



# LARAMIE COUNTY

## JOB DESCRIPTION

**TITLE:** Corporal - Detention

**FLSA:** Non-Exempt

**DEPARTMENT:** Sheriff

**REVISED:**

**Summary:** Maintains safety and security of the staff, inmates, visitors and detention facilities; supervises and protects inmates according to policies, procedures and regulations.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Manages the safety and security of the staff, inmates, visitors and juvenile facilities; promotes acceptable attitude, and monitors behavior of inmates.
- Performs the duties of a Deputy Sheriff – Detention as required; supervises and protects inmates according to policies, procedures, post orders and regulations.
- Monitors inmates, activities and facility environment; observes and documents inmate behavior; helps to create a safe and functional environment; follows established safe practices; protects inmates from personal injury; follows safety protocols, and requests assistance as required.
- Performs the role of Booking Officer including processing and monitoring the intake of newly arrested individuals; ensures legal grounds are met for incarceration and proper paperwork is completed; monitors the behavior and well-being of new inmates.
- Conducts booking procedures; searches, examines and tests inmates according to policies; collects and inventories property; distributes records to appropriate parties.
- Supervises inmate housing unit; addresses inmate issues, provides information and resolves conflicts.
- Assists with supervision of personnel including assigning tasks and projects, monitoring time sheets and paperwork, and ensuring compliance with Department policy and procedures.
- Assists with the training and evaluation of assigned detention personnel; monitors work to ensure compliance with department standards and policies.
- Performs duties and functions of the Sergeant as needed.
- Responds to calls for assistance to handle tactical situations.
- Secures and coordinates the transport of inmates to court, appointments and other jurisdictions.
- Enforces local, state and Federal laws, and enforces compliance with post orders and regulations.
- Updates and maintains a variety of files, records, event logs, charts and other documents; maintains appropriate records and prepares reports as required.
- Assists and interacts with County departments, support staff, outside organizations and businesses, and Federal, state and local law enforcement organizations in order to accomplish tasks.
- Maintains the integrity, professionalism, values and goals of the Sheriff's Department by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Performs other duties as assigned or required.



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### Knowledge and Skills:

- Knowledge of Sheriff's department detention policies and procedures, use-of-force rules, current correctional techniques and procedures, post orders and criminal codes.
- Knowledge of Federal, State, and County laws related to inmates, detention facility policy and procedures, department written directives, and Wyoming standards for correctional facilities.
- Knowledge of behavior patterns of inmates, discipline protocols, and grievance procedures.
- Knowledge of the Wyoming criminal justice and court systems, procedures and protocols.
- Knowledge of modern law enforcement principles, practices, methods, techniques and equipment.
- Knowledge of hazardous chemicals and materials, fire safety rules, first aid and CPR.
- Knowledge of processes, standards and protocols for booking and releasing inmates.
- Knowledge of Security Emergency Response Team (SERT) procedures.
  
- Skill in supervising and training assigned personnel.
- Skill in responding to tactical and special needs situations.
- Skill in remaining alert at all times and reacting quickly and calmly in emergency situations; and in dealing with situations requiring diplomacy, understanding, fairness, firmness and sound judgment.
- Skill in interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Skill in communicating with inmates, mediating difficult situations, and using effective custody and control procedures.
- Skill in the care, maintenance and safe operation of a variety of weapons, impact weapons, handcuffs and waist chains, special locks and keys, and chemical agents.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in operating a personal computer and software applications.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

### Minimum Qualifications:

High School Diploma or GED equivalent, and two (2) years experience in law enforcement or detention; must pass a thorough background investigation; must pass Certification requirements by the Wyoming Peace Officer Standards and Training Commission; must have a valid driver's license; must maintain a level of physical fitness to meet Department standards.