

## **CITY OF GLENDORA**

### **POLICE CORPORAL**

#### DEFINITION

Under general supervision, performs all the functions and possesses all the requisite abilities of a police officer, participates in the activities of patrol, traffic, investigations, training, and other functions and programs. May periodically be assigned to supervise other police personnel and perform other related tasks as assigned.

#### CLASS CHARACTERISTICS

This is an advanced, lead police officer class in the sworn police class series. Incumbents generally function as Field Training Officers and assume the duties of a police officer. Corporals may be assigned as supervisors of police officers and non-peace officer employees. They may administer certain staff programs which are subject to change depending on needs of the department. Corporals may be assigned to a special unit, e.g., Investigations Division, Traffic Division, etc.

#### ESSENTIAL FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

Generally, the Police Corporal will perform the following essential functions in addition to those essential functions and requisite abilities required for the class of Police Officer.

1. As a patrol Corporal, trains and evaluates performance of police officer trainees; provides assistance in improving skills and abilities. (a e f i j k m)
2. Participates in patrol, traffic control, investigations, and other police support operations; performs routine patrol assignments and provides direction and assistance to Police Officers in the conduct of more technical and complex assignments. (a b c d e f g h i j k l m)
3. Conducts briefing sessions as directed; disseminates information regarding department policy and procedures; conducts training sessions; provides liaison between shifts, organizational units, and other agencies involved with law enforcement or the criminal justice system; may participate in public relations programs. (a b c d i j k m)
4. Makes arrest; investigates crimes; secures crime scenes; collects and preserves evidence; questions and interviews suspects, victims and witnesses; provides credible testimony in court and administrative proceedings. (a b d f g h i j k l m)

ESSENTIAL FUNCTIONS (Continued)

5. Keeps superiors informed on events affecting area of responsibility, particularly personnel problems, complaints, and other occurrences having an impact on the department or City. (a b j)
6. Attends department training sessions; keeps abreast of developments which affect law enforcement or information which would assist subordinates in the performance of their duties. (a b e j m)

First Line Supervisor

Corporals may be assigned as required to act as a first line supervisor on a temporary basis. When assigned as a first line supervisor, the Corporal may be required to perform the following essential functions:

1. Advises subordinate personnel on job-related matters; resolves conflicts or problematic situations arising out of assignments; creates a positive work environment; maintains discipline and initiates corrective action; ensures compliance with safety practices and policies. (a b e j k m)
2. Reviews reports prepared by subordinates for accuracy, sufficiency, legality, clarity, and completeness; prepares special and/or summary reports; evaluates case/project progress; makes recommendations on disposition. (a b e f j)
3. Responds to citizen inquiries; investigates accidents and injuries, determines preventability, and takes necessary action to correct deficiencies in practices, work methods, and operations. (a b c f j)
4. Directs an organizational unit engaged in conducting follow-up and original investigations, traffic enforcement, crime prevention, and other programs as assigned. (a b c f i j k l m)
5. Ensures compliance with department policy and procedures; participates in employee development activities as assigned. (a c d e f j k l m)

REQUISITE ABILITIES

- a. Communicate clearly and concisely, both orally and in writing.
- b. Research and prepare reports on a variety of subjects as assigned.
- c. Establish and maintain effective relationships with the community at large.
- d. Observe and memorize faces, events and situations.
- e. Train, supervise and evaluate police officer trainees.

REQUISITE ABILITIES (Continued)

- f. Gather, assemble, analyze, evaluate and use facts and evidence.
- g. Meet established physical requirements.
- h. Administer first aid.
- i. Respond to emergency and problem situations in an effective manner.
- j. Understand, explain and apply policies and procedures.
- k. Analyze unusual situations and resolve them through application of management principles and practices.
- l. Use and care of firearms and other equipment.
- m. Deal constructively with conflict and develop effective resolutions.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. Example combinations include four years of full-time service as a peace officer with the Glendora Police Department. After July 1, 2005, an Associate of Arts, Associate of Science, or a higher degree from an accredited college or university will be required.

Knowledge and Skill Levels

Thorough knowledge of the principles and practices of modern law enforcement including patrol, investigations, and special operations functions; laws, regulations, and policies regarding search, seizure, arrest, evidence, and court procedures, as well as legal rights of citizens and prisoners; Vehicle and Penal Codes; public relations techniques; interagency communication and assistance techniques and practices; report writing skills; working knowledge of municipal organization and administration; physical layout of the City and adjoining areas and the methods and techniques of supervision.

QUALIFICATIONS GUIDELINES (Continued)

Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record. Incumbents must maintain an acceptable driving record.

Possession of a POST Intermediate Certificate.

Applicants must be U.S. citizen or be eligible for U.S. citizenship. Persons will be disqualified from holding a position as Police Officer if they fail to diligently cooperate in the processing of their citizenship application within three years or are otherwise denied citizenship.

All Glendora Officers obtaining sworn status on or after September 23, 1996, must have and maintain a permanent primary (i.e.: 51% or more of the time) residence within sixty-five (65) miles or less of the Glendora Police facility building.