

POLICE CORPORAL

DEFINITION

Supervises, plans, directs, and coordinates specialized activities and operations within the Police Department; performs directly related work as required.

DISTINGUISHING CHARACTERISTICS

The principal function of an employee in this class is to supervise, assign, and review the work of officers and other staff assigned to various functions and programs within the Police Department. The work is performed under the supervision and direction of higher level staff, but considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of police personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment and in a variety of emergency and non-emergency situations which may involve exposure to potential personal danger.

EXAMPLES OF DUTIES (Illustrative Only)

- Supervises the work of patrol level personnel as assigned in specialized areas of responsibility within the Police Department.
- Coordinates organization, staffing, and operational activities for an assigned area of responsibility within the Police Department.
- Participates in the development and implementation of goals, objectives, policies, and priorities in designated areas of responsibility.
- Plans, organizes, and directs the work of Departmental personnel in implementing the expressed goals, policies, and directives of the Police Department.
- Participates in various aspects of personnel administration, including selecting, training, motivating, and evaluating assigned personnel.
- Oversees field training operations for the police department.
- Confers with the Chief of Police and Sergeant in the development and implementation of goals, objectives, policies, and priorities for assigned programs and activities, including monitoring and evaluating the efficiency and effectiveness of service delivery needs and making appropriate recommendations regarding the administration of policies, procedures, and service and personnel needs.

EXAMPLES OF DUTIES (Illustrative Only) Continued

- Assesses and monitors the efficiency and effectiveness of service delivery methods and procedures, including assessing work load, administrative and support systems, and internal relationships. Makes recommendations for improvements to the Sergeant and Chief of Police.
- Participates in the development and administration of the Police Department's annual budget.
- Provides effective professional liaison between the Police Department and other City departments, divisions, outside agencies, and the general public.
- Coordinates and/or serves as a spokesperson for the Police Department at a variety of community events, meetings, and other public relations activities.
- Coordinates various educational or community programs.
- Addresses complaints or concerns from the public regarding significant and/or controversial issues and takes appropriate measures to ensure an expedient resolution or citizen satisfaction as necessary.
- Provides administrative assistance to superior officers, including preparing and presenting staff reports and other related correspondence as required.
- Assumes immediate command of police activities in emergency situations, including responding to major crime and accident scenes.
- Oversees and conducts field investigations, interviews, and interrogations, including personally handling any highly complex, sensitive, and/or high profile investigations.
- Oversees the use and care of equipment.
- Reviews the work of departmental supervisory personnel to ensure compliance with departmental policies and procedures, including reviewing reports of subordinate officers to ensure complete and accurate entries and compliance with prescribed standards.
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- Coordinates, develops, implements and reviews training programs for the Department.
- Stays abreast of new trends and innovations in the field of law enforcement.
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.

EXAMPLES OF DUTIES (Illustrative Only) Continued

- Attends meetings, conferences, workshops, and training sessions and reviews publications to become and remain current on topics affecting law enforcement and public safety.
- Responds to questions and comments from the public in a courteous and timely manner.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Knowledge of:

- Substantial knowledge of City, State, and Federal laws relating to police operations.
- Substantial knowledge of criminal and civil laws and ordinances.
- Substantial knowledge of Department procedures, policies, and practices.
- Substantial knowledge of technical police procedures specific to the Lieutenant's specialized area of assignment.
- Substantial knowledge of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property.
- Substantial knowledge of the functions and objectives of Federal, State, and other local law enforcement agencies as applicable to community law enforcement, particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance, and traffic control.
- Substantial knowledge of tactical response and rescue operations.
- Substantial knowledge of court procedures and practices.
- Substantial knowledge of all related law enforcement equipment, weapons, and emergency vehicles.
- Substantial knowledge of the principles and practices of safe driving.
- Substantial knowledge of first aid and personnel safety procedures.
- Thorough knowledge of finance and accounting contained in operation and funding budgets.

Skill in: Continued

- Working in situations involving confusion and potential danger to oneself, the public, or other Police Officers, and make quick decisions which secure the safety of all individuals involved.
- Identifying and responding to community and law enforcement issues, concerns, and needs.
- Exercising good judgment, flexibility, creativity, and sensitivity in response to changing needs and situations.
- Efficiently performing technical police procedures specific to assigned areas of responsibility.
- Establishing and maintaining effective working relationships with the Chief of Police, other law enforcement, emergency response, and court personnel, and the general public.
- Efficiently operating a vehicle in dangerous traffic conditions and prevent harm to oneself and others.
- Using good judgment regarding the use of force.
- Command authority from members of the public through a calm demeanor and appropriate actions.
- Performing basic first aid procedures.
- Communicating effectively with others, both orally and in writing, using both technical and non-technical language.
- Understanding and following oral and/or written policies, procedures, and instructions.
- Preparing and presenting accurate and reliable reports containing findings and recommendations.
- Operating or quickly learning to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
- Using logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Performing a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Other Requirements:

- P.O.S.T. Basic, Intermediate, and Supervisory Certificates;
- Valid Class C California State Driver's License.

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Desirable Education and Experience:

Any combination of training and/or experience which is equivalent to:

- High School Diploma or GED.
- One to three years experience working with public.