

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Corporal
ALLOCATION: Sheriff's Department
FLSA STATUS: Non-exempt
UNION AFFILIATION: DSA

ESTABLISHED: July 2007

JOB SUMMARY:

Under general supervision, provides lead direction to a group or shift of correctional officers; performs the full range of law enforcement support in corrections including, ensuring the security, safety and care of individuals in custody and performs related work as assigned.

Corporal is the advanced-journey level protective services classification in the law enforcement correctional series.

CLASS CHARACTERISTICS:

This position reports directly to Sheriff's Sergeant - Corrections. This class is distinguished from the Sheriff's Sergeant of Corrections as the scope of responsibilities are focused on providing lead direction over an assigned unit and the latter has full supervisory responsibilities for subordinates assigned to the Corrections and Civil Division.

EXAMPLES OF DUTIES:

Essential:

- Provides lead direction, training and work review to a group or shift of Deputy Sheriffs I in the area of assignment; performs all shift supervision duties in the absence of a correctional sergeant.
- Assists with the planning, implementing, coordinating and providing day-to-day guidance over an assigned functional area; organizes and assigns work, sets priorities and follows up to ensure coordination and completion of assigned work.
- Trains staff in work procedures.
- Maintain departmental files and records of work performed; prepare records related to area of assignment.
- Performs full range of Deputy Sheriff I duties.
- Receives, searches, fingerprints, photographs, books, guards and/or transports inmates.
- Oversees and monitors the safety, security, treatment and other activities for inmates; conducts headcounts, hands out medications and arranges for visits by attorneys, probation staff, family and others as authorized.
- Supervises and directs inmates in their performance of daily activities within the correctional facility.
- Monitors and enforces County Jail rules and regulations; searches inmates for contraband, weapons and other prohibited materials.
- Monitors and operates video and audio equipment in a centralized control room to secure access and ensure the safety and security of prisoners and staff.
- Transports inmates to court, medical appointments and other off-site locations.
- Processes inmates for release, conducts warrant checks, returns all personal materials, and clears the individual on the computer.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Uses standard office equipment, including a computer, in the course of the work.
- Drives a motor vehicle to perform transportation and service activities.

EMPLOYMENT STANDARDS:

Knowledge of:

- Business and management principles involved in leadership techniques and coordination of people and resources.
- County and departmental operations, terminology, rules, policies and procedures related to the criminal justice system.
- Federal, State and Local laws, statutes, codes, rules, regulations and procedures related to the work.
- Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Safe work methods and safety regulations and precautions pertaining to the work.
- Procedures and techniques for the secure handling and transport of detainees.
- Techniques and procedures to administer first aid and CPR.
- Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- The structure and content of the English language including the meaning and spelling of words, rules of composition,

and grammar.

- Administrative and clerical procedures and systems such as Microsoft Office, managing files and records and other office procedures and terminology.
- Standard office equipment and procedures including, computer applications related to the work.
- Techniques for dealing successfully with difficult and potentially dangerous individuals.

Skill in:

- Planning, directing and reviewing the work of subordinate staff and team members from other departments.
- Training others in policies and procedures related to the work.
- Exercising sound independent judgment within procedural guidelines.
- Talking to others to convey information effectively.
- Understanding and following oral and written instructions.
- Monitoring and assessing performance of yourself or other individuals to make improvements or take corrective action.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Interpreting, applying and explaining a variety of complex laws, policies and procedures.
- Preparing accurate, clear and comprehensive reports and correspondence.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Adjusting actions in relation to others' actions.
- Deal successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Ability to:

- Develop constructive and cooperative working relationship with others and maintaining them over time.
- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Tell when something is wrong or is likely to go wrong.
- Respond quickly, effectively, and take appropriate action in difficult situations.
- Maintain composure in difficult situations.
- Apply general rules to specific problems to produce answers that make sense.
- Speak, clearly, concisely, and logically.
- Read and understand information and ideas presented in writing and verbally.
- Communicate effectively in writing and verbally as appropriate for the needs of the audience.
- Arrange things or actions in a certain order or pattern according to a specific rule or set of rules.
- Identify or detect a known pattern that is hidden in other distracting material.
- Concentrate on a task over a period of time without being distracted.
- Quickly make sense of, combine, and organize information into meaningful patterns.
- Exert maximum muscle force to lift, push, pull, or carry objects.

Physical Demands:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group 5) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit, stand or walk for prolonged periods of time.
- Perform physical activities that require considerable use of arms and legs and moving your whole body, such as restraining, lifting, balancing, pushing, pulling or carrying objects.

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

Work Environment:

- Work evenings, nights, weekends and holidays shifts.
- Work with exposure to potentially difficult or dangerous individuals.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

Licenses and Certification:

- Possess a valid California Class C driver's license within ten (10) days of employment.
- Possess and maintain the Standards and Training for Corrections (S.T.C.) Program Certified Correctional Officer Core Course and the California PC 832 Certification.
- Possess and maintain CPR & First Aid Certifications.

Special Requirements:

- Must be at least 18 years of age and meet the State of California requirements for public officer status (831.5 California Penal Code), including: passing a detailed background investigation with a fingerprint check, having no felony convictions, passing a medical and psychological exam.
- Must be a U.S. Citizen at time of appointment pursuant to Government Code Section § 1031.

MINIMUM: Equivalent to graduation from high school and some college level course work in law enforcement, criminal justice or a field related to the work and two years of experience equivalent to the County's class of Deputy Sheriff I.

PREFERRED: In addition to the minimum, additional years experience at a level equivalent to the County's class of Deputy Sheriff I in the Corrections Division.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval: Jerry Read
Date:

Signature: _____

Personnel Approval: Cindy Clark
Date:

Signature: _____