



## CORPORAL DETENTION

**Job Code:** Grade 13  
**Exempt:** No  
**Department:** Sheriff's Office  
**Reports To:** Sergeant  
**Location:** Sheriff's Office and in the Field  
**Date Revised:** September 24, 2024

Safety Sensitive Designation Requirements:

**This position is safety sensitive and subject to pre-employment, reasonable suspicion, and random drug and alcohol testing.**

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant only to the extent medically and reasonably feasible.*

Regular and Reliable attendance required

### GENERAL DESCRIPTION OF POSITION

The Corporal serves as an Officer in Charge when required, reporting directly to the Sergeant and operating under the general supervision of the Lieutenant and Captain. This position is distinguished from the Deputy First Class role as it includes additional responsibilities, such as acting as an Officer in Charge during the absence of the Sergeant. In this capacity, the Corporal may oversee personnel and handle administrative duties for an assigned shift or detail.

The Corporal is expected to demonstrate a thorough understanding of detention administration, enforcement of state and local laws, and adherence to departmental policies and procedures. The role requires experience in managing detainees within the county detention facility, preparing special reports, and presenting information to the community as needed.



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Under the direction of the Sergeant, the Corporal is responsible for supervising and maintaining discipline among felony and misdemeanor detainees, ensuring compliance with federal and state laws. The Corporal collaborates effectively with various divisions and departments within the Sheriff's Office, Circuit Courts, District Courts, Public Defenders, Prosecuting Attorneys, other law enforcement agencies, and the public. The role demands a high level of initiative, effort, and commitment to completing assignments efficiently with minimal supervision, while demonstrating responsible behavior, attention to detail, and professionalism in all interactions.

#### **Essential Duties and Responsibilities:**

- **Detainee Supervision:** Maintain constant custody and supervision of detainees, including those receiving medical care, and ensure their rights and safety are upheld according to state standards.
- **Transport Duties:** Safely transport detainees to hospitals for medical and psychological emergencies, as well as facilitate transportation for involuntary commitments and civil process paperwork.
- **Facility Oversight:** Supervise detainees inside and outside Sheriff's Office property, including conducting grounds maintenance at various locations throughout Washington County.
- **Record Management:** Accurately manage and enter purchasing (P-Card) receipts, maintaining meticulous records of detainee transactions and property.
- **Booking and Classification:** Conduct detainee bookings and releases, verifying classification for appropriate cell assignments, and managing compliance with court schedules and activities.
- **Incident Response:** Respond to detainee grievances, incidents of sexual assault, and suicide attempts, ensuring proper investigation and securing crime scenes when necessary.
- **Court Liaison:** Serve as the primary liaison between the detention facility and legal entities, including Circuit and District Courts, the Prosecuting Attorney's Office, and defense attorneys, while maintaining up-to-date knowledge of transportation procedures.
- **Equipment and Facility Maintenance:** Monitor the maintenance of detention facility equipment, vehicles, and premises, coordinating repairs as needed to ensure operational efficiency.
- **Reporting and Inspections:** Prepare detailed reports and conduct facility inspections, ensuring evidence is collected appropriately for court proceedings related to jail, civil, or criminal matters.
- **Public Relations:** Ensure courteous and fair treatment of all individuals interacting with the Sheriff's Office, providing accurate information in compliance with federal and state laws and addressing media inquiries professionally.
- **Ongoing Training:** Participate in advanced training in law enforcement practices, including drug identification, court procedures, and use of physical restraint methods.
- **Safety Equipment Operation:** Operate security equipment, including x-ray machines and metal detectors, to prevent unauthorized items from entering secure areas.
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- **Record Keeping:** Maintain comprehensive records, including medical files and criminal histories for detainees, and monitor the detention facility’s emergency equipment and supplies.
- **Detainee Transport and Court Appearances**  
Safely transportation of detainees to medical appointments, court hearings, and other designated locations, prioritizing the safety of detainees, staff, and the public. Collaborate with the court system to ensure timely attendance at all required court appearances, meticulously managing legal documentation to prevent scheduling conflicts.
- **Special Assignments:** Participate in special assignments that necessitate law enforcement action, demonstrating sound judgment and effective communication during emergency situations.
- **Crowd Management:** Occasionally manage law enforcement activities at mass crowd events within assigned areas, ensuring public safety and adherence to legal protocols.
- **Behavior Management:** Monitor detainee behavior, managing interactions with staff and visitors, and maintaining a secure environment by addressing disruptive conduct promptly.
- **Daily Operations:** Maintain accurate logs of daily activities, manage contraband checks, and ensure proper execution of jail schedules, including exercise periods.
- **Social Services Provision:** Facilitate access to social services for detainees, supervising programs such as educational and recidivism reduction classes.
- **Emergency Response:** Respond swiftly to emergencies, utilizing physical restraint and de-escalation techniques as necessary to ensure safety within the detention facility.
- **Court Appearance Management:** Ensure proper scheduling of detainees for court appearances, assisting with the execution of court orders and maintaining accurate incident reports for potential court testimonies.
- **Financial Accountability:** Handle cash bonds exceeding \$10,000, issuing receipts and securing funds according to established protocols.
- **Professional Representation:** Represent the Sheriff’s Office with professionalism, fostering a positive image of the County, and completing required continuing education and certifications.
- **Trustee Supervision:** Oversee trustees during meal preparation and delivery, ensuring dietary requirements are met and documenting refusals appropriately.
- **Daily Reporting:** Complete daily paperwork reflecting bookings, releases, and transfers, maintaining transparency and accuracy in operational records.
- **Other Duties:** Perform additional tasks as assigned by supervisors.

