

## POLICE CORPORAL

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under minimum general supervision, to perform law enforcement and crime prevention work by selective assignments of a more difficult and complex nature; to act as an assistance supervisor to a Patrol Sergeant and act for the Sergeant in his/her absence; to function as an assistant to the investigation Sergeant and to assume command in his/her absence; to carry out the duties and responsibilities of traffic bureau Sergeant and to perform responsible, technical assignments in specialized fields of law enforcement.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assists in supervising police and traffic patrol and law enforcement activities during an assigned shift.
2. As directed by the Sergeant, directs and supervises subordinate personnel; in the absence of shift Sergeant assumes the duties of the Sergeant.
3. Patrols in a radio car; answers calls for protection of life and property, and the enforcement of City, County, and State laws.
4. As assigned by supervisors, to handle those selective situations which require special ability.
5. May be assigned to evidence, training, investigations, or other administrative assignments.
6. As directed, supervise or participate in taking of photographs, lifting latent fingerprints, collecting and preserving evidence at the scene of crimes and traffic accidents; At the direction of the Sergeant, supervise the collection of evidence and statements during higher priority calls.
7. Appears in court to present evidence and testimony.
8. May be assigned as supervisor of traffic bureau; enforces traffic laws and issues citations; may conduct special studies of traffic problems and recommend or initiate corrective action.
9. Investigates crimes, accidents, deaths and disturbances; gathers evidence; interviews, questions and takes statements from complainants, suspects and witnesses; completes case reports; may supervise criminal investigations, as directed by the Sergeant.

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10. Assists in or may supervise the City jail, including identifying maintenance issues, and security of prisoners.
11. At the direction of the Sergeant, coordinate tactical responses to higher priority calls and coordinate with allied agencies.
12. Inform the Sergeant of critical information throughout the shift.
13. Review and correct Police reports.
14. Review and correct citizens online reports, and disseminate accordingly.
15. Gives information and directions to the public.
16. Performs duties as assigned in preparation for the defense of the City in civil actions.
17. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Basic law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
- Principles and techniques of traffic control.
- Basic interviewing methods and principles.
- Principles, practices, and safe work methods used in collecting, processing, logging, storing, and safeguarding evidence, property, and materials including hazardous materials.
- Pertinent federal, state, and local laws, codes, and regulations and department rules, policies, and procedures.
- Self defense principles and practices.
- Safe work methods and safety regulations pertaining to the work including officer safety standards and safe driving principles and practices.
- Modern office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheet, and database applications.
- Automated law enforcement information systems and procedures.
- Public and agency desk procedures and methods for providing services and information including those related to collecting, maintaining, and releasing information, files, and documents.
- Law enforcement record keeping and records management principles, procedures, techniques, and equipment.
- Research and report writing techniques.
- Methods and techniques used in customer service and public relations.
- Principles of business letter writing and basic report preparation.

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- English usage, spelling, grammar, and punctuation.
- Geographic features and locations within the area served.
- Standard broadcasting procedures of a police radio system.

**Ability to:**

- Observe accurately and remember names, faces, numbers, incidents and places.
- Use and care for firearms.
- Think and act quickly in emergencies, and to judge situations and people accurately.
- Operate a police radio and keyboard terminals.
- Understand and interpret laws and regulations.
- Perform specific assignments with minimal oral or written directions.
- Prepare clear, concise and comprehensive written reports.
- Deal courteously and effectively with the general public and departmental employees.
- Meet standards of adequate physical stature, endurance, and agility.
- Demonstrate practical knowledge of good understanding of human relations.
- Schedule, organize and supervise the work of subordinates.
- Interpret and apply laws and regulations.

**Education and Experience Guidelines**

**Education/Training:**

Graduation from high school or equivalent, augmented by appropriately oriented academic training and/or in-service training to develop broad understanding of practical human relations.

**Experience:**

At least four years' experience as a Police Officer; must have completed a Police Officer probationary period with the City of Antioch. In the event it is determined that an open recruitment is required, the City and APOA will meet and discuss.

**License or Certificate:**

A valid California Motor Vehicle Operator's License and a satisfactory driving record are a condition of hire. A satisfactory driving record is one absent of misdemeanor convictions or multiple infraction convictions. Loss of a driver's license and/or an unsatisfactory driving record may result in employee discipline, up to and including termination.

Possession of a POST Intermediate certificate.

**Criminal Record:**

Corporals shall not have been convicted of any felony. A misdemeanor conviction may result in applicant disqualification and employee disciplinary action, up to and including termination. A complete background investigation will be conducted.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a field setting, with some work in an office environment; travel from site to site; extensive periods of sitting in patrol vehicle; exposure to inclement weather conditions; some exposure to fumes, airborne particles, and toxic or caustic chemicals; some exposure to moving mechanical parts; extensive public contact; the noise level in the work environment is usually moderate but may be very loud due to sirens, etc; may be required to work evenings, weekends and holidays.

**Physical and Mental Condition:** Primary functions require sufficient physical ability and mobility to work in an office and field setting; Normal hearing acuity; proportional weight to height; sound physical, mental and emotional health; normal color vision and visual functions, including no abnormalities or diseases which adversely affect the performance of duty, and visual acuity of not less than 20/40 vision in each eye without correction and corrected to not less than 20/20 in each eye; absence of a history of psychosis or psychoneurosis or other disabling defects. Must be able to perform the essential functions of the job. External candidates must complete physical, psychological and medical examinations.

FLSA: Non-Exempt

Revised: July 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.