.

Accepts custody of inmates from arresting officers; receives and processes incoming inmates, including searching, fingerprinting and photographing inmates (booking process); monitors and controls all activity and movement of inmates in the county jail, assuming responsibility for all needs of inmates during detention.

Responds to questions, complaints, and requests for assistance from the public and inmates.

Prepares various reports, records, logs, memos and other records which are both intra- and interdepartmental in nature.

Performs CPR and administers first aid when necessary.

Deputy Sheriff – CO II/III: Acts as a team leader as required; assists in training new personnel as assigned; fills in for the sergeant or corporal as assigned. This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the office.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience:

High School graduation or equivalent.

In-grade career ladder: This position has an in-grade career ladder based on a combination of achievements and experience. An employee must be in good standing with the Sheriff's Office, including no disciplinary actions greater than a coach and counsel within the last 12 months.

Deputy Sheriff - CO II – Twenty-four (24) months of full-time experience as a sworn officer.

Deputy Sheriff – CO III – Five (5) years of full-time experience as a sworn officer. Must have successfully participated in a specialty assignment for a minimum of two years. Specialty assignments include, but are not limited to: CERT, Urinary Analysis (UA), Classifications, Transportation, Policy Committee, Visiting, Property, SYVA, Firearms Certified, Defensive Tactics,

or active instructor, as designated/approved by the Sheriff or Chief Deputy.

If an employee is participating in an authorized specialty assignment and is either removed from the assignment or is reassigned to a different specialty, based on the needs of the office, the Sheriff or Chief Deputy may opt to commute the two-year requirement in the specialty assignment.

An acceptable combination of education and experience may be considered in meeting a portion of the experience requirement.

**Preference** for applicants with active Correctional Officer certification and experience in the State of Utah.

**2. Special Qualifications:**

Must be either a United States citizen; or a lawful resident of the United States who has been in the United States legally for at least five years; and has legal authorization to work in the United States.

Must become certified as a Special Function Officer (SFO) and/or Basic Correctional Officer (BCO) through Utah Peace Officer Standards and Training (POST) within twelve (12) months of hire date; must maintain certification and complete required annual training.

Must pass a Davis County Sheriff's Office (DCSO) background investigation, including an eye detect test.

Must be at least 19 years old at the time of certification for Special Functions Officer (SFO). This is a state statute requirement.

Must pass the physical fitness test as part of the application process and annually thereafter.

Successful completion of the Field Training Officer (FTO) training, or an equivalent training program approved the Sheriff or Chief Deputy.

Must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

**3. Necessary Knowledge, Skills and Abilities:**

**Knowledge of:** jail procedures and laws applying to incarceration, booking procedures, and jail security practices/procedures; ethical principles; and self-defense principles and tactics.

**Skill in:** weaponless self-defense and restraint techniques; the use of restraint devices.

This position may require driving a motor vehicle; skill in operating a motor vehicle in a safe manner; knowledge of Utah motor vehicle rules and regulations.

**Ability to:** make rapid and sound decisions under pressure; make arrests while on duty; remain

alert and adjust, cope, and respond quickly in unexpected or emergency situations; handle high levels of personal stress and maintain composure under a variety of adverse conditions, including verbal and physical abuse, witnessing death and critical injuries and experiencing risk of personal harm; collect and rapidly assimilate facts; examine witnesses effectively; restrain unruly persons; prepare clear and concise reports; perform data entry on computers; maintain confidences; establish and maintain effective working relationships with supervisors, other employees, legal counsel, judicial officials, other agencies and the general public; follow written and oral instructions; communicate effectively (orally and in writing); complete all booking procedures; observe multiple activities and respond quickly to inappropriate conduct; use sensory perceptions of seeing, hearing, and smelling to be alert and aware of surroundings at all times, and to detect and discern emergency and/or threatening situations; identify dangers involved with handling inmates; understand and follow county, office, and division policies, procedures, and practices; exercise sound judgment; interact effectively with multiple persons from divergent backgrounds.

### **WORKING CONDITIONS**

The ability to work a variety of shifts and assignments on a rotating schedule including nights, weekends, and holidays is a requirement.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***