



## **Police Corporal**

Police Department

PD/6

### **JOB SUMMARY**

This position assists in supervising the work of a shift of personnel engaged in patrol operations and serves as Field Training Officer in the training of new personnel.

### **MAJOR DUTIES**

- Assists the shift supervisor in directing patrol activities; verifies that daily tasks are completed in accordance with policies and procedures.
- Serves as Field Training Officer for new officers; provides instruction regarding state and local laws and city policies and procedures; prepares daily training reports.
- Delegates investigation, patrol, and special assignments to subordinate personnel; assists officers with complex situations and cases; distributes information and relays instructions received during shift briefings.
- Inspects equipment, uniforms, and vehicles.
- Patrols the city to detect and deter crime; enforces all city and state codes, ordinances, and laws; maintains visibility by patrolling city streets, parks, neighborhoods, businesses, and school grounds; promotes positive police/public interactions.
- Investigates crimes; interviews and obtains statements from victims, witnesses, suspects, and informants; processes crime scenes; gathers, prepares, and submits items into evidence for the crime lab.
- Determines probable cause to search and/or reasonable suspicion to detain suspects; pursues and subdues fleeing and resisting suspects; effects arrests; processes and transports suspects to jail; obtains warrants.
- Responds to emergency calls for service; investigates calls and determines best course of action; backs-up and assists other officers.
- Performs surveillance of various locations and criminal elements to gather information to make effective arrests and deter criminal activity.
- Testifies in court as required.

- Performs related duties.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of law enforcement, traffic control, crime prevention, criminal investigation, and criminal process and arrest procedures, methods, and techniques.
- Knowledge of best practices, standards, and certification requirements for personnel training.
- Knowledge of relevant laws, ordinances, court procedures, legal precedents, and government regulations.
- Knowledge of computers and job-related software programs.
- Knowledge of field training principles and practices.
- Skill in the preparation of clear and precise administrative reports.
- Skill in the interpretation and application of federal, state, and local laws and regulations.
- Skill in planning, organizing, analyzing, decision making, and problem solving.
- Skill in the use and care of firearms and other standard and specialized equipment.
- Skill in interpersonal relations.
- Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The Police Sergeant assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include local, state, and federal laws and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, technical, training, and law enforcement duties. The unique and potentially dangerous nature of each incident contributes to the complexity of the position.
- The purpose of this position is to perform law enforcement duties while serving as a Field Training Officer. Successful performance helps ensure the safety of life and property, results in the enforcement of local, state, and federal laws, and contributes to a well-trained police force.

## CONTACTS

- Contacts are typically with department personnel, other city employees, representatives of other law enforcement and emergency response agencies, attorneys, judges, business owners, community leaders, victims, witnesses, suspects, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, motivate and train employees, and settle matters.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases and irritating chemicals, as well as to potentially dangerous and life-threatening situations. The work requires the use of specialized law enforcement tools and equipment.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has functional supervision over assigned personnel when acting as a Field Training Officer.

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Peace Officer Standards and Training Council for the State of Georgia.