

CITY OF MADERA
POLICE CORPORAL

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, the Police Corporal serves in a lead capacity in the sworn police officer series performing tasks and duties related to the protection of public health, safety and welfare, and the enforcement of applicable federal, state and local laws; provides traffic enforcement and control; carries out special assignments in a particular phase of police work; performs other related duties as required. Provides supervision in the absence of a Police Sergeant; Police Corporals shall receive the same supervisory training as the Police Sergeant classification to insure consistency in supervision of personnel.

DISTINGUISHING CHARACTERISTICS:

The **Police Corporal** is a journey level class in the sworn police officer series. The Police Corporal is responsible for the performance of the full scope of law enforcement duties and responsibilities performed by the Police Officer I/II classification and additionally is assigned supervisory and Field Training responsibilities. Employees in this classification will be responsible during day to day operations until the arrival of a superior officer. This classification differs from that of Police Sergeant in that supervisory duties are generally limited to day to day operations and non-personnel issues.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Chief of Police, Police Commander, Lieutenant or Sergeant depending upon assignment. Exercises direct supervision over sworn and non-sworn personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs all duties and essential functions of the Police Officer I/II classification.
- As assigned, performs supervisory duties including but not limited to:
 - Provide direct supervision to sworn and non-sworn personnel to plan, organize and manage the activities and services of an assigned shift.
 - Carry out the orders of his/her superior officers; insure department Rules and Regulations are adhered to; report in writing to his/her commanding officer incidents of misconduct, insubordination and neglect of or unfitness for duty.
 - Take charge of critical incidents.
 - Conduct roll calls; inspect members of his/her assigned shift; communicate orders and other necessary information; give instruction and advice as necessary; insure all personnel assigned to him/her are properly equipped and are in proper uniform while on duty.

- Monitor and follow-up, as appropriate, the activities of personnel under his/her charge to determine if police duties, orders and instructions are promptly and efficiently performed.
 - Receives and reviews reports from subordinate staff; participates in the preparation and maintenance of reports and records.
 - Set a positive example for subordinates to follow, encouraging a relationship of trust and respect.
 - May participate in the selection of staff; provide or coordinate staff training, either during shift briefing or designated training days.
 - Supervise and conduct complex criminal investigations.
- As a Field Training Officer (FTO), oversee training of new personnel and report progress or deficiencies to superior officers. Assignment of Police Corporals to FTO duties will be at the discretion of the Police Chief to supplement the assigned FTO Police Officers as needed.
 - Reviews and evaluates work methods and procedures for improving organizational performance. Gathers and analyzes data and makes recommendations on a variety of administrative, fiscal, personnel and operational issues. Provides information through oral or written reports, email, or memos.
 - Participates in the development and implementation of policies and procedures.
 - Identifies training opportunities and needs and makes recommendations to department management.
 - Performs public outreach and supports and furthers the principles of community oriented policing.
 - Responds to questions, concerns and requests for service from the general public; provides information as appropriate and resolves complaints.
 - Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires both near and far vision and acute hearing. Additionally, incumbents may work outdoors in all weather conditions including wet, hot and cold. The position entails working in hazardous situations, and may involve abusive persons, potential physical violence and the potential risk of exposure to blood borne pathogens in the performance of law enforcement duties. The nature of the work also requires the incumbent to drive motorized vehicles, operate a variety of law enforcement equipment, work in heavy vehicle traffic conditions and often work with constant interruptions. Incumbents must have the ability to lift, heft, push, pull and drag up to 160 pounds of dead weight.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Police Corporal**. A typical way of obtaining the required qualifications is to possess three years of increasingly responsible law enforcement experience and a high school diploma or equivalent. Possession of an associate of arts degree in criminology, police sciences or a related field is desirable.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license. Possession of a P.O.S.T. Intermediate Certificate is desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Modern principles, practices and techniques of police administration, organization and operation; methods and techniques of supervision, training and motivation; principles and practices of program development, administration and evaluation; administrative and technical aspects of crime prevention and law enforcement activities including investigation and identification, patrol, traffic control, juvenile programs, record keeping, automated records systems, search and seizure, code violations, and care and custody of persons and property; applicable federal, state and local laws, codes and regulations; principles of law enforcement information systems, including a computer and applicable software; occupational hazards and standard safety practices.

Ability to:

Plan, organize, direct and evaluate the work of subordinate staff; analyze complex law enforcement issues, evaluate alternatives and reach sound conclusions; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; supervise, train and motivate assigned staff; act quickly and calmly in emergency situations; facilitate group participation and consensus building; function with a significant degree of independence; learn and apply applicable laws, codes and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships; perform physical requirements satisfactorily in all identified working conditions.

Skill to:

Operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of law enforcement equipment, firearms and police vehicles in emergency situations; identify and mitigate safety hazards.

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