

## **POLICE CORPORAL**

### **DEFINITION**

Under general direction, to provide work direction, coordination, and leadership for police officers during an assigned shift; to provide training and evaluations for assigned staff; to perform responsible law enforcement and crime prevention work by patrolling assigned areas and answering calls and complaints; to investigate incidents and crimes; and to do related work as required. An incumbent in this position is a role model of impeccable character, trustworthy, and willing to help and serve people in need; sets the tone for subordinate personnel by demonstrating a caring, compassionate concern for the community.

### **DISTINGUISHING CHARACTERISTICS**

This is the first leadership level in the Police Officer series. The Police Corporal is an experienced Police Officer and is distinguished from the Senior Police Officer by the responsibility for work direction, coordination, and leadership for other officers on a shift. Shift supervision is exercised when a Police Sergeant and/or Watch Commander is not on duty.

### **REPORTS TO**

Police Sergeant or higher ranking officer.

### **CLASSIFICATIONS SUPERVISED**

This classification exercises lead direction for other professional law enforcement staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Provides work direction and coordination for a shift; conducts briefings at the beginning of the shift; provides training and evaluations for assigned Police Officers and Senior Police Officers; serves as back-up officer for other patrol officers; monitors, evaluates, and corrects officers' performance; investigates citizen or personnel complaints; schedules officers' time off and overtime, making necessary schedule changes and ensures shift coverage; may direct patrol officers during critical situations to ensure Police Department procedures are followed.

Performs patrol on an assigned shift; responds to calls of service; conducts property checks on businesses and homes for burglary and other criminal activities; stops and questions suspicious persons; assists in a variety of emergencies; issues citations for violations of laws and ordinances; prepares reports of incidents and investigations; contacts victims, witnesses, and suspects for detailed interviewing when required; secures statements; serves warrants; follows-up on investigations; appears in court proceedings when summoned; arrests, detains, transports, and has responsibility for detained persons; performs traffic control; issues traffic citations; does accident investigations; performs a wide range of law enforcement assignments; develops a rapport and trust with residents of neighborhoods and the community at large; may perform special assignments as directed.

## **POLICE CORPORAL - 2**

### **TYPICAL PHYSICAL REQUIREMENTS**

Frequently stand and walk; sit for extended periods; climb stairs and ladders; walk on sloped, uneven, and slippery surfaces; stoop, bend over, and kneel; crawl through various areas on hands and knees; sufficient manual dexterity and eye-hand coordination to work with special equipment during emergency situations; lift and move objects weighing up to 100 pounds, with assistance; endurance to sustain extra physical effort for a substantial period of time and restrain prisoners; maintain corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and outdoor environments; work is performed in a variety of temperatures and weather conditions; unusual exposure to life threatening situations; continuous contact with other staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

Community-based policing and problem solving techniques;  
Modern law enforcement methods, practices, and procedures, including patrol, crime prevention, traffic control, investigations, and specialty areas of assignments.  
Laws of apprehension, arrest, and custody of person accused of felonies and misdemeanors.  
Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.  
Laws applicable to the apprehension, retention, and treatment of juveniles.  
Geography of the City.  
Good public relations techniques.  
Use and care of Department authorized equipment and firearms.  
First aid methods and techniques.  
Principles of work direction and training.

#### **Ability to:**

Provide work direction and training for assigned Police Officers  
Perform a wide variety of professional law enforcement work.  
Understand, and interpret laws, and regulations regarding arrest, rules of evidence, and the apprehension, retention and treating of those arrested.  
Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances and places.  
Gather and organize data and information.  
Interview and secure information from witnesses and suspects.  
Make independent judgments and adopt quick, effective and responsible course of action during emergencies.  
Prepare clear, comprehensive reports.  
Meet standards of adequate physical stature, endurance, and agility.  
Demonstrate technical and tactical proficiency in the use and care of firearms.

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**DESIRABLE QUALIFICATIONS** (continued)

**Ability to:** (continued)

- Operate a motor vehicle under critical and unusual conditions.
- Work with computerized law enforcement information systems.
- Effectively, tactfully, and courteously represent the Merced City Police Department with the public and other law enforcement agencies.
- Establish and maintain cooperative working relationships.

**Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Completion of high school and five years of professional law enforcement experience.
- Completion of requirements for an Associate of Arts degree from an accredited institution.

**Special Requirements:**

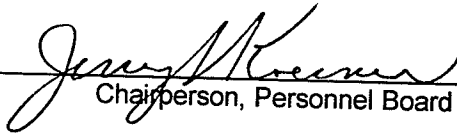
Possession of an appropriate California Drivers' License issued by the Department of Motor Vehicles.

Possession of an Intermediate P.O.S.T. Certificate.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07

*The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Merced assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect.*

APPROVED

  
Chairperson, Personnel Board

DATE: November 13, 2000