

**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.*

**DEFINITION**

Under general supervision, assists the shift supervisor and, in the absence of a shift supervisor, supervises assigned personnel, takes charge of field situations, trains and directs subordinate personnel and coordinates crime prevention and repression activities. Learns and applies supervisory and investigative techniques as appropriate.

**DISTINGUISHING CHARACTERISTICS**

This is a position for an experienced Police Officer ranked between Police Officer and Police Sergeant. A Police Corporal will have leadership and supervisory responsibilities and will serve as a shift supervisor in the absence of the first line supervisor.

**SUPERVISION RECEIVED AND EXERCISED**

Supervised by Watch Commander; supervises patrol officers in the field.

**EXAMPLES OF DUTIES**

Depending on assignment, will act as short term (not to exceed 30 days) first line supervisor in the absence of a sergeant or watch commander. Duties may include but are not limited to the following:

1. Directs shift personnel engaged in police enforcement activities, original and follow-up investigations, crime prevention and other programs as assigned.
2. Conducts briefing sessions; disseminates information; conducts role call training; may participate in and coordinate joint police community activities.
3. Makes arrests and testifies in court; investigates crimes, secures crime scenes, collects and preserves evidence, questions and interviews suspects, victims and witnesses; patrols an assigned beat.
4. Conducts initial review of reports prepared by subordinates for accuracy, sufficiency, legality, clarity, and completeness; prepares special and/or summary reports; makes recommendations on case dispositions.

5. Advises subordinate personnel on job-related matters; provides assistance in improving skills and abilities; resolves conflicts or problems arising out of assignments and promotes a positive work environment.
6. Prepares schedules; assigns equipment; insures vehicles and equipment used by subordinates are maintained in keeping with established procedures and standards.

## **QUALIFICATION GUIDELINES**

### **Education and/or Experience**

Any combination of education and/or experience that provides the knowledge, skills, and abilities necessary for satisfactory job performance. Experience must include at least 3 years of law enforcement experience with at least one year as a Police Officer with the Hemet Police Department. The applicant must have completed 30 semester or 45 quarter units of college credit towards a degree in Police Science, Public Administration or a job-related field.

### **Licenses/Certificates/Special Requirements**

Possession of a valid class "C" California driver's license and a satisfactory driving record. Possession of a P.O.S.T. Intermediate Certificate.

## **KNOWLEDGE/ABILITIES**

### **Knowledge of:**

The principles and practices of modern law enforcement including patrol tactics, traffic enforcement, field investigation, police-community relations, laws regarding search and seizure, arrest, evidence, court procedures, as well as legal rights of citizens and prisoners.

### **Ability to:**

Apply and interpret laws, regulations, department policies and procedures; think clearly in emergency situations, work independently, demonstrate initiative in the performance of assignments and maintain cooperative working relationships, communicate effectively both verbally and in writing, and deal with the public in situations requiring diplomacy and tact.