AUGUST 2020
FLSA: NON-EXEMPT

POLICE CORPORAL

DEFINITION

Under direction, the Police Corporal is an experienced police officer providing all aspects of general law enforcement services to the community; functions as a Field Training Officer providing instruction to new police officers or other employees on police tactics and techniques; provides remedial training and instruction to other police officers and employees as assigned; provides guidance and supervision to subordinates; serves as the Designated Watch Commander in the absence of regular supervisory personnel; supervises field operations; supervises and performs criminal investigations, patrol, traffic enforcement, and community relations; performs a variety of technical tasks in law enforcement; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises functional and technical lead supervision over subordinate law enforcement staff.

CLASS CHARACTERISTICS

The primary duties and responsibilities of this sworn classification are those of a Police Officer with additional duties to serve in a lead capacity and assume basic supervision in the absence of a Police Sergeant. All functional areas of the law enforcement field, including investigation, youth services, administration, and training are included in assignment areas. This class is distinguished from Police Sergeant in that the latter is the first supervisory level in this sworn classification series.

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 qualified employees can perform the essential functions of the job.

- Serves in the capacity of a Field Training Officer; trains new police officers and evaluates their performance; provides remedial or advanced training to experienced police officers.
- In the absence of a regular Watch Commander, serves as a Designated Watch Commander; supervises law enforcement activities during an assigned shift; assists in preparation of briefing materials conducts roll call briefings; makes equipment and patrol assignments; provides leadership and guidance to subordinate staff; maintains discipline and ensures department rules and policies are followed; assists officers and participates in follow up investigations; reviews police reports for accuracy and completeness.

- Assists the Police Sergeant in review of investigation reports and makes recommendations to officers for follow-up; makes recommendations on warrants and charges against in-custody prisoners.
- Receives, reviews and take action on citizen complaints in accordance with departmental policy, referring those beyond the position's authority to higher level staff.
- When not actively engaged in a training or supervisory capacity, performs all the same duties and responsibilities as a police officer including, but not limited to:
    - 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 assistance to the public.
    - Patrols an area of the City to observe and address suspicious or potential criminal activity; responds to emergency calls for service, including, but not limited to, disturbances, burglaries, vehicle accidents, domestic disputes, suspicious activities, deaths, and other incidents to protect public safety, life, and property; resolves problems and diffuses situations; enforces state and local laws, ordinances, and codes.
    - Responds to emergency calls for service to protect citizens and property; pursues and apprehends suspects; makes arrests; issues citations; secures and processes crime scenes and evidence; interviews suspects, victims, complainants, and witnesses; conducts complete and detailed investigations for general and specialized crimes; administers first aid; writes police reports; testifies in court and confers with community groups on issues of crime and safety.
    - Provides mutual aid to other law enforcement agencies as dispatched and in accordance with departmental policy; cooperates with other law enforcement agencies providing investigative and case development support.
    - Prepares cases for trial; testifies and presents evidence in court; coordinates activities of pre-trial investigation and preparation.
    - Attends meetings, conferences, workshops, and training sessions; reviews publications and materials to become and remain current on principles, practices, and new developments in law enforcement.
    - Oversees the use and care of equipment as required.
- Observes and complies with all City and mandated safety rules, regulations, and protocols
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a comprehensive municipal law enforcement department.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles, practices, methods, and techniques law enforcement including patrol, investigations, and special operations functions.
- Rules of evidence pertaining to the search and seizure and the preservation of evidence.
- Principles, practices, methods, and techniques of criminal law, investigation, interrogation, crime prevention, crime scene management, and catastrophic event management.

- Methods and techniques of interviewing and eliciting information from victims and witnesses.
- Operational characteristics of a diverse range of equipment used in law enforcement programs.
- Causes, prevention, and control of juvenile delinquency.
- Traffic control, enforcement, and education methods.
- Police records, communications, property, and custody system operations.
- Procedures in handling warrants, filing complaints, court appearances, and testifying in court.
- Investigation and identification techniques and equipment.
- Methods and techniques of preparing police reports and related documentation.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agents, and impact weapons.
- Techniques of first aid and CPR.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Perform law enforcement duties within an assigned program to ensure the safety and protection of citizens and property.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Assist with selection and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Monitor changes in laws and court decisions and apply to work situations.
- Conduct effective interviews with victims and witnesses.
- Pursue, apprehend and subdue suspects in accordance with mandated procedures.
- Process crime scenes and maintain chain of custody of evidence.
- Observe crime and accident scenes and other situations accurately and recall faces, names, descriptive characteristics, facts of incidents, and places.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, 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.

- 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:

Education:
Equivalent to completion of the twelfth (12^{th}) grade, supplemented by college level coursework in criminal justice, criminology, police science or a related field.

Experience:
Three (3) years of increasingly responsible sworn law enforcement experience.

Licenses and Certifications:
- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid P.O.S.T. Basic Certificate, to be maintained throughout employment.
- Possession of a valid P.O.S.T. Intermediate Certificate is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work primarily in a patrol and field environment and to maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to operate vehicles in all conditions, frequently at a high rate of speed, 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.

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 and manual dexterity to operate an emergency response vehicle at high rates of speed in emergency situations. Finger and manual dexterity is 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 P.O.S.T 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 ELEMENTS

Employees work in outdoor conditions, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes. 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 may 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

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.