

PENOBSCOT COUNTY SHERIFF'S OFFICE

JOB DESCRIPTION

TITLE: Program Corporal

DATE: July 27, 2012

APPROVED BY: *Sheriff Glenn Ross*

REPLACES: **DATED:** March 18, 2010

I. IDENTIFICATION

Job Title: Program Corporal

Location: 85 Hammond Street, Bangor, Maine 04401

Reports To: Program Sergeant

Supervises: N/A

II. JOB SUMMARY

This is a program oversight position that requires coordination with various department heads. This position's primary role involves coordinating and establishing all in-house and community-based programs for inmates incarcerated. Work includes developing and coordinating programs in conjunction with other Criminal Justice Agencies. This position requires directing the activities of subordinate personnel. Work is performed under general supervision.

III. CORE ELEMENTS OF THE JOB

A. Essential Job Functions**

1. Manages work release program, to include processing of inmates.
2. Performs daily on-site checks of Superior Court and Law Enforcement Trustees in conjunction with Support Services Sergeant.
3. Assists Manage Alternative Sentencing Programs (OUI Weekends), to include processing of first offender initial bookings.
4. Recommend corrective action/discipline and commendations.
5. Documents incidents, writes reports and recommendations via chain of command.
6. Completes Court petition process for Work Release.
7. Directs work orders to appropriate departments.
9. Processes visitors for contact visits.
10. Completes program participation sheets.
12. Processes furlough requests in accordance with policies and procedures.

13. **Manages Jail Industry Programs (Signs Project).**

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 Program Corporal. These duties will include, but are not limited, to the following:
 - a. If qualified, will carry out shift commander and corrections officer's duties when needed, as outlined in the Penobscot County Sheriff's Office Service Manual.
 - b. Participates in department staff meetings when requested, and sits on various boards and panels.
 - c. Participates in mandatory training.
 - d. Reviews and updates policies, regulations, and memos.
 - e. Hear, evaluate, and act upon any staff complaints as outlined by policy.
 - f. Act as liaison to the citizens of Penobscot County.
 - g. Perform all other duties prescribed by Policies and Procedures and orders by the Sheriff, Chief Deputy, Jail Administrator, and Assistant Jail Administrator and Programs Director.
 - h. Must be able to perform duties of Classification Corporal as needed and other duties as assigned by higher authority.
 - i. Issues stamps to indigent inmates through night shift personnel.
 - j. Processes inmate law library requests and deliver to inmates.
 - k. Processes program orientation requests.
 - l. Coordinates bi-monthly orientation meetings

IV. SPECIFICATIONS / QUALIFICATIONS

A. Education / Training (Minimum Required and Preferred)

1. High school graduate or equivalent.
2. Prefer 2-year Associate Degree in Law Enforcement or equivalent.
3. Maine Criminal Justice Academy Corrections certified or equivalent required.

B. Job Related Experience (Minimum Required and Preferred)

1. Two years experience as full-time Corrections Officer with the Penobscot County Sheriff's Office preferred.
2. One year supervisory experience preferred.
3. Five years public safety experience (post-high school degrees may be credited as experience).

C. Special Skills

1. Must have basic personal computer knowledge and skills.
2. Must be able to perform and prioritize multiple tasks efficiently while under stress.

3. Must be able to demonstrate leadership abilities.

D. Special Job Requirements

1. Minimum 21 years of age.
2. Successful completion of departmental testing.
3. Successfully pass a full criminal and motor vehicle background check.

E. Cognitive Requirements

1. Must be able to read, write and comprehend the English language, to include performing basic math functions.
2. Ability to understand, follow, and provide written and/or oral instructions.
3. Knowledge of local, state, and Federal laws, rules and regulations applicable and enforced by the Penobscot County Sheriff's Office.
4. Knowledge of Penobscot County Sheriff's Office Policies and Standard Operating Procedures.
5. Knowledge of general police methods.
6. Knowledge of laws regarding inmate's rights.

F. Physical Requirements

1. Must be able to successfully pass departmental physical.

G. Work Environment

1. Majority of time spent within correctional facility, several duties require work outside of the secure perimeter.

**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.