

# **TOWN OF SAN ANSELMO**

## **POLICE CORPORAL\***

### **DEFINITION**

The Police Corporal classification shall have multiple roles and responsibilities. They shall include, but are not limited to, Officer-in-Charge in the capacity of Acting Watch Commander roles and Field Training Officer as deemed necessary. Corporals, when not otherwise assigned, will be responsible for handling the normal duties and functions of Police Officers assigned to the Patrol Division. Corporals may be assigned to specialty units within the Department. Corporals shall receive the same supervisory training as the Sergeant classification to insure consistency in supervision.

### **DISTINGUISHING CHARACTERISTICS**

This is the mid-level classification within the sworn police officer series. Employees at this level are expected to perform the full range of duties performed by the police officer classification and are assigned additional supervisory responsibilities in the absence of the Police Sergeant or when directed by a supervisor or department manager. Employees in this classification will be responsible during day to day operations until the arrival of a superior officer. This classification differs from that of Police Sergeant in that supervisory duties are generally limited to day to day operations and non-personnel issues.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from Chief of Police, Division Commanders and Sergeants.

Exercises direct supervision over sworn and non-sworn personnel.

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Perform all duties of Police Officer classification as required.

On an as needed basis, perform supervisory duties including but not limited to:

- Provide direct supervision to sworn and non-sworn personnel, to plan, organize and manage the activities and services of an assigned shift when assigned as Watch Commander.
- Carry out the orders of his/her superior officers; insure department Rules and

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- Regulations are adhered to; report in writing to his/her commanding officer incidents of misconduct, insubordination and neglect of or unfitness for duty.
- Take charge of critical incidents.
- Conduct roll calls; inspect members of his/her assigned shift; communicate orders and other necessary information; give instruction and advice as necessary; insure all personnel assigned to him/her are properly equipped and are in proper uniform while on duty.
- Monitor and follow-up, as appropriate, the activities of personnel under his/her charge to determine if police duties, orders and instructions are promptly and efficiently performed.
- Set a positive example for subordinates to follow, encouraging a relationship of trust and respect.
- May participate in the selection of staff; provide or coordinate staff training.
- As a Field Training Officer (FTO), oversee training of new personnel and report progress or deficiencies to superior officers.
- Supervise and conduct complex criminal investigations.
- May be assigned to a specialized unit within the department e.g., investigations or traffic. *(At no time will more than one Corporal be assigned to the same specialty)*

Build and maintain positive working relationships with co-workers, other Town employees and the public using principals of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of law enforcement, including court and evidence procedures.

Principles and practices of leadership, motivation, team building and conflict resolution.

Principles and practices of supervision, training and resource management.

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Principles and practices of workplace safety.

Pertinent local, state and federal rules, regulations and laws, including recent court decisions and legislative changes, standards and mandates related to law enforcement and law enforcement personnel.

Dispatch and front office procedures, including use of computer equipment.

Ability to:

Supervise assigned sworn and non-sworn personnel, and to command a shift.

On a continuous basis know and understand all aspects of the job; intermittently analyze work papers and reports related to department operations; identify and interpret technical and numerical information; identify, and problem solve operational and technical policy and procedural issues; remember personnel rules; and explain and interpret policy.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Exercise good judgment in emergency situations.

Follow and communicate written and oral instructions.

Review and approve routine and complex police reports as well as other written documents and make recommendations from those reports.

Work with local, state, and federal law enforcement agencies.

Assist with developing and/or recommending new (or modifications to) department policies and procedures.

Maintain cooperative relationships with those contacted in the course of work.

Work various shifts and hours including weekends and holidays.

EXPERIENCE AND TRAINING

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

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would be:

Experience:

Two year's experience in municipal police work as a sworn Police Officer.

Training:

Possession of a Basic Certificate issued by the California Commission on Peace Officer Standards and Training (P.O.S.T.).

License:

Possession of an appropriate, valid California driver's license.

Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Town Administrator

\* 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 or a specific position assignment.