



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept. 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Corporal - Patrol
Department: Sheriff's Office
FLSA Status: Non-Exempt
WC Code: 7720
Effective Date: 2005
Last Revised: March 22, 2017
Pay Grade: S10, S11, S12
Union: Sheriff's Association

SUMMARY

Investigates crimes and complaints and in the absence of the Sergeant, serves as the shift supervisor. Supervises and assists deputies on an assigned shift in the enforcement of State Criminal Laws, traffic laws, administrative rules and county ordinances. Supervises and assists in the deterrence, detection, investigation of crimes and apprehension of criminal suspects.

NATURE AND SCOPE

This position is first a patrol officer position as outlined in section 203 of this manual which has supervisory and administrative responsibilities. In the absence of the shift Sergeant, exercises the authority of the Sergeant as outlined in Section 200 of this manual. Has additional duties as delegated by the Shift Sergeant. The corporals work for and in these positions at the pleasure of the Sheriff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the general supervision of the Sergeant, the position:

- A. In the absence of the assigned shift Sergeant, shall assume the responsibilities of the Sergeant; except in the areas of monthly scheduling of personnel and equipment; compensatory time that is not under his direct control and vacation scheduling.
- B. Evaluates and commits to written forms, a periodic evaluation on deputies directly under his supervision.
- C. Attends monthly supervisory meetings to give input on the functioning within the Josephine County Sheriff's Office.

QUALIFICATION

Know and demonstrate all the duties inherent in the patrol deputy position. Have a working knowledge of modern police supervisory practices and be able to administer them fairly and without prejudice.

Must have completed 3 years of active law enforcement, completed Sheriff's Office probationary period and have obtained at least an intermediate certification from the Oregon Board on Police Standards and Training, as set forth in the Oregon State Statutes or appointed by the sheriff.

EDUCATION AND EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

JOB IMPACT

Use sound judgment; make decisions quickly under stressful circumstances and respond appropriately to changing situations and priorities during a shift.

JOB CONTACTS

The position generally has contact with state and federal agencies; community professionals; the public and the news media to receive or provide information. Frequent contacts are made with other governmental agencies, outside agencies and the public.

LANGUAGE SKILLS

Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITIES

Ability to define problems collects data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Ability to read, analyzes, and interprets Oregon Revised Statutes, technical procedures, and/or governmental regulations. Ability to prioritize and organize assignments. Ability to write reports, warrants and citations. Ability to effectively present information and respond to questions from the general public. Ability to communicate with angry or hostile individuals.

CERTIFICATES, LICENSES, REGISTRATIONS

Successful completion of DPSST Basic Deputy Certification within one year of hire. Must have an Oregon driver's license.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing/physical examination and a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position works primarily in the field for patrol related duties. While performing the duties of this job, the employee is often exposed to airborne particles; body fluids; chemical solutions; heat; cold; humidity; wet slippery area. The noise level in the work environment is usually loud. This position is impacted by urgent time deadlines, heavy or uncontrollable work flow, hostile customers, the need to make quick decisions, the need for extreme accuracy and attention to fine detail, uncontrollable interruptions and the need to frequently shift attention.

PHYSICAL REQUIREMENTS

The physical requirements outlined 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.

PHYSICAL REQUIREMENTS

| Check if required for essential job function | Activity | Never 0% | Occasionally 1-33% | Frequently 34-66% | Continuous 67-100% |
|--|--------------------------------|---|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | Standing | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Sitting - 1/2 hour plus | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Moving about work area | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Bending forward | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Stoop position - 1 minute plus | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Climbing stairs - 1 floor | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Crawling - hands & knees | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Reaching overhead | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Lifting strength | # of pounds = 150 lbs. | | | |
| <input checked="" type="checkbox"/> | Lifting | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Patient Lifting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Lifting Overhead | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Moving carts, etc. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Carry items | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | Dexterity/Coordination | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | Keyboard Operation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | Rapid-mental/hand/eye coord. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | Operation of motor vehicle | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Speech, Vision & Hearing | | | | | |
| <input checked="" type="checkbox"/> | Distinguish colors | Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> | | | |
| <input checked="" type="checkbox"/> | Distinguish shades | Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> | | | |
| <input checked="" type="checkbox"/> | Depth perception | Describe: | | | |
| <input checked="" type="checkbox"/> | Ability to hear | Normal Speech Level: | | | |
| <input type="checkbox"/> | Other Spec. Hearing Req. | Describe: | | | |
| Exposure - Environmental Factors | | | | | |
| <input checked="" type="checkbox"/> | Heat | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Cold | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Humidity | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Wet Area/Slippery | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Noise | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Dust | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Smoke | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Vibration | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Chemical Solutions | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Uneven Area | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Ladder/Scaffold | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Ionization | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Radiation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Body Fluids | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |