

**PENOBSCOT COUNTY SHERIFF'S OFFICE**  
*JOB DESCRIPTION*

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**TITLE: Intake Corporal**

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**DATE: January 7, 2013**

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**APPROVED BY:**

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**REPLACES:**

**DATED:**

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**I. IDENTIFICATION**

Job Title: Intake Corporal

Location: 85 Hammond Street, Bangor, Maine 04401

Reports To: Assistant Jail Administrator

Supervises: Intake, Booking Intake Officers

**II. JOB SUMMARY**

This is a supervisory position that requires coordination with Shift Commanders, Assistant Jail Administrator, and other agencies. This position's primary role is to monitor the day-to-day functions of the intake and booking areas. Work includes directing the activities of subordinate personnel, to ensure complete and proper documentation of all admissions, releases, court actions, jail activity, and transports.

**III. CORE ELEMENTS OF THE JOB**

**A. Essential Job Functions\*\***

1. Completes out sheets on sentenced inmates and post outdates.
2. Completes computation of time served for District Attorney's Office.
3. Spot- checks bookings for completeness and accuracy.
4. Establishes and update training to ensure all officers assigned to Intake/Peak Intake are well trained and knowledgeable in that area.
5. Checks the daily intake logs for completeness and accuracy. Complete check list in accordance with State standards.
6. Responsible for inmate's property.
7. Performs quality control checks of fingerprint cards prior to filing. Directs rejected cards to appropriate shift supervisor for corrective action.

8. Conducts daily review of the jail calendar for completeness, and accuracy. Completes check list in accordance with State standards.
9. Coordinates with the District Attorney's Office, courts, and administration on any issues concerning the intake area.
10. Conducts monthly review of juvenile population report form and forward copies to the Corrections Secretary.
11. Conducts quarterly reviews of juvenile admissions for completeness and accuracy in accordance with State standards.
12. Recommends corrective action/discipline and commendations.
13. Ensures staff has proper tools and equipment to perform job functions.
14. Documents incidents; write reports, and recommendations via chain of command.
15. Review logs and intake jail calendar.
16. Assist with intake during court days

**B. Other Related Duties / Responsibilities**

1. In addition to the above essential job functions, other required job duties and functions will be expected to be performed by the Intake Corporal:
  - a. Assist in intake when necessary.
  - b. Participate in PCLES user group meetings and other agency meetings.
  - c. Maintain oversight of all inmate property and records.
  - d. Maintain and submit to social security a monthly report of the jail population.
  - e. Coordinate with Support Services Lieutenant, software maintenance on jail computers.
  - f. Revise and/or update Policies and procedures that pertain to intake as needed.

**IV. SPECIFICATIONS / QUALIFICATIONS**

**A. Education / Training (Minimum Required and Preferred)**

1. High School graduate or equivalent.
2. Require Maine Criminal Justice Academy corrections certification or equivalent.

**B. Job Related Experience (Minimum Required and Preferred)**

1. Two years' experience as a full time corrections officer with the Penobscot County Sheriff's office preferred.
2. One year supervisory experience preferred.
3. Successful completion of booking- intake officer training.
4. Minimum one year experience as booking intake officer.

**C. Special Skills**

1. Must have basic personal computer knowledge and skills.
2. Must have overall knowledge or familiarization of PCLES.
3. Must be able to perform and prioritize multiple tasks efficiently while under stress.
4. Must be able to demonstrate leadership abilities.
5. Must have ability to understand and apply laws and standards of the State of Maine and Department of Corrections as they pertain to incarceration and releases.

**D. Special Job Requirements**

1. Minimum 21 years of age
2. Successful completion of Departmental testing and oral boards.
3. Successfully pass a full criminal and motor vehicle background check.
4. No criminal history or significant motor vehicle record.

**E. Cognitive Requirements**

1. Must be able to read, write, and comprehend the English language, to include basic math functions.
2. Ability to understand, follows, and provides written and/or oral instructions.
3. Knowledge of the laws, rules, and regulations applicable to and enforced by the Sheriff's Office.
4. Knowledge of the Penobscot County Sheriff's Office policies and standard operating procedures.
5. Knowledge of general police methods.
6. Knowledge of supervisory skills.
7. Knowledge of laws regarding inmate's rights.

**F. Physical Requirements**

1. Must have the ability to successfully pass a departmental physical.

**G. Work Environment**

1. Majority of time spent within the Correctional Facility (Intake/transport areas), occasional duties are required outside of the secure perimeter.

**V. NON-ESSENTIAL FUNCTIONS (PREFERRED)**

Prepared by: Intern  
Reviewed by:  
Original Date: 06-15-95  
Revised Date: 05-27-11, 01-07-13

\*\*External and internal candidates as well as job/position incumbents who become disabled must be able to perform the essential functions either unaided or with reasonable accommodation which will be determined by management on a case-by-case basis.