

# Uintah County

## Job Description



<b>Title:</b>	Corporal	<b>Code:</b>	807-2
<b>Division:</b>	Corrections	<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 variety of **lead worker, full performance level law enforcement duties** related to the security, safety, order, operation and maintenance of county jail facilities, including incarceration and detention of prisoners. **Acts as Officer In Charge (OIC)** in the absence of a higher-ranking officer.

SUPERVISION RECEIVED

Works under the close to general supervision of the Corrections Sergeant, Corrections Lieutenant or County Sheriff.

SUPERVISION EXERCISED

May provide close supervision to Corrections Officer(s) II or I while in training or on a project-by-project basis.

ESSENTIAL FUNCTIONS

**Corrections:** Supervises inmates in county jail in accordance with established policies, regulations and procedures while assuming responsibility for all needs (physical, medical, etc.) of the prisoners during detention; issues medications as prescribed by physicians.

Performs various tasks associated with inmate admissions; books prisoners; reviews offense status and classification (violent, non-violent, etc.) to determine appropriate level of security and confinement; performs releases and required by court order; conducts strip searches; assists with processing of inmate grievances.

Observes conduct and behavior of inmates to prevent disturbances and escapes; searches inmates and cells for contraband articles; patrols assigned areas for evidence of forbidden activities, infractions of rules and unsatisfactory attitudes or adjustment of prisoners, and reports observations to supervisor; performs inmate supervision during recreation and meal periods.

Inspects locks, grills, doors and gates for tampering; conducts cell “shake-downs” and inspections; employs various forms of discipline as needed to maintain order among prisoners, if necessary.

Supervises prisoners in transit between jail, courtroom, prisons, work details, or other points, traveling by automobile or public transportation as required; locks prisoner(s) in cell after searching for weapons, valuables or drugs.

Secures all valuables and/or belongings and follows standard procedures designated for the disposing or maintaining of the same; orders and serves meals to prisoners and provides or obtains medical aid if needed; administers medication as prescribed by doctor.

Prepares arrest records including reports, bookings, releases, fingerprinting and mug shot photography (identifying the prisoner and charge against him/her); assists in the maintenance of various records and information reporting materials and data base.

Supervises trustees or prisoners on general work details inside and outside of jail; performs general maintenance of jail facility and environs; repairs safety and security devices; cleans and sanitizes cells; maintains inmate recreation area and equipment.

May participate in extradition transports; moves inmates to and from various interstate locations, i.e., Nevada, Colorado, and Wyoming.

**Court Security:** Carries out specific plans or programs to insure safety of court personnel and protection of facilities. Provides security for courtrooms during proceedings and for court facilities, judges and staff; patrols court facilities; investigates disturbances and suspicious situations and takes appropriate action to maintain security; prepares and submits written reports of security incidents occurring within the courts.

Observes courtroom for violations of regulations such as unacceptable or inappropriate use of microphones, cameras, movie cameras, or any other device that would prove disruptive or threaten the security of court proceedings; ejects or assists with arrests individuals disturbing court proceedings

Assists witnesses, litigants and public by answering questions about court procedures and scheduling but does not give legal advice or discuss merits of case on trial.

May also act as court Bailiff when required, opening court by announcing entrance of judge; seating witnesses and jurors; carrying out instructions of judge; supervising and providing for the needs of the jury; summoning witnesses; etc.; takes evidence into custody.

Performs other related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school plus successful completion of POST Academy training leading to the acquisition of a Correctional Officer Certification;
- AND
- B. Three (3) years of progressively responsible experience performing above or related duties;
- OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

**Working knowledge** of the fundamentals of proper search and seizure; federal, state and local laws and regulations related to jail activities; dispatch communication equipment; basic principles of psychology and sociology; elementary first aid techniques and procedures.

**Ability to** communicate effectively both verbally and in writing; establish and maintain working relationships with inmates, the public and other departments; restrain physically violent prisoners; react quickly to novel situations under conditions of stress.

3. Special Qualifications:

Must have successfully completed the P.O.S.T. and be certified as a Correctional Officer.  
Must maintain 40 hours of annual training.

4. Functions of the position generally performed in a controlled environment. 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)