

# POLICE CORPORAL

Approved: January 2022

Unit: Police Officers' Association



<b>Definition</b>
Performs a wide variety of peace officer duties involving the protection of life and property, enforcement of laws and ordinances, criminal investigation, crime prevention and suppression; prepares cases and provides courtroom testimony; provides information and assistance to the public; performs special assignments in areas such as patrol, traffic, investigations and gang enforcement.
<b>Supervision received and exercised</b>
General supervision is provided by the Police Commander or Sergeant. Responsibilities may include direct supervision of officers and/or support staff. Serves as a shift supervisor in the absence or at the direction of an assigned Police Sergeant. Provide guidance, advice, feedback, and support to other department members, serving variously as role model, teacher, counselor, advisor, sponsor, advocate, and ally, depending on the specific goals and current objectives.
<b>Class characteristics</b>
This classification represents the first level of supervision in the law enforcement series, in the absence or at the direction of the Sergeant, and performs all duties required to effectively respond to and resolve the normal scope of peace officer situations. This classification is distinguished from the Police Sergeant classification, which is the full-time shift or unit supervisor responsible for assigned officers and other support staff.
<b>Examples of typical job functions (illustrative only)</b>
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. <ul style="list-style-type: none"><li>• Patrols an assigned area via radio car, motorcycle, bicycle or on foot to observe and report suspicious activities or hazardous conditions for the prevention and detection of crime; arrests law violators in accordance with applicable statutory and case laws.</li><li>• Answers routine and emergency calls for protection of life and property and the enforcement of City, County, State and Federal laws, codes and ordinances.</li><li>• Investigates crimes, accidents, deaths and disturbances; collects, preserves and presents evidence using scientific identification techniques; interviews, questions and/or takes statements from victims, witnesses and suspects and completes investigative reports.</li><li>• Directs traffic, including regulation of vehicle flow at emergency or congested places, stops drivers who are operating vehicles in violation of laws and issues citations or warnings as appropriate.</li><li>• Appears in court to present evidence and testimony in connection with criminal prosecution and/or civil cases; serves writs, warrants, subpoenas and other legal documents.</li><li>• Provides information and direction to the public; assists in developing community policing strategies; maintains effective public relations and makes public service appearances.</li><li>• Provides emergency first aid and/or assistance to injured or incapacitated persons and requests additional emergency medical services as necessary.</li><li>• Searches, guards, transports and assists in the booking and custodial care of prisoners.</li><li>• Handles missing person cases; takes custody of runaway or delinquent juveniles; investigates child welfare cases involving potential mental, physical or sexual abuse.</li><li>• May assume incident command of serious or complex incidents when acting in a supervisory or lead capacity, or as directed by chain of command, until otherwise directed or relieved.</li><li>• Assists with emergency or planned events, including natural disasters, fires, parades, and crowd control; participates in special details, assignments and project management.</li><li>• As directed or assigned, may create plans for special events or take a leadership role in disasters, fires, parades, and crowd management; may oversee, supervise or manage special events or special assignments, and manage projects.</li><li>• Serves in the capacity of Field Training Officer (FTO); Directs, instructs, and supervises subordinate personnel in training; conducts in-service and/or briefing training; mentors subordinate personnel in career development.</li><li>• May act as a shift supervisor in the absence or at the direction of an assigned Police Sergeant. If assigned as Watch Commander for more than 90 days, the Police Corporal will be eligible to receive 5% out of class pay for the time they serve in that capacity.</li></ul>
<b>Qualifications</b>
Knowledge of <ul style="list-style-type: none"><li>• Modern police methods and procedures.</li></ul>

- Statutory and case laws and ordinances related to evidence, search and seizure.
- City and Department policies and procedures.
- Community Oriented Policing and Problem-Solving.
- Information technology, personal computers and related software applications.
- Principles of supervision, training, employee appraisal, discipline and development.
- Principles of scene supervision and Incident Command

Ability to

- Communicate effectively both verbally and in writing.
- Operate a variety of public safety equipment, including computers and related applications.
- Establish and maintain cooperative relationships with the public and fellow employees
- Supervise, train, evaluate, schedule and organize the work of subordinate personnel.
- Effectively mentor and develop subordinate employees.

**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:

- Minimum of 3 years of current full-time sworn police experience, successful completion of probation at time of appointment
- Possession of California P.O.S.T. Basic Certificate with 60 college semester units or 90 quarter units from an accredited college or university. The education requirements may be met by the possession of an Intermediate POST certificate. Must possess a valid California Driver’s License and be a US citizen; At least age 25.

**Licenses and certifications**

- Possession of an Intermediate Peace Officer Standards and Training (POST) Certificate.
- Possession of a valid California driver license by time of appointment.

**Physical demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in and around field situations throughout the City; visual, auditory, and speech capabilities required; strength, stamina, and mobility to perform light to heavy physical exertion appropriate to responsibilities which may include effecting arrests; subduing resisting individuals; chasing fleeing subjects, running, jumping, walking, crouching or crawling during emergency operations; lifting, carrying, pushing, pulling, and moving equipment and injured/deceased persons; climbing stairs/ladders, performing life-saving and rescue procedures; walking, standing or sitting for extended periods of time; and operating assigned equipment and vehicles.

**Environmental elements**

Employees partly work in an office environment and partly work in emergency field situations and are exposed to confined spaces; work in intense life-threatening conditions; exposure to dangerous persons, firearms, bodily fluids, fumes, moving objects, and noise; running, jumping, walking, crawling, kneeling, climbing, stooping and moderate lifting; work in inclement weather conditions; may work irregular work hours.

**Working Conditions**

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