

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Corporal**

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**Exempt (Y/N):** No

**DEPARTMENT:** Sheriff's Office

**DATE REVISED:** September 2012

**SUPERVISOR:** Sergeant

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**SUMMARY:**

The Corporal is a first line law enforcement supervisor who reports directly to the Sergeant and is under the general supervision of the Lieutenant and Captain. The Corporal is distinguished from the deputy first class classification in that the Corporal, while performing the full range of duties of the deputy first class, may also be considered an "Officer in charge" in the absence of the incumbent supervisor (Sergeant). In the capacity will be responsible for supervision of personnel and the administrative duties for an assigned shift or detail. The incumbent is responsible for supervising others and should possess a working knowledge of law enforcement administration in protecting and serving the county by enforcing criminal and traffic laws. The incumbent relies on past law experience and training in the handling of criminal and civil matters, detainees in the county detention facility, prepare special reports and give community presentations. This position must meet all commission on law enforcement standards and training requirements including but not limited to jail standards and must be a certified law enforcement officer meeting all training and experience requirements for the position of Corporal.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Patrol all areas of the County, investigate/report motor vehicle accidents, and assist other agencies investigating accidents and other violations of the traffic laws. Act as "officer in charge" in the absence of the Sergeant.
2. Answer all complaints handled through the Sheriff's Office to include civil matters, such as family disturbances, civil stand-by's, property disputes, locate missing persons, assist motorists, and answer any other matter requiring law enforcement assistance. Understand the whole process for serving civil papers. Be knowledgeable in Orders of Protection and execution of those orders, ensuring that the victim's rights are not violated. Ensure that extra patrols are being conducted for community protection.
3. Answer complaints that are criminal in nature such as traffic violations, speeding, reckless driving, DWI, homicides, burglary, robbery, rape, theft, suicide, forgery, and any other criminal act as the situation requires, and perform arrests and other associated procedures.
4. Fill out and file reports, interview suspects and witness when necessary and appear in court. Be able to take case from start to finish. Serve civil papers and warrants; complete special assignments, as directed by the Sergeant.
5. Conduct or arrange for routine maintenance required of the patrol unit and related equipment used in the vehicle.

6. Speak to local groups on law enforcement, provide child information cards at community events, and other public relations duties as directed
7. Book and release detainees, check detainee classification for cell assignment, check detainee population to comply with court, schedule detainee activities, assign detainee to jail program, answer detainee grievances and investigate incidents. Respond and investigate detainee sexual assaults, suicide attempts and any crimes within the detention facility. Secure and maintain crime scenes. Ensure that all detainees are cared for, per state standards. Ensure the rights and safety of detainees are not violated and they receive the basic requirements as required by law.
8. Assist in making arrangements for prisoner transportation and serve as liaison between the jail and the Circuit Court Judge, the Prosecuting Attorneys Office, defense attorneys, family members of jail detainees, and other public or agency contacts as required. Maintain a current knowledge of proper prisoner transportation handling procedures.
9. Monitor maintenance of jail equipment and premises, and make arrangements for necessary repairs.
10. Prepare special reports, conduct facility inspections, ensure proper evidence collection for testimony in Federal, Circuit, District and City courts on jail, civil, or criminal matters.
11. Assist in budget preparation, jail planning, writing jail policies and procedures and bill the Arkansas Department of Corrections for detainees committed to that institution.
12. Ensure all contacts with the Sheriff's Office are treated courteously and fairly in accordance with federal and state laws. Provide accurate information in accordance with the Freedom of Information Act. Answer media inquiries and make public statements to the media.
13. Ensure the rights and safety of detainees are not violated and they receive the basic requirements as required by law.
14. Receive advanced training in the areas of law enforcement, drug identification, court's system, warrants, and jail operations.
15. Receive advanced training in the use of self-defense and physical restraint procedures. Trained in Taser, baton, pepper spray, and any other less than lethal control tactics.
16. Keep current on County policies and procedures, and federal and state laws to ensure that the County is in compliance at all times.
17. Ability to evaluate and write an effective probable cause before detainment of individual and for search warrants. Have a working knowledge of the Rules of Criminal Procedure and the requirements for search warrants and seizures.
18. Directly supervise all Deputy First Class as well as any other deputies under their command as well as any assigned civilian personnel.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises DFC's in their respective divisions. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include planning, assigning and directing work; addressing complaints and resolving problems

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Graduation from High School or GED with four years or more of college courses or equivalent experience; completion of jail standards certification training course and demonstrate the ability to obtain state certification through the Arkansas Law Enforcement Training Academy; and annual firearms qualification. Working knowledge of law enforcement, jail operations, civil process, prisoner transport, court systems, basic first aid, CPR, and protection from blood-related and/or other viruses, County policies and procedures, federal and state laws. Self-defense and physical restraint procedures are also required. Ability to successfully complete the Instructor's Certification Course as well as Field Training Officer Certification Course.

**OTHER SKILLS and ABILITIES:**

The individual in this position must be familiar with and have ability to operate the AFIS (Automated Fingerprint Identification System), and ability and qualifications to be certified to operate the ACIC (Arkansas Crime Information Center) and the NCIC (National Crime Information Center) computer.

Must not have a felony conviction of any kind or domestic abuse convictions. Before selection into this position, must be able to withstand a complete background investigation, polygraph examination and credit history and in the addition, must complete a physical and mental evaluation as part of the employment requirements within the first thirty days after hiring date.

The incumbent must able to perform all of the following as well as supervise others as listed below: physical and mental stamina to fire weapons, must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment; good powers of observation and memory and the ability to train others. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state, and federal laws making decisions and taking action quickly. Must be able to respond efficiently in all emergencies, natural or man-caused disasters. The incumbent also should be able to effectively operate a breath analyzer, calculator, PC computer, vehicle, AFIS computer, radio and typewriter. Must possess a valid Driver's License.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, drive vehicles, use hands and fingers to handle or feel objects or controls, reach with hands and arms; talk or hear; and smell. The employee is readily required to climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, risk of radiation, vibration and death .

The noise level in the typical work environment is moderate to loud.

Work involves an element of personal danger and high levels of physical, emotional and mental stress to deal with people in various situations.