



Sheriff's Correctional Corporal

DEFINITION: Under general supervision, provides lead direction to assigned staff; serves as a training officer for new employees and under direction has responsible charge of jail and court operations as assigned.

ESSENTIAL JOB DUTIES: Under direction, leads and participates in correctional activities at the Inyo County Jail; provides supervision to correctional officers, maintains discipline, provides training, and ensures that departmental rules, regulations, and policies are followed. Oversees the security of the jail and conduct of Incarcerated Person(s); supervises assigned staff in performance of routine custodial procedures.

OTHER EXAMPLES OF DUTIES: May participate in the evaluation of work performance of correctional officers and other personnel; assists with reviewing of incident reports, bookings, jail documentation, equipment, and personnel; may provide training at briefings regarding policies, procedures, and laws; coordinates with other law enforcement agencies on booking/jail procedures; performs all duties of a Correctional Officer as assigned.

EMPLOYMENT STANDARDS

Experience and Training: A minimum of Five (5) years of correctional/custodial experience with the Inyo County Sheriff's Office at the time of appointment.

Knowledge of: Security and emergency procedures; rules, regulations, practices, and procedures in the day-to-day operation and control of the County jail; modern methods and techniques of discipline as they relate to persons under criminal confinement; inmate supervision techniques, including supervision of special Incarcerated Persons; criminal attitudes and behavioral patterns, and social factors underlying criminal behavior; inmate attitudes and behavior; minority group relations; inmate disciplinary grievance procedures; fire safety; defensive tactics; movement of prisoners; legal responsibilities and liabilities; report writing; collection, identification, and preservation of evidence; judicial procedures; courtroom demeanor and testifying; inmate correctional programs; laws pertaining to local detention and holding areas; care and operation of small firearms and other law enforcement equipment; first aid and CPR. Extensive knowledge of leadership techniques, department policy, and Title 15.

Ability to: Lead, schedule, and train subordinate employees, plan, direct, and review the work of others; analyze complex situations and adopt effective course of action; remain calm and control own emotions in tense situations; establish and maintain effective working relationships with those contacted in the course of work, including various community groups; read, interpret, and apply complex laws, procedures, policies, and regulations; observe and accurately recall places, names, descriptive characteristics, and facts of incidents; maintain accurate records and prepare clear and concise reports and other written materials. Must meet and maintain current physical ability requirements for a Correctional Officer with the Inyo County Sheriff's Office.

PHYSICAL STANDARDS: Height and weight must be proportionate; hearing normal; vision 20/100 corrected to 20/30. While performing the duties of this job, the employee is frequently required to sit and talk or hear; drive a motor vehicle. The employee is occasionally required to stand and walk; run and jump; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and or move more than 100 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

SPECIAL REQUIREMENTS: Must have completed STC Approved Basic Correctional Academy and 832 PC course. First Aid and CPR courses. Must possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles.