County of Humboldt Job Specification
CORRECTIONAL CORPORAL
Classification 0421 (Class Number)
FLSA: Non-Exempt

DEFINITION

Under general direction, assigns, directs, and reviews the work of Correctional Deputies and others on an assigned shift in a County jail ensuring the safety and security of inmates and staff through the proper enforcement of jail policies and procedures; performs both specialized and routine activities of correctional officers; provides lead direction and training; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a Correctional Sergeant or higher ranks. Exercises technical and functional direction over and provides training to lower-level staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the advanced-level classification in the Correctional Deputy class series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to ensure efficient and effective servicing function of the assigned Correctional operations area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Correctional Sergeant in that the latter is the full supervisory classification with responsibilities for the supervision and evaluation of assigned staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Provides lead direction, training, and work review to Correctional Deputies on an assigned shift; organizes and assigns work, sets priorities and follows up to ensure timely completion of assigned work; provides input into performance evaluation, selection decisions, and other personnel matters.
- Prepares a variety of documents requested for inmate court appearances and/or release; performs special projects and assignments such as classifying inmates and investigating grievances and problems; provides inmate services.
- Maintains inmate and facility security in accordance with laws, regulations, and institutional philosophy, including monitoring inmate activity, documenting inmate incidents, and

searching the facilities and inmates for contraband and weapons in accordance with laws, regulations, and institutional philosophy.
- Obtains necessary information and books prisoners; completes necessary forms; takes photographs and fingerprints; performs other processing activities such as preparing reports and maintaining files.
- Searches, examines, instructs, and logs inmates; inventories and secures property and valuables.
- Oversees and monitors inmates and inmate trustees assisting with house-keeping, meal preparation and distribution, laundry, and similar activities.
- Oversees inmate exercise, recreation, visiting, and similar activities.
- Assists medial staff in the distribution of medication; screens and refers requests for medical attention; administers emergency first aid as required.
- Escorts inmates within the jail areas; provides security for medical staff as required.
- Documents incidents, including calling the supervisor on radio or phone to articulate incidents; compiles accurate and logical reports.
- Inspects facilities and reports the need for maintenance or unusual situations; submits issues with and/or requests clothing and supplies.
- Provide guidance to correctional deputies assigned to inmate areas to include providing breaks in accordance with state law.
- Providing training to newly hired Correctional Deputies to ensure they are able to function independent of a training officer.
- Prepares reports and other written materials; maintains accurate records, logs and files.
- Testifies in court as subpoenaed.
- Performs related duties as assigned.

QUALIFICATIONS

The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles of providing functional direction and training.
- Principles, practices, and terminology related to the operation of a correctional facility and the oversight of inmates.
- Applicable federal, state, and local laws, codes, ordinances, regulations, and standards affecting jail and inmate detention, release, and the legal rights of inmates.
- Principles, policies, and procedures related to jail operations, including the booking, custody, and release of inmates; inmate rights and discipline; techniques for inmate control; and emergency response.
- Basic first aid practices and procedures.
- Principles and procedures of recordkeeping.
- Basic mathematical principles.
- Techniques for dealing with individuals from various socio-economic backgrounds in hostile and/or confrontational situations.
- Basic training principles including knowledge of completing training evaluations.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Keep abreast of trends, technology, and requirements in law enforcement supervision and operations.
- Assess difficult or emergency circumstances and develop, implement, and direct appropriate response strategies.
- Interpret, apply, and explain federal, state, and local laws, codes, ordinances, regulations and standards affecting correctional facilities.
- Maintain facility security and inmate welfare in varied circumstances.
- Oversee and direct the work of inmates in structured situations.
- Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.
- Safely use and care for firearms.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12^{th}) grade

and

one (1) year of increasingly responsible experience in jail operations and inmate oversight at a level equivalent to the County's class of Correctional Deputy II.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.
- Possession of a California Penal Code 832 certificate.
- Possession and maintenance of firearms qualification.

- Completion of a Standards of Training in Corrections (STC) Field Training Officer course within one (1) year of assignment.

PHYSICAL DEMANDS

- Mobility, physical strength, and stamina to respond to and perform assigned duties; to climb, reach, bend, run and jump; to lift, carry or push objects that weigh up to 160 pounds.
- Vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment.
- Hearing in the normal audio range with or without correction.
- Repetitive and fatiguing duties including frequent walking, upward/downward flexion of neck, wrist and arm motions, and sitting.
- Fine finger dexterity of both hands, ability to grasp and hold.
- Extreme physical exertion to assist with physical altercations is required.

ENVIRONMENTAL CONDITIONS

- Employees work in a county jail facility setting and are exposed to loud noise levels, hazardous physical substances, confining workspaces, monitored entry and exit of facility and locations within facility, cold and hot temperatures, and varying weather conditions.
- Employees may be exposed to vermin, insects, and parasites.
- The duties of this class are performed in an environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.
- Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).