



## **JOB DESCRIPTION**

# **POLICE CORPORAL**

### **DEFINITION**

Police Corporal is responsible for performing general police patrol duties and a variety of duties in the divisions of the Police Department, including acting as a Field Training Officer on an “as directed” basis. Police Corporal provides ongoing supervision to assigned personnel, and may be assigned to lead and direct daily patrol operations as a shift supervisor of sworn and non-sworn personnel, in the absence or at the direction of a Police Sergeant or Administrator.

### **DISTINGUISHING CHARACTERISTICS**

Police Corporal is an entry-level supervisory position that acts in support of the Police Sergeant as assigned. In addition to acting as a shift supervisor when assigned, this classification is distinguished from the classification of Police Officer in that it includes regular supervisory and training responsibilities.

### **SUPERVISION RECEIVED AND EXERCISED**

Police Corporals work under the direction of Police Sergeants; and provide supervision/guidance to Police Officers and assigned non-sworn staff.

### **EXAMPLES OF DUTIES**

Essential work functions for this job classification include, but are not limited to, the following:

Shift Supervisor:

- Observes, supervises, instructs and coordinates police officers in patrol and law enforcement activities

- Assists and supervises police officers engaged in investigations, including determining causes of crimes, gathering evidence, securing statements from witnesses, making arrests and writing reports
- Ensures that police officers are dispatched to the scene of accidents, crimes, and emergency situations, assisting on these calls as required, reviews arrest reports and citations
- Prepares reports of investigations; answers public inquiries and request for information; conducts training for police officers and evaluates performance
- Maintains discipline and insures that department and city-wide policies and procedures are followed

Field Training Officer:

- As directed, assigned as a Field Training Officer for police officers.
- Train and instruct probationary officers on the duties and roles of a police officer as outlined in the Field Training Officer Manual
- Assist management and provide feedback on the progress of probationary officers as needed.

**QUALIFICATIONS**

Knowledge of:

- Police methods and procedures including, patrol, traffic control, crime prevention, criminal investigation, rules of evidence, laws of arrest, and court procedures.
- Federal, state and local laws, codes, and regulations, including California Penal code, Government Code, Vehicle Code and other related regulations, and court decisions.
- City of Mill Valley ordinances, codes and regulations, and Mill Valley Police Department policies and procedures.
- Principles and practices of program development, administration and evaluation.
- Record keeping, automated records systems, search and seizure, code violations and care and custody of persons, and property.
- Methods and techniques of supervision, training, and motivation.

Ability to:

- Investigate complex law enforcement related cases, work under pressure, analyze information and act quickly and calmly in emergency, and non-emergency situations.
- Lead, supervise, organize, train, evaluate, and direct work of assigned staff.
- Establish and maintain effective working relationships; interact with all members of the staff and general public in a professional manner in all types of situations.
- Interpret, explain and apply applicable laws, codes, and regulations.

- Accurately interpret written policies and follow oral and written instructions, and transfer information when necessary. Ability to maintain confidentiality of sensitive information.
- Incumbents in this classification are required to work rotating shifts and assignments, and may be assigned to work overtime with little or no notice.

Skill to:

- Safely and effectively operate a variety of law enforcement equipment, firearms, and a police vehicle in emergency situations.
- Operate an office computer and a variety of word processing programs, software applications, computerized and automated law enforcement systems, and databases.

### **EXPERIENCE AND EDUCATION**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Two years or more of patrol experience as a peace officer with a municipal police agency at the level of Police Officer.

#### **Recommended Education:**

Equivalent to an Associate Degree from an accredited college with major course work in police administration or a closely related field.

#### **License or Certificate:**

Candidates must possess a Basic Professional Certificate from the California Commission on Peace Officers Standards and Training (P.O.S.T.).

Possession of a valid California driver's license.

### **PHYSICAL DEMANDS**

Due to the varied and unpredictable nature of police work, incumbents may be required to perform the following and more:

Position requires prolonged sitting, standing, walking, running, jumping, reaching, repetitive hand movements, twisting, turning, kneeling, bending, squatting, stooping, and lifting in excess of 50 pounds in the performance of daily activities. The position also requires both near and far vision and acute hearing. The position entails working in hazardous situations/conditions and may involve abusive persons, potential physical violence, and the potential risk of exposure to blood borne pathogens in the performance of duties. The nature of the work also requires the employee

to drive motorized vehicles while multi-tasking (e.g. communicating with dispatch, directing other personnel and utilizing other emergency equipment) and often work with constant interruptions.

**OTHER:**

FLSA Status:	Non-exempt
Bargaining Unit:	Police Officers Association
Approved by:	City Manager McCann
Date:	February 6, 2017