

**POLICE CORPORAL**

(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the first promotional level of regular line classes in the police department, the primary duties of which are protecting and safeguarding life and property within the community. Police Corporals may work alone or in company with another officer. Work involves making regular patrols, directing traffic and investigating traffic accidents, crimes or suspicious activity in accordance with prescribed departmental rules and regulations. Police Corporals serve as shift supervisors in the absence of a higher-ranking officer. Employees of this class work independently in most areas involving routine tasks, with instructions for special tasks when assigned. Employees of this class report to and have work reviewed by a Police Sergeant. This class ranks directly below that of Police Sergeant.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the shift Sergeant in delegating duties to and monitoring the activities of police officers. Transmits orders to officers at roll call or individually; checks subordinates at beginning of shift for correct personal appearance. Inspects vehicles, weapons and radar, ensuring all officers have properly working equipment to start their shift. Provides on-the-job training in all aspects of police work and acts as field training officer for new recruits or reserve officers. Provides assistance and guidance to police officers by verbally coaching or correcting them regarding their performance and the standards of the service. Assists shift Sergeant in evaluating new officers to the department by reporting on their attitude, work performance and behavior. Attends in-service training to keep abreast of new procedures and laws. Maintains proficiency in the use of firearms and defensive tactics through practice and training.

Receives and responds to complaints, business or residential alarms and crimes in progress. Operates police radio to communicate with headquarters, track status and location of officers and facilitate police activity. Answers calls and dispatches officers via radio by selecting and contacting available units and transmitting location and nature of problem.

Patrols an assigned or targeted area in a squad car or on foot, constantly observing surroundings to increase police visibility and discourage criminal activity. Stops and visits with residents and

business owners to develop a rapport with them and to collect information about matters of concern to the department. Attempts to resolve differences between parties involved in neighborhood or domestic disputes. Physically intervenes in fight situations to restore peace and order. Observes doors and windows of business establishments to detect signs of illegal entry and searches buildings found unsecured. Uses safety techniques or forcible means to enter doorways and search rooms or buildings when necessary. Conducts searches upon probable cause or makes application for search warrant. Executes warrants and seizes evidence located as the result of a legal search. Covertly observes actions and maintains surveillance of suspects and persons in high crime areas to establish evidence and probable cause. Stops and questions individuals who appear to be acting suspiciously or who seem to be out of place and evaluates their actions and responses to determine if a threat exists. Frisks suspect by patting down outer surfaces of suspect's clothing in order to locate weapons. Engages in armed encounters and takes down resisting suspects to neutralize the threat to officers or the public. Physically disarms suspects taking care to prevent access to police firearm. Issues explicit, direct, and forceful verbal challenge or command to suspect in order to stop suspect or cause suspect to come out from concealment. Arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights. Transports arrested person to holding facility or jail; books arrested person and obtains photographs and fingerprints. Obtains medical attention when necessary. Transports prisoners from one location to another using appropriate safety measures.

Detects traffic violations, prevents accidents and operates speed radar while patrolling streets and highways in an assigned area. Issues traffic citations when necessary. Monitors area for parking violations and issues citations as needed. Assists pedestrians and motorists by providing directions or helping with minor car repairs. Conducts vehicle stops and checks for proof of insurance as well as safety or licensing requirements. Stops vehicles whose drivers are suspected of operating while under the influence of alcohol or drugs. Determines blood alcohol level when necessary. Inspects visible contents of stopped vehicle and conducts vehicle searches to discover evidence of illegal activity. Engages in high speed vehicular pursuit of fleeing vehicles. Responds to and investigates cases involving hit-and-run, abandoned vehicles or stolen vehicles.

Investigates traffic accidents by interviewing drivers of vehicles involved in accidents and witnesses of accidents to obtain necessary information. Protects vehicle accident scene from disturbance, providing for the safe flow of traffic around the accident. Removes injured persons from vehicles and provides stabilizing emergency care until medical personnel arrive. Identifies, protects and documents any evidence found at the accident scene, taking photographs as needed. Takes measurements and examines vehicles to determine point of impact and cause of

accident; issues citations when necessary. Provides parties to accident with information on filing SR-10 form with the state. Clears accident scene by summoning wrecker service, ensuring that debris is removed from the roadway.

Identifies, reports and assists with hazardous road conditions such as chemical spills, malfunctioning signals, or downed power lines. Directs traffic, blocks roadways and secures affected area as needed. Provides police escort for funeral processions or oversized vehicles. Controls crowds at fire or crime scenes, athletic events and parades. Reduces the after-effects of natural disasters, such as floods or hurricanes by providing support measures in accordance with pre-arranged disaster plans.

Responds to calls and investigates cases involving missing persons, domestic violence, forgery, burglary, assault, battery, homicide, robbery, narcotics, gangs or other criminal activity in the jurisdiction. Searches for missing persons or suspects following suggested leads and a prescribed search pattern. Secures and protects crime scene by establishing a perimeter, limiting access to authorized persons and making a log of those on the scene. Evaluates the type and seriousness of a crime to determine if a detective is needed at the scene. Identifies, collects, labels and preserves evidence, using appropriate procedures for protecting the chain of possession. Dusts for and lifts fingerprints at the crime scene; sketches or photographs the crime scene as needed. Interviews crime victims and witnesses to obtain facts and descriptions of suspects. Accompanies victims of violent crime to a hospital for medical attention and provides comfort to victims in time of need. Provides information to crime victims and witnesses regarding investigative and court procedures. Broadcasts to law enforcement personnel a detailed description of suspects and vehicles. Interrogates suspects in order to obtain facts, identify the perpetrator and provide information to support court prosecution. Locates, identifies and apprehends perpetrators of crime using evidence gathered during the investigation. Prepares for court testimony and testifies in court.

Maintains surveillance and patrol presence in places where problems involving juveniles have occurred to detect curfew violations or underage drinking. Interviews, arrests or takes into custody juveniles who are in need of care or who have committed a crime; turns juveniles in custody over to appropriate juvenile authority.

Completes standard departmental forms and writes narrative reports as required. Records daily work activities onto log sheets. Gathers and compiles information for reports by reviewing and analyzing data. Processes data and exchanges information utilizing the department's computer system and computer networks such as NCIC by entering, updating, and retrieving information. Notarizes and signs warrants and affidavits as required. Checks reports and records completed by subordinates in the absence of a superior officer.

Maintains effective police-community relations by communicating and enhancing an attitude of cooperation with all segments of the population through consistent and effective day-to-day contacts with the public. Responds to questions and complaints from the public, exercising courtesy and tact. Maintains professional demeanor and appearance at all times when in contact with the public. Supports crime prevention and neighborhood watch programs by providing businesses and residents with information on crime prevention measures. Lectures citizens or school groups about local safety matters such as crime prevention, the neighborhood watch program or self defense.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Officer for at least two (2) years immediately preceding closing date for application to the board.