

SHERIFF'S CORRECTIONAL CORPORAL

DEFINITION

To supervise operations within the jail on an assigned shift; to perform a variety of work in the monitoring of county, state and federal detainees.

DISTINGUISHING CHARACTERISTICS

The classification of Sheriff's Correctional Corporal is responsible for supervision of jail operations on an assigned shift. It differs from the lower-level classification of Sheriff's Correctional Officer, whose primary responsibility is the care and custody of prisoners.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level sworn, supervisory staff; exercises functional and technical supervision over correctional officers and other jail staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Schedules, supervises, and evaluates the work of subordinate correctional officers. Plans, coordinates and assigns work group activities.

Assists in training jail staff; trains staff in policies, procedures, rules, and regulations of the department.

Recommends and assists in the implementation of department goals and objectives; implements department policies and procedures.

Evaluates jail operations and assigned activities; recommends improvements and modifications as appropriate.

Reviews all bookings and releases for completeness, accuracy, and compliance with rules and regulations. Performs booking procedures as necessary, including receiving, booking, and assigning prisoners to cells; performing body searches, fingerprinting, and photographing prisoners, etc.

Monitors the condition and activities of prisoners.

Prepares prisoners for court appearances; provides transportation as necessary.

Maintains the safe and orderly operation of the County jail facility; monitors security cameras and door warning lights; screens and monitors visitors.

Delivers meals and dispenses medication to inmates at proper times, using prescribed procedures.
Provides for inmates' medical attention as required.

Supervises the preparation of meals and cleaning of jail quarters as performed by jail inmates.

Supervises inmates' commissary accounts, work furlough program and grievance procedures.

Disciplines inmates as necessary.

Administers First Aid in emergency situations.

Receives and responds to public inquiries regarding department policies and procedures.

Performs duties related to crime prevention and community relations.

Coordinates assigned activities with those of other County departments and divisions, outside agencies and organizations.

Prepares grant applications for supplemental program funding.

Prepares and submits reports and other correspondence, including statistical reports on inmate population and incidents; reviews reports prepared by subordinates for completeness, accuracy, and compliance with regulations.

Performs general administrative work, including but not limited to attending meetings, preparing correspondence and reports, entering computer data, maintaining files, answering the telephone, etc.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws, and regulations.

Procedures and methods in jail operations and the classification of inmates.

Types of law enforcement equipment, materials, and specialty items.

Principles of supervision, training, and performance evaluation.

Principles and practices of record-keeping and reporting.

Ability to:

Interpret and apply and enforce pertinent laws, policies, rules, and regulations.

Effectively supervise a variety of jail operations and activities.

Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.

Accurately observe and recall incidents and situations encountered.

Monitor and supervise prisoners.

React quickly and calmly in emergency situations.

Physically pursue, apprehend and control inmates.

Use and care for firearms.

Deal courteously, yet firmly and effectively with the public in police situations.

Supervise, train, and evaluate the work of assigned staff.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain records and prepare required reports.

Use computers for word processing and records management.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible law enforcement experience as a jailer or correctional officer.

Training:

High school diploma or GED equivalent supplemented by additional course work jail management or related field.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a S.T.C. Correction Officer Core Course Certificate and Penal Code 832 Certificate.

Possession of, or ability to obtain, S.T.C. Supervisor Core Course Certificate.

Classification Code:	5153001
Bargaining Unit:	30
FLSA Status:	Y
Workers' Compensation Code:	7720
Pay Table:	CNTY
Range:	326