

DEFINITION:

Supervises employees who perform all classes of law enforcement work. Duties include, but are not limited to, planning work, coordinating field activity, counseling, and training of personnel. The employee shall have the personal qualifications of leadership and supervisory ability, knowledge of laws and court procedures, and be familiar with the City's accounting procedures, policies, rules, and regulations.

EXAMPLE OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Duties listed are not necessarily performed by each individual in the classification.

1. Provide immediate first-line supervision for personnel in conjunction with a Police Sergeant.

Measures: Effective supervision of all assigned personnel is provided. Exhibit leadership skills at all times. Maintain discipline and insure rules and regulations are followed.

2. Handle calls for service and perform various aspects of police work as needed.

Measures: Maintain public safety.

3. Assist Sergeant in planning, coordinating, and directing the activities of personnel. Provide counseling and training as required.

Measures: Goals, objectives, and watch priorities are met. Effective schedules and methods of providing services are established. Policies and procedures are implemented as necessary.

4. Perform special projects, problem oriented policing projects, or assignments.

Measures: Ensure projects are documented accurately and completed in a timely fashion. Projects are to be handled in an organized and efficient manner.

5. Prepare personnel evaluations.

Measures: Recognize both positive and negative attributes of an individual's performance. Effective and instrumental in investigating and resolving personnel problems. Effectively and sufficiently provides feedback, both positive and negative, to personnel as needed. Follows up on problems or concerns.

6. Assist Sergeant in developing goals, objectives, and watch priorities for the shift.

Measures: Establish goals and objectives, and work toward fulfilling mission of the Department.

7. Review and approve police reports.

Measure: Review reports and ensure they are thorough, accurate, completed on time, and meet departmental standards.

8. Supervise sub-units of field operations.

Measures: All units are adequately supervised. Activities are coordinated in an efficient manner.

9. Investigate and resolve citizen complaints.

Measures: Investigations are thorough and complete. Provides feedback and follow-up as required. Effectively responds to inquiries from the general public, press, or outside agencies when appropriate. Utilizes appropriate public relations skills and techniques.

10. Conduct roll call briefings.

Measures: Briefings are complete and concise. Effective communication skills are exhibited.

11. Monitor personnel equipment usage.

Measures: Complete accurate records on departmental equipment. Officers are provided all appropriate and/or required equipment.

12. Perform and/or assist in background investigations and other personnel recruitment processes.

Measures: Background investigations are accurate, thorough, and completed in a timely fashion. Department's goals to hire quality personnel are met. Effective recruitment processes and techniques are utilized. Police Department and Personnel Department standards, rules, and regulations, as well as Federal and State laws on hiring procedures and practices, are adhered to.

13. Perform other related duties as assigned and proactively enforce laws, rules, and regulations.

Measures: Supervisory responsibility and other duties and related enforcement conducted in a manner to assist in reducing the crime rate and calls for service.

14. Supervise personnel and perform work in a cooperative and appropriate fashion with SHASCOM Dispatch Center.

Measurements: Cooperative and professional relationship maintained between officers and SHASCOM Dispatch Center.

QUALIFICATIONS:

Knowledge of:

Knowledge of principles and practices of effective supervision, counseling, and training; preparation of performance evaluations; departmental rules and regulations; criminal law: apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence; police methods and procedures related to patrol, philosophy of community oriented policing and problem solving, traffic control, and investigation and identification techniques; laws and court procedures; effective written and oral communication skills; City accounting procedures, policies, rules, and regulations; and effective public relations skills.

Ability to:

Interact effectively with the public and employees. Supervise and direct assigned area of responsibility; provide effective leadership; analyze situations and adopt effective courses of action; interpret and apply laws and regulations; prepare clear and concise reports; operate a Police vehicle; properly use a police radio; learn to operate a computer; proper use and care of firearms and other protective equipment; supervise, train, and evaluate assigned personnel; communicate effectively, both orally and in writing; effectively counsel employees; and maintain cooperative and effective relationships.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a high school diploma or equivalent. Candidates shall have met the minimum educational requirements of Police Officer.

Experience:

Typical experience would include five years experience as a Police Officer in the state of California and two years as a sworn peace officer with the Redding Police Department as of the date of promotion.

Working Conditions:

Date of study: January 1991. The following duties have been identified as the critical job elements for the **POLICE CORPORAL** classification. The Med-Tox Physical Standards Study established several task statements for each physical ability; the task statements selected below are based on the (1) Significant level of physical ability required to perform the task, (2) the high level of rater agreement - reliability , (3) the frequency with which the task is performed and (4) the high degree of criticality and importance raters assigned to the task.

Incumbents in this classification are required to work on a shift schedule, including weekends and holidays, and outdoors in a variety of extreme weather conditions.

STATIC STRENGTH: Drag an unconscious person weighing 150 lbs. off of the roadway.

EXPLOSIVE STRENGTH: Sprint 50 yards after a fleeing person.

DYNAMIC STRENGTH: Stand and patrol an area during a special event for 8 hours.

TRUNK STRENGTH: Support upper body while driving a motorcycle throughout a shift.

STAMINA: Chase a fleeing suspect for two hundred yards.

EXTENT FLEXIBILITY: Participate in weekly training in arrest control techniques.

DYNAMIC FLEXIBILITY: Continuously stretch and reach while directing traffic for two hours.

SPEED OF LIMB MOVEMENT: Block the punch of a person who is trying to hit you.

WHOLE BODY COORDINATION: Climb over a fence while searching for a suspect.

WHOLE BODY EQUILIBRIUM: Maintain your body balance during a physical struggle with a suspect.

ARM-HAND STEADINESS: Aim a handgun.

MULTI-LIMB COORDINATION: Drive a patrol car during a high speed pursuit.

MANUAL DEXTERITY: Place handcuffs on a subject.

FINGER DEXTERITY: Type on a computer keyboard.

NEAR VISUAL ACUITY: Observe finger prints at a crime scene. Also, see examination bulletin.

FAR VISUAL ACUITY: Determine if a suspect has a weapon in his hand at 15 yards. Also, see examination bulletin.

VISUAL COLOR DISCRIMINATION: Identify the basic colors of clothes.

HEARING QUIET: Hear the whispered conversation of your partner at a prowler call.

HEARING NOISY: Hear dispatcher conversation over the radio during a pursuit over the sound of the siren.

HEARING LOCATION: While on a prowler call, hear the sounds of movement indicating the location of the prowler.

HEARING DISCRIMINATION: Hear the sound of the cylinder of a revolver being closed.

rev 7/01
rev 10/01
rev 3/03