

CLASS SPECIFICATION



CLASS: Correctional Corporal
ALLOCATION: Sheriff's Department
FLSA STATUS: Non-Exempt
UNION AFFILIATION: DSA

ESTABLISHED: July 2021

JOB SUMMARY:

Under general supervision, provides lead direction and training to a group of correctional officers; performs the full range of law enforcement support in corrections including, ensuring the security, safety and care of individuals in custody; and performs related work as assigned.

CLASS CHARACTERISTICS:

This is the advanced-journey lead level in the law enforcement specialized corrections series. Incumbents are expected to have a thorough understanding of jail operations. This position reports directly to Correctional Sergeant. This class is distinguished from the Correctional Sergeant in that the latter has full supervisory responsibilities for subordinates assigned to the Corrections and Civil Division. This class is distinguished from Correctional Officer as the scope of responsibilities are focused on providing lead direction.

EXAMPLES OF DUTIES:

Essential:

- Provides lead direction, training and work review to a group or shift of Correctional Officers in the area of assignment.
- Trains staff in work procedures; act as a resource in assisting correctional officers in understanding jail operations.
- Ensure adherence to quality standards, deadlines and proper procedures, correcting errors or problems in a timely manner.
- Review and approve reports submitted by staff.
- Performs full range of Correctional Officer duties; fill in for correctional officer staff on a relief or as needed basis.
- Oversee and monitor the safety, security, treatment and other activities for inmates; ensures the safety and security of inmates and staff.
- Monitor and enforce County, Department, Jail Division rules and regulations and criminal statutes where applicable; search inmates for contraband, weapons and other prohibited materials.
- Perform intake duties such as booking, preparing and processing appropriate documents, recording and securing valuables, and providing information regarding inmates' legal rights.
- Receive, search, fingerprint, photograph, book, guard and/or transport inmates.
- Conduct headcounts, supervise the passing of medications and arrange for visits by attorneys, probation staff, family and others as authorized.
- Supervise and direct inmates in their performance of daily living activities within the detention facility.
- Maintain departmental files and records of work performed; prepare records related to area of assignment.
- Monitor and operate video and audio equipment in a centralized control room to secure access and ensure the safety and security of prisoners and staff.
- Transport inmates to and from court, medical appointments and other off-site locations.
- Process inmates for release; conduct warrant checks, return all personal materials; and clear the individual on the computer.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer, in the course of the work; drive a motor vehicle to perform transportation and service activities.

EMPLOYMENT STANDARDS:

Knowledge of:

- Techniques for working successfully with other employees in a lead capacity.

- Principles and practices of providing technical and functional direction and training.
- Legal terminology, forms, documents and procedures related to the criminal justice system.
- Applicable laws, codes, regulations and court decisions.
- Procedures for the secure handling and transport of detainees.
- Safety practices and precautions pertaining to the work.
- Courtroom processes and protocol.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Record keeping principles and practices.
- First aid methods and procedures.
- Techniques for dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Computer applications related to the work.

Skill in:

- Providing lead direction over assigned staff including planning, directing and reviewing the work of others on a project or day-to-day basis.
- Directing staff as they work.
- Interpreting and applying complex laws, ordinances procedures and policies.
- Exercising sound independent judgment within procedural guidelines.
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.
- Monitoring and enforcing rules and safety regulations.
- Responding to emergency and crisis situations calmly and effectively.
- Maintaining accurate files and preparing clear and concise records, reports, correspondence and other written materials.
- Entering information into a computer system with speed and accuracy.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Ability to:

- Communicate clearly, concisely, competently and effectively in writing and verbally as appropriate for the needs of the audience.
- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Apply institutional rules, policies and regulations to maintain safety.
- Recognize when something is wrong or is likely to go wrong
- Accept criticism and perform calmly, purposefully and appropriately in emergency and stressful situations.
- Make rational judgments and decisions in a timely manner particularly in situations involving potential risks.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
- Deal effectively with manipulative, hostile or antisocial behavior.
- Process a high volume of work amid interruptions.
- Comply with County, department, and division policies, procedures and regulations.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual

dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

- Perform physical activities that require considerable use of arms and legs and moving your whole body, such as restraining, lifting, balancing, pushing, pulling or carrying objects.
- On an intermittent basis, work with physical skill and/or strength sufficient to handle emergency situations such as medical emergencies (carry, lift, and/or drag heavy objects/equipment or injured or unconscious persons); defend oneself; pursue, disarm, subdue and/or restrain prisoners and inmates which may include chasing fleeing subjects, running, climbing, jumping, crouching, or crawling.
- Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 50 pounds and with or without assistance 100 pounds or more.
- Mobility to drive a motor vehicle in order to transport prisoners and inmates individually or in groups to location outside the facility.
- Physical and psychological characteristics to meet and maintain appropriate state standards.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Work in a typical secured adult detention facility; involves potential for high stress levels and exposure to loud noises and hostile situations.
- Must work with highly manipulative and psychologically challenging individuals; must be able to maintain professional composure and effectiveness.
- Exposure to blood/air borne pathogens.
- Depending on assignment, task may require occasionally exposure to varying temperature conditions (extreme heat or cold).

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Possess and maintain the Standards and Training for Corrections (STC) Program Certified Correctional Officer Core Course and the California PC 832 Certification. Must successfully complete additional required certified instruction annually thereafter.
- Possess and maintain valid CPR & First Aid certifications.
- Possess and maintain firearms qualification.
- Ability to successfully complete an 80-hour STC or Peace Officer Standards Training (POST) approved supervisory course.

Special Requirements:

- Must meet the State of California requirements for public officer status, including: passing a detailed background investigation with a fingerprint check; having no felony convictions; passing a medical and psychological exam; being at least 18 years of age; and being a US Citizen or a permanent alien who is eligible for and has applied for citizenship. (Pursuant to Govt. Code Section 1031)
- DMV printout prior to hire.
- Work rotational shifts including evenings, night, weekend, and holiday shifts.
- Will be required to perform disaster service activities pursuant to Government Code §§3100-3109.

Education and Experience:

MINIMUM: Some college coursework in criminal justice, administration of justice, law enforcement or related field from an accredited institution and two years of experience as a Correctional Officer or in a similar law enforcement position. *Candidates with strong experience who lack the degree are encouraged to apply.*

PREFERRED: In addition to the minimum, additional years of experience as defined above.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Approval: Department Head

Date:

Signature: _____

Human Resources Approval: Analyst

Date:

Signature: _____

EEOC: D
WC: 7720

Established:
Revised: