



CLASS SPECIFICATION

Class Title:	Corporal – CO	Class Code:	6695
Department:	Sheriff	Grade:	24
FLSA:	Non-exempt (Public Safety)	Eff. Date:	01/01/1982
OT:	81.75/hr	Revised:	03/20/2024

GENERAL PURPOSE

Under general supervision of a sergeant, performs first line supervisory tasks and 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.

Assists the sergeant in establishing performance objectives for subordinate personnel and may evaluate performance in accordance with Davis County and Sheriff's Office policies and procedures.

Supervises, trains, coaches, and mentors deputies in the absence of or at the direction of a sergeant. Plans and schedules personnel for routine assignments. Ensures subordinates meet annual training requirements.

Ensures security of jail, constitutional rights, safety of inmates, and adherence to jail practices and procedures.

Responds to emergencies in the jail and takes action in either a supervisory or support role.

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.

Provides input into the preparation of division budget, policies, and procedures.

Perform other related duties as assigned.

Areas of assignment may include the following:

- A. Jail Intake:
 - a. Directs and supervises operations within the jail intake area and makes assignments.
 - b. Ensures detainees/inmates are booked or released within reasonable timeframes. Determines acceptability of detainees brought into the jail from other agencies; ensures all agencies have proper and complete paperwork before accepting detainee.
 - c. May prepare arrest records identifying prisoners and charges; receives and processes incoming prisoners; ensures policy is followed when searches are done on detainees and inmates.
 - d. Supervises the receipt and distribution of monies from the cash box and the recording of all transactions dealing with money. Ensures accurate documentation of inmate monies and personal properties and appropriate release of such items.

- e. Ensures probable cause statements are appropriate and routed to the proper location. Checks all files for accuracy prior to inmate movement.
- B. Jail Housing:
- a. Directs and supervises operations within the jail housing area and makes assignments. Ensures inmates are housed appropriately and safely and that reasonable protection is provided to each inmate while in the correctional facility. Conducts and supervises escorts of inmates throughout the facility in a safe and secure manner. Conducts searches of inmates, housing areas, and other areas of the secure facility in accordance with policy and procedure.
 - b. Responds to inmate requests and grievances in a timely manner.
 - c. Processes paperwork from courts, arresting agencies, and other jurisdictions to appropriately update inmate files and process releases.
 - d. Responsible for insuring urinalysis drug testing system (SYVA) is working and being used if necessary.
 - e. Acts as the Watch Commander in the absence of the sergeant.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High School graduation plus three (3) years of continuous full-time employment as a sworn Correctional Officer or Law Enforcement Officer.

2. Special Qualifications:

Must be certified as a Correctional Officer through the Utah Peace Officer Standards and Training Academy (POST); must maintain certification and complete required annual training.

Must achieve a qualifying score on the Corporal examination.

Must pass the physical fitness test annually.

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: principles, methods, and techniques of effective training, supervision, and personnel practices; 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; accurately assess and take effective



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leadership role in emergencies; maintain composure during emergency situations; assign, supervise, and evaluate the work of others; compose correspondence and reports; maintain files, records, and reports; read and understand court and other criminal detail documents, arrest reports, and criminal histories; make arrests; 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; maintain confidences; establish and maintain effective working relationships with supervisors, subordinates, other employees, legal counsel, judicial officials, other agencies and the general public; communicate effectively (orally and in writing), follow written and oral instructions; use sensory perceptions of seeing, hearing, and smelling in order to be alert and aware of surroundings at all times, and to detect and discern emergency and/or threatening situations; 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 modification to reasonably accommodate individuals with disabilities.***