



**DECEMBER 2014
FLSA: NON-EXEMPT**

POLICE CORPORAL

DEFINITION

Under general supervision, oversees, trains, and participates in the more complex and difficult work of Police Officers; serves as a field supervisor on an assigned shift in absence of a Police Sergeant; performs a wide variety of patrol and related duties involving the prevention of crime, the protection of life and property, and the enforcement of Federal, State, and local laws and ordinances; makes investigations, assists in the preparation of cases, and testifies in court; serves in specialized departmental roles as assigned; provides information and assistance to the public; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned Police Sergeant. Exercises technical and functional supervision over Police Officers in absence of a Police Sergeant.

CLASS CHARACTERISTICS

This is a sworn lead-level law enforcement class that performs all law enforcement assignments found in a municipal police department, and provides lead supervision and direction to Police Officers on an assigned shift. While incumbents are normally assigned to a specific geographic area for patrol or traffic enforcement, all functional areas of the law enforcement field, including crime prevention, investigation, K-9, school resources, administration, and training. Incumbents are required to be armed while on duty and may be assigned to work in uniform or plain clothes. Shift schedules and job assignments may be changed periodically to assure the maximum delivery of effective police service. This class is distinguished from Police Sergeant in that the latter is the full supervisory level in this sworn class series and exercises direct and general supervision over Police Officers and other non-sworn staff.

EXAMPLES OF ESSENTIAL 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 that qualified employees can perform the essential functions of the job.

- Performs the full range of duties and responsibilities of a Police Officer, as described in the Police Officer classification description.
- Provides on-the-job training to assigned Police officers in the areas of work method, techniques, and the use and operation of equipment; ensure adherence to safe work practices and procedures.
- Verifies performance of assigned personnel for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.
- Serves as Watch Commander for an assigned shift in the absence of a Police Sergeant; prepares and administers briefings; assigns areas of patrol responsibility; supervises and directs staff and activities on an assigned shift; approves reports, arrests, and employee time sheets; reviews shift incidents and prepares Watch Commander log; writes and issues press releases.

- Serves as incident commander during major or unusual occurrences, in the absence of a Police Sergeant.
- Develops and coordinates crime prevention and community relations programs; gives presentations to community groups; may write crime prevention articles and develops related documents and materials for publication.
- Performs and/or coordinates specific programs or projects, including community-oriented policing, school liaison, project and resource development, investigations, crime prevention, computer related crimes, and/or field training.
- Attends meetings, conferences, workshops, and training sessions; reviews publications and materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Oversees the use and care of, and inspects equipment as required.
- Assists the City Attorney or the District Attorney staff in preparing, documenting, and developing cases and gathering information; testifies in court as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of employee supervision, including work planning, assignment, and review, and the training of staff in work procedures.
- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and pursuit, apprehension, and transportation of suspects.
- Investigation and identification techniques and equipment.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Courtroom procedures and techniques for testifying.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, procedures, and court decisions relevant to assigned area of responsibility.
- 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.
- Operating a motor vehicle in a safe manner under patrol and emergency conditions.
- Local geography.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the City in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Train, schedule, assign, and review the work of staff.
- Perform the most complex Police Officer duties.
- Observe accurately; recall faces, names, descriptive characteristics, and facts of incidents and places.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Prepare clear, accurate and grammatically correct reports, records, and other written materials.

- Identify and be responsive to community issues, concerns, and needs.
- Coordinate and carry out special assignments.
- Monitor changes in laws and court decisions and apply them in work situations.
- Enter information into a computer with sufficient speed and accuracy to perform the work.
- Make sound, independent decisions in emergency situations.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate the equipment and vehicles of the department in a safe and responsible manner.
- Operate modern office equipment, including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster 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:

Equivalent to an Associate's degree in police science, criminal justice, or a related field and four (4) years of experience as a sworn law enforcement officer in the State of California.

License:

- Possession of an appropriate driver's license with a satisfactory driving record.
- Possession of an Intermediate Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision 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 on uneven terrain, and climbing and descending structures to access crime scenes and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects, as well as crime/accident suspects/victims weighing up to 150 pounds.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. 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 police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

The City of Calistoga is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calistoga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.