

Class Title: Corporal – LE

Department: Sheriff

FLSA: Non-exempt (Public Safety)

OT: 80/hr

Class Code: 7749

Grade: 24

Eff. Date: 01/01/1982

Revised: 05/20/2026

GENERAL PURPOSE

Under general supervision of a sergeant, performs first line supervisory tasks and performs a variety of law enforcement duties related to the public safety and protection of residents and visitors in Davis County.

EXAMPLE OF DUTIES

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. Monitors and approves time-off requests and timesheets of personnel, in the absence of or at the direction of a sergeant, in the County's timekeeping system. Ensures subordinates meet annual training requirements.

Enforces federal, state, and local laws and performs arrests for criminal activities; serves criminal and civil warrants and other civil process papers as required by federal, state, and local statutes; conducts searches of individuals, vehicles, and buildings; investigates crime.

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

Serves as the shift commander in the absence of a sergeant; coordinates and directs assigned department operations; delegates responsibility for the provision of effective and efficient services.

Acts as a Field Training Officer (FTO) training, mentoring, and evaluating new deputies.

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

Reviews reports written by subordinates.

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

Operates computer hardware and all applicable software applications and/or other standard office equipment as required.

Perform other related duties as assigned.

Areas of assignment may include the following:

A. Courts:

- a. Directs and supervises bailiff or court security operations and makes assignments.
- b. Assists with the transportation and extradition of inmates.

- B. Patrol: Performs the duties of a patrol officer to ensure public safety throughout Davis County with special attention to unincorporated areas and contracted cities.

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 Law Enforcement 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; police terminology and practices; criminal and traffic laws; courtroom procedure and terminology; ethical principles; self-defense principles and tactics.

Skill in: the use of firearms and police equipment; emergency vehicle operation; lethal and less-lethal weapons; the use of restraint devices.

This position requires 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 leadership role in emergencies; maintain composure during emergency situations; assign, supervise, and evaluate the work of others; compose correspondence and prepare clear and concise reports; 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, co-workers, 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



CLASS SPECIFICATION

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.***