## QUALIFICATIONS

To be successful in this role, the individual must be able to perform each essential duty satisfactorily. The requirements outlined below represent the necessary knowledge, skills, and abilities.

## EDUCATION AND EXPERIENCE

Candidates must possess knowledge of a specialized field, including basic accounting, computer skills, and other relevant areas. Minimum requirements include a high school diploma or GED,



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supplemented by night classes, trade school, or specialized training equivalent to two years of college. Additionally, candidates must have two years of related experience and/or training, with one to six months of management experience, or an equivalent combination of education and experience.

Completion of jail standards certification training, Detention Training Officer program, and proficiency in jail operations, basic first aid, CPR, and protection from bloodborne pathogens and other viruses is mandatory. Candidates must be knowledgeable of County policies and procedures, federal and state laws, and possess skills in self-defense and physical restraint techniques.

This position requires compliance with the Commission on Law Enforcement Standards and Training (CLEST), including, but not limited to:

- Minimum of two years as a professional detention officer or equivalent.
- Successful completion of the 80-hour state-certified Jail Standards course or equivalent.
- Completion of the 172-hour state-certified Detention Training Program or equivalent.
- Accumulation of a minimum of 900 CLEST-certified training hours or equivalent.
- Completion of at least two supervision courses or equivalent.
- Successful completion of the Arkansas Law Enforcement Training Academy (ALETA) or equivalent.

### **WORKING CONDITIONS**

The Detention Corporal will work in various environments, both indoors and outdoors, where potential hazardous conditions and life-threatening situations may exist, including exposure to fire, chemicals, electrical hazards, heights, and interactions with dangerous individuals.

### **PHYSICAL DEMANDS**

The physical demands of this position are representative of those required to successfully perform essential job functions. Reasonable accommodations may be made for individuals with disabilities.

- This role requires high physical and mental stamina, often involving repetitive tasks and concentrated efforts over consistent periods.
- Duties involve a moderate degree of task diversity and include significant physical and mental exertion. Required vision capabilities include close, distance, color, peripheral, depth perception, and the ability to adjust focus.
- Regularly involves standing, walking, sitting, handling objects, reaching, communicating, and sensory activities (taste, smell). Frequent physical movements include climbing, balancing, stooping, kneeling, crouching, or crawling. Occasional lifting of over 100 pounds is required.
- Visual acuity is necessary for inspections, identifying individuals, and observing incident details. Hearing acuity is essential for distinguishing conversations and identifying abnormal sounds in a detention setting.



## **ESSENTIAL QUALIFICATIONS AND REQUIREMENTS**

- Must be proficient in operating the Automated Fingerprint Identification System (AFIS) and qualified to operate ACIC (Arkansas Crime Information Center) and NCIC (National Crime Information Center) systems.
- Must not have any felony or domestic abuse convictions. Candidates must successfully pass a complete background check, polygraph examination, credit history review, and complete a physical and mental evaluation within 30 days of hire. A valid driver's license is required.
- Must possess the physical and mental stamina to deploy less-lethal and non-lethal measures. The ability to communicate effectively, both orally and in writing, often under adverse conditions, is essential. The candidate must demonstrate good judgment, observational skills, memory, and the ability to train others.
- Competency in defining problems, collecting data, establishing facts, and making sound decisions is essential. Must be capable of interpreting a range of county, state, and federal laws to make decisions and take prompt action.
- The ability to respond swiftly to emergencies, including natural or man-made disasters, is required. Must proficiently operate various equipment, including calculators, computers, vehicles, and radios.

## **PHYSICAL AND MENTAL RESPONSIBILITIES**

- The Detention Corporal must be capable of quickly transitioning from sedentary to active status to respond to situational demands, assuming various postures and positions as necessary, up to and including defensive and offensive actions in life-threatening situations.
- Must maintain the physical capability to defend against and subdue attackers, escape dangerous situations, and summon assistance as required.
- The role often requires wearing a duty belt and related equipment weighing up to 20 pounds or more.

## **WORK ENVIRONMENT**

- The work environment can include exposure to bodily fluids, fumes, airborne particles, toxic or caustic chemicals, electrical risks, radiation, vibration, and potentially life-threatening situations.
- Employees may encounter moderate to loud noise levels and may be subject to verbal abuse, violence, and emotionally taxing situations, including interactions with intoxicated, uncooperative, or hostile individuals.
- The nature of the job involves personal danger and significant physical, emotional, and mental stress in various high-stakes scenarios.



**OTHER SKILLS AND ABILITIES**

- The Detention Corporal must demonstrate effective communication skills, sound judgment, and the ability to train others in the detention and control of offenders. High ethical standards, integrity, and honesty are required. The individual must be able to assess problems, analyze data, draw valid conclusions, and act swiftly during emergencies.

**DISCLAIMER**

This job description is intended to outline the general duties and qualifications for the position. It should not be construed as an exhaustive list of responsibilities or requirements. The County Sheriff's Office reserves the right to assign or reassign duties and responsibilities at any time.

**SIGNATURE SECTION:**

This job description has been approved by all levels of management:

HR Director: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_