

# Uintah County

## Job Description



<b>Title:</b>	Corporal	<b>Code:</b>	807-1
<b>Division:</b>	Patrol	<b>Effective Date:</b>	3/07
<b>Department:</b>	Sheriff	<b>Last Revised:</b>	3/07
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	26

GENERAL PURPOSE

Performs a wide range of **lead worker, full performance level professional law enforcement duties** intended to secure a safe environment for county citizens and to protect rights as established by federal, state, and local laws.

SUPERVISION RECEIVED

Works under the general supervision of the Lieutenant, or Sergeant while in training or on a project-by-project basis.

SUPERVISION EXERCISED

May provide close supervision to Deputy Sheriff II or I, while in training or on a case-by-case basis. May act as a Field Training Officer (FTO) and Officer-In-Charge (OIC).

ESSENTIAL FUNCTIONS

**Patrol:** Performs as a lead field officer; assumes responsibility for crime scene management in the absence of a higher ranking officer; participates in various shift administrative functions when assigned; approves written reports submitted by deputies.

Patrols assigned roadways to observe traffic for violations of traffic laws and ordinances; assists stranded motorists; checks for suspicious vehicles; determines violations and makes arrests; performs in and leads search and rescue efforts.

Handles personal caseload for a variety of cases, including felonies and misdemeanors; investigates theft, burglary, rape, child abuse, homicides, auto, aircraft, and industrial accidents; conducts searches for lost, missing, or drowned persons; assists county coroner concerning death investigation and transportation of bodies; delivers death and other emergency messages; serves as backup for officers on possible violent situations.

Reports to accident scenes to render first-aid to injured persons, and control traffic in the area; investigates cause of accident and prepares report on details after determining responsibility for accidents; prepares incident reports.

Responds to a variety of citizen complaints such as robberies, break-ins, domestic quarrels, assaults, and vandalism; prepares initial investigation reports on scene of crime; gathers evidence and interviews victims and witnesses.

Prepares arrest records including fingerprinting and mug shot photography (identifying the prisoner and charge against him/her).

Serves as an agent of the court in satisfying criminal warrants and writs of execution, restitution or attachment; locates persons named in criminal warrants and executes the warrants; provides courtroom testimony as required; provide court security, performs urinalysis chain of custody for courts, family services, etc.

Performs preventive teaching; may teach in class room setting and deliver instruction on safety awareness; advises neighborhood watch groups regarding processes and procedures; instructs in drug awareness program, etc.

Performs as a member of a special operations team (SERT); certifies in operational procedures related to special weapons and critical conditions associated with gas, explosives, hostage, and dangerous suspects.

Performs as a specialist in some aspect of law enforcement as assigned; may work as a K-9 officer, DARE officer, EMT, firearms instructor, juvenile officer, crime prevention officer, field training officer, or some other area of specialization.

Transports prisoners and mental subjects/patients to and from courts, prison, jail and medical facilities; may provide dispatch services, or animal control functions, when necessary.

**Court Security:** May participate in court security as assigned; performs all in-court security functions as required by the assignment as assigned by the judge; monitors all courtroom activity.

Performs related duties as required.

**MINIMUM QUALIFICATIONS**

1. Education and Experience:

- A. Graduation from High School or GED certification, plus Graduation from (P.O.S.T.) Academy  
AND
- B. Three (3) years of progressively responsible law enforcement experience.  
OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Working knowledge of** local, state and federal laws such as traffic code, juvenile code, civil procedures and criminal code; specialized law enforcement equipment such as radar; county geography, road systems, and boundaries; standard first-aid administration; interpersonal communication skills; techniques and procedures of police work; arrest, search and seizure laws, booking processes and procedures; court procedures; English, grammar and technical writing skills.

**Skill in** the operation of motor vehicles at high speed and in dangerous situations; skill in the use of firearms; communication equipment, laptop computer, ballistic vest, non-lethal weapons, etc.

**Ability to** apply modern law enforcement principles, procedures, techniques, and equipment in various law enforcement situations; learn and interpret the civil and criminal code related to law enforcement and the elements of crime; demonstrate knowledge of how to react in emergency situations; demonstrate problem solving capability; ability to enforce laws and ordinances with tact and impartiality; follow established safety practices and procedures common to law enforcement work; communicate effectively, verbally and in writing; develop effective working relationships with the public and fellow employees; perform work requiring good physical condition.

3. Special Qualifications:

Must be at least 21 years of age. Must possess a valid Utah State Drivers License. Must work rotating shift work. Must work on-call 24 hours. Must complete 40 hours of training per year to maintain certification.

4. Work Environment:

Functions of the position generally performed in a controlled environment. Frequent travel. Many functions of the work pose high degree of hazard uncertainty. Physical readiness and conditioning may be a condition of job retention. Various levels of mental application required, i.e.. memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills. Periodic exposure to the presence of blood borne or airborne pathogens.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(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: \_\_\_\_\_  
(Employee)