Job Description: CORPORAL

CLASS NO. 1057   **EEOC CATEGORY:** Protective Service Workers

PAY GROUP: 113   **FLSA:** Non-exempt

SUMMARY OF POSITION:

Provides corrections services involving the health, safety, and security of inmates and the public in a corrections facility or program; monitors prisoners' activities; and maintains necessary records.

ORGANIZATIONAL RELATIONSHIPS:

1. <u>Reports to</u>: Corrections Officer/Shift Supervisor or Jail Administrator.

2. <u>Directs</u>:   Corrections Officers.

3. <u>Other</u>:   Works closely with departmental employees, other law enforcement agencies and personnel, parole and probation officers, inmates, and the general public.

EXAMPLES OF WORK:

<u>Essential Duties</u>*

Provides intermediate supervision in the absence of the Corrections Officer/Shift Supervisor;

Photographs and fingerprints new inmates;

Conducts inspections, shakedowns, and inmate searches;

Prepares arraignment sheets and issues court dates;

Completes, checks, and processes official papers and documents;

Ensures that all inmate information is entered into computer;

Conducts safety inspections and inspections of fire exits and equipment;

Assists medical staff with distributing medications to inmates;

Maintains and updates records on inmates, including personal history and medical records;

Intervenes and resolves crisis situations such as fights and medical emergencies, including physical restraint of inmates;

*for the purpose of compliance with the Americans With Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.   *09/18*

Conducts head counts of inmates;

Maintains inventory of jail supplies;

Serves or supervises the serving of meals to inmates;

Ensures officers leave arrest reports and tickets;

Supervises work performed by inmates;

Collects fines for offenses committed;

Assists with the personal needs of inmates, such as telephone calls, mail, laundry, visits, bedding, personal hygiene, and commissary;

Receives and deposits money for commissary accounts;

Monitors and assists visitors and maintains visitor lists;

Conducts and supervises recreational programs for inmates, including overseeing religious services;

Assists with warrants;

Serves as Bailiff in Justice of the Peace Court when necessary;

Assists dispatch with calls when necessary, including answering Crime Stoppers calls;

Keeps records of incidents and activities during shift;

Books, classifies, transfers, transports, and releases inmates with attention to the health, safety, and security of other officers, inmates, and the public.

Trains new officers in procedural aspects of job;

Confiscates, inventories, and stores property from new inmates and releases property to outgoing prisoners;

Dresses out inmates and put them in their cells; and

Other Important Duties*

 May be assigned to train new officers in procedural aspects of job;

May be assigned to transportation and court security dates;

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May assist with warrants and research records for Deputies and/or Detectives; and

Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: laws, departmental policies, rules, regulations, instructions, and correctional literature regarding the custody of persons.

Ability to: train, supervise, motivate, understand and follow oral instructions; write clear and concise reports; maintain complete records as required; establish and maintain effective working relationships with other county employees and officials, inmates, and the general public; and maintain appropriate necessary certifications.

Other: may be required to translate between Spanish and English.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation and one year of corrections experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED:

Basic certification as a Corrections Officer from the Texas Commission on Law Enforcement Officers Standards and Education.

Certification as a Peace Officer by the Texas Commission on Law Enforcement Officers Standard and Education may be preferred for some positions.