



## **POLICE CORPORAL**

### **DEFINITION**

Under general or direct supervision, performs a wide variety of law enforcement duties involving crime prevention and investigation, protection of life and property, and enforcement of laws, codes, and ordinances; performs investigation duties, assists in the preparation of cases and testifies in court; cooperates with other law enforcement agencies and City departments; may provide lead direction for subordinate departmental employees and volunteers; provides information and assistance to the public; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general or direct supervision from a Sergeant. Exercises lead direction over police officers, reserve officers, non-sworn employees, explorers and volunteers.

### **CLASS CHARACTERISTICS**

This is a lead-level class in the sworn officer series responsible for performing a wide variety of law enforcement tasks in support of a municipal police department. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Police Sergeant in that the latter exercises technical and functional direction over and provides training to lower-level staff on an assigned shift.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

#### **When performing all assignments:**

- Performs a variety of community policing duties to maintain a highly visible presence within the community for the purpose of deterring crime, maintaining good community relations, and providing information, directions, and assistance to the public in a variety of situations; takes reports and assists the public with complaints or unusual situations.
- Makes non-enforcement contacts with the public in an effort to more clearly identify the needs of the community, and to assist the public in solving community problems.
- Provides outreach to homeless individuals; observes for potential physical or behavioral health issues; conducts welfare checks; take appropriate action as needed.
- Patrols an assigned area in the City; responds to incidents, crime scenes, accidents, or emergencies to protect life and property, diffuse situations, resolve problems, and enforce laws, codes, and ordinances.
- Observes, monitors, and controls traffic; stops and warns motorists or issues citations as appropriate; assists motorists with inoperable vehicles and arranges for removal of vehicles; provides traffic control in accident or incident situations, special events, or as needed.
- Makes arrests and serves warrants and subpoenas; takes individuals into custody and may transport them for medical clearance and/or booking at a longer-term facility.

- Secures crime scenes and evidence; conducts comprehensive investigations; interviews suspects, victims, and witnesses; collects and preserves evidence; performs complete investigations and/or cooperates with other law enforcement agencies providing investigative and case development support; testifies in court as needed.
- Provides emergency medical attention to the public when responding to calls for assistance and requests appropriate medical assistance as necessary.
- Supports the Department's crime prevention programs through developing relationships with businesses and the community, identifying needs, and preparing recommendations for actions to be taken.
- Engages in the proactive and systemic examination of community problems, engaging relevant stakeholders and working collaboratively with agencies such as health and human services, child support services, ordinance enforcement, the education system, community-based leaders and organizations, and others to develop unbiased and effective responses to problems.
- Contacts and cooperates with other law enforcement agencies in investigations and apprehension of offenders; provides mutual aid to other law enforcement agencies as dispatched and in accordance with departmental policy.
- Represents the department at group meetings and conferences; assists in the development of community resources and community projects.
- Prepares and maintains reports, logs, records, and accurate files.
- Oversees the use and care of equipment.
- Performs related duties as assigned.

**When assigned to Shift Supervision:**

- Acts as shift supervisor in the absence of a shift supervisor.
- Observes, supervises, instructs, and coordinates police officers in patrol and law enforcement activities; assists police officers engaged in investigations, including determining causes, gathering evidence, taking photographs, securing statements from witnesses, making arrests and writing reports.
- Ensures that police officers are dispatched to the scene of complaints, accidents, and emergency situations, assisting on these calls as required.
- Reviews all crime and arrest reports; prepares reports of investigations and presents evidence in court.
- Conducts training for police officers and evaluates performance; maintains discipline and ensures that department and city-wide policies and procedures are followed.

**When assigned to Field Training:**

- Serves as a Field Training Officer for police officers.
- Trains and instructs probationary officers on the duties and roles of a police officer as outlined in the Field Training Officer Manual.

**When assigned to Crime Prevention and Community Outreach:**

- Prepares lesson plans for public demonstrations and exhibits.
- Provides instruction to all grade levels in the public schools.
- Coordinates the Citizen Volunteers and Police Reserves.

**When assigned to Youth Services:**

- Prepares lesson plans for public demonstrations and exhibits.
- Instructs all grade levels in the public schools.
- Coordinates the Police Explorer program.

**Investigations:**

- Initiates investigations and conducts follow-up investigations of crimes and incidents initiated by other officers.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles and practices of employee supervision, including work planning, assignment and review, and the training of staff in work procedures.
- Functions and services of a full-service municipal police department.
- Techniques and principles related to team building.
- Community resources including mediation, counseling, enforcement and related resources.
- Law enforcement principles, practices, and techniques related to patrol, crime prevention traffic enforcement, crime scene control and investigation, protection of life and property, and pursuit, apprehension, and transport of suspects.
- Techniques and procedures that relate to the prevention of juvenile delinquency and the promotion of the welfare of juveniles.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Investigation and identification techniques and equipment.
- Applicable federal, state, and local laws, regulatory codes, rules, regulations, ordinances, procedures, and court decisions relevant to police work.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Methods and techniques of preparing reports and general business correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### **Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Train, schedule, assign and review the work of staff.
- Perform the most complex Police Officer duties.
- Perform law enforcement duties within an assigned program area to ensure the protection and safety of life and property.
- Identify and be responsive to community issues, concerns, and needs.
- Make forceful arrests.
- To read, comprehend, explain and apply complex issues of law derived from code books, computer screens, and other printed materials.
- Observe accurately; recall faces, names, descriptive characteristics, numbers, and facts of incidents and places.
- Hear and understand verbal communications at normal speaking tones via voice, radio and telephone and to verbalize succinctly.
- Process crime scenes and maintain chain of custody of evidence.
- Make sound, independent decisions in non-emergency and emergency situations.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Operate the equipment and vehicles of the department in a safe and responsible manner under normal and emergency conditions.
- Prepare legible, clear, concise and factual reports, correspondence, and other written materials in a timely manner.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Exercise discretion and establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to completion of the twelfth (12th) grade; successful completion of thirty (30) semester units of work at an accredited institution OR possession of an intermediate POST certificate, and eighteen (18) months of full-time paid experience as a sworn peace officer with a California Law Enforcement Agency.

### **Licenses and Certifications:**

- Possession of a valid California Driver's License, and a good driving record, to be maintained throughout employment.
- Possession of a valid Basic Certificate issued by the Commission on Peace Officer Standards and Training (POST).
- Possession and maintenance of firearms qualification.

### **PHYSICAL DEMANDS**

Must possess mobility to work primarily in a patrol and field environment and to maintain POST physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; lift and move individuals or objects weighing to 100 pounds; vision and manual dexterity to operate vehicles, including emergency response vehicles, in all conditions, frequently at a high rate of speed in emergency situations, to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. California peace officers are required to maintain a physical condition that allows the exercise of peace officer powers.

The job involves fieldwork requiring frequent walking or running or standing on uneven terrain and climbing and descending structures to access crime scenes and to identify problems or hazards; vision to maintain firearms qualification, discern colors and work in a night setting; finger and manual dexterity are needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within POST physical standards, which may include the use of proper equipment.

Positions also work in a secondary office or station environment, and use standard office equipment, including a computer.

### **ENVIRONMENTAL CONDITIONS**

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. The duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

Employees also work in an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The principal duties of this class are performed in a field or police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

### **WORKING CONDITIONS**

Incumbents may work unusual hours, rotating shifts, evening, night., weekend and holiday shifts.