



## CLASS SPECIFICATION

**Class Title:** Corporal  
**Department:** Sheriff  
**Merit:** Non-exempt

**Class Code:** 6695  
**Grade:** 24  
**Eff. Date:** 01/01/1982  
**Revised:** 10/07/2021

### GENERAL PURPOSE

Under the general supervision of a Sergeant or other administrative superior, performs first line supervisory, training, and technical law enforcement work.

### EXAMPLE OF DUTIES

Incumbents in this class may be performing duties in more than one area as identified below:

Corrections Corporal: This position works with and around inmates. Employees must use sensory perceptions of seeing, hearing, and smelling in order to be alert and aware of their surroundings at all times. Employees must be able to detect and discern emergency and/or threatening situations in the jail facility.

- A. Jail Intake: Directs and oversees operations within the jail intake section and makes assignments. 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. May prepare arrest records identifying prisoners and charge assigned; receives and processes incoming prisoners; escorts and locks prisoner in cell after searching for weapons, valuables or drugs. Ensures policy is followed when searches are done on detainees and inmates. Supervises the control and distribution of monies out of 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. Ensures probable cause statements are notarized and routed to the proper location. Checks all files for accuracy prior to inmate movement; ensures reasonable protection is provided to each detainee/inmate while in the correctional facility. Responsible for offering pretrial services to inmates and ensuring interviews are not delayed. Acts on behalf of Crew Sergeant in his/her absence. Ensures security of jail, constitutional rights, safety of inmates, and adherence to jail practices and procedures.
- B. Jail Housing: Directs and oversees operations within the jail housing section 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. Responds to inmate requests and grievances in a timely manner. Processes paperwork from courts, arresting agencies, and other jurisdictions to appropriately update inmate files and process releases. Responds to emergencies in the jail and takes action in either a supervisory or support role. Oversees, trains, coaches, and mentors officers in the absence of or at the direction of a Sergeant or other administrative superior. Plans and schedules personnel for routine assignments. Responsible for insuring urinalysis drug testing system (SYVA) is working and being used if necessary. Acts as the Watch Commander in the absence of the

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

Patrol Corporal: Supervises, trains, and directs deputies in the areas of law enforcement and communications in the absence of or at the direction of a Sergeant or other administrative superior. Performs duties of a patrol officer to ensure public safety throughout Davis County with special attention to unincorporated areas and contracted incorporated cities. Serves as shift commander in the absence of a Sergeant or other administrative superior and coordinates and directs assigned department operations. 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.

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

Ensures subordinates meet annual training requirements. Has delegated responsibility for the provision of effective and efficient services. Plans and schedules personnel for routine and unusual assignments during shifts. Provides input into the preparation of division budget, policies, and procedures. Performs other police duties including making arrests, testifying in court, writing reports, and issuing citations; operates firearms, radar, and emergency search and rescue equipment.

Perform other related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

**1. Education and Experience:**

High School graduation plus three (3) years of continuous full-time employment as a Correctional Officer, Law Enforcement Officer, Deputy Sheriff or Deputy Sheriff/Paramedic.

**2. Special Qualifications:**

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

Must achieve a qualifying score on the Corporal examination.

Must pass the physical fitness test annually.

Furnish personal transportation for on-the-job travel; employees driving a personal or a County vehicle for job related travel must possess a valid driver license 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).

Employees driving a personal vehicle while on county business must maintain the minimum

vehicle liability insurance as specified in the Utah Code.

**3. Necessary Knowledge, Skills and Abilities:**

**Knowledge of:** assigned-area procedures, current local, state, and federal laws, ordinances, and regulations; recognition, collection, preservation, and laws of evidence; criminal law and techniques of court procedures; investigative procedures and techniques; recording and reporting of activities; mechanics and techniques of arrest; accident investigation and reporting; principles, methods, and techniques of effective training, supervision, and personnel practices.

**Skill in:** the operation of firearms and other equipment related to official duties; operating an emergency vehicle in a safe manner and in compliance with all applicable practices, policies, procedures, and laws/regulations.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to ensure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

**Ability to:** 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 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 react to unexpected situations and emergencies; 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, the general public, community professionals, intra and interdepartmental personnel; communicate effectively (orally and in writing), follow written and oral instructions.

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.**

**Approval Information**

Date:	10/07/2021
Department Approval:	Kelly Sparks
HR Generalist Approval:	Nathalia Cornell
Classification Approval:	Marina Brito