

POLICE CORPORAL

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.

DEFINITION

Under general supervision, to perform law enforcement and crime prevention work; to control traffic flow and enforce State and Local traffic regulations; to act as a supervisor assistant, perform specialized investigation and juvenile law enforcement work, to direct and participate in training sessions; to provide training to less experienced staff; and to do related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Police Chief with reporting responsibilities to Police Commander.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Directs patrol, traffic, or investigation operations during assigned shift to ensure proper law enforcement and protection of life and property.

Patrols City to assist in and oversee law enforcement and the protection of life and property. Includes: patrols streets and facilities, apprehends violators, issues citations.

Supervises shift personnel to ensure acceptable performance. Includes: coordinates and conducts training.

Performs internal investigations of citizens' complaints to assess nature of problem and determine solutions/resolution.

Conducts criminal investigations and special studies to assist in law enforcement efforts.

Prepares and reviews reports of shift activity to ensure proper documentation of activities and events. Includes: prepares reports, reviews reports of officers.

Attends court proceedings to present evidence and testify on cases.

Supervises movement and security of prisoners to ensure safe and secure transfer.

Identifies maintenance needs in police facility and equipment to ensure that facility and equipment are maintained properly and remain in correct and safe working condition.

Marginal Functions:

Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

Modern police methods and procedures, including patrol, crime prevention and traffic control.
Criminal law with particular reference to apprehension, arrest and custody of persons accused of criminal activities.
Rules of evidence pertaining to search and seizure and the preservation of evidence in court.
Criminal investigation techniques and procedures, including crime scene investigation, interrogation, fingerprinting, and booking.
Recent court decisions on arrest procedures and the handling of suspects and prisoners.
Special laws and ordinances pertaining to juvenile law enforcement.
Use and care of firearms.
Principles of instruction and training.

Ability to:

Understand and act in accordance with Departmental Policies, rules and regulations.
Gather, analyze, assemble and evaluate facts and evidence.
Demonstrate powers of observation and memory.
Think quickly, exercise restraint, and use good judgment in emergency situations.
Administer first aid and emergency assistance.
Prepare clear, concise, and completed reports.
Provide necessary training to other department members.
Tactfully and courteously represent the Police Department in public contacts.
Establish and maintain cooperative working relationships.
Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

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 would be:

Experience:

Two years of law enforcement experience with the City of El Cerrito and successful completion of agency probation.

Training:

Successful completion of departmental required First Aid and CPR Training.

Licenses/Certificates/ Other requirements:

Possession of Basic Certificate issued by California Commission on Peace Officer Standards and Training.

Possession of an appropriate California Operators License issued by the State Department of Motor Vehicles.

PHYSICAL DEMANDS

Sitting: Occasionally to Frequently
Standing: Occasionally
Walking: Occasionally to Frequently
Bending: Occasionally
Crouching: Occasionally
Stooping: Occasionally
Kneeling: Occasionally
Crawling: Occasionally
Climbing: Occasionally
Balancing: Occasionally
Running: Occasionally
Twisting: Occasionally
Turning: Occasionally
Jumping: Occasionally

Lifting:
up to 10 lbs: Occasionally
11 to 25 lbs: Occasionally
26 to 50 lbs: Occasionally
51 to 75 lbs: Occasionally
76 to 100 lbs: Occasionally
100 + lbs: Occasionally
Carrying
up to 10 lbs: Occasionally
11 to 25 lbs: Occasionally
26 to 50 lbs: Occasionally
51 to 75 lbs: Occasionally
76 to 100 lbs: Occasionally
100 + lbs: Occasionally

Pushing/Pulling:
up to 10 lbs: Occasionally
11 to 25 lbs: Occasionally
26 to 50 lbs: Occasionally
51 to 75 lbs: Occasionally
76 to 100 lbs: Occasionally
100 + lbs: Occasionally

Grasping – firm: Occasionally
Finger dexterity: Occasionally
Reaching forward: Occasionally
Reaching overhead: Occasionally
Pinch grasp: Occasionally
Grasp – light: Occasionally

Coordination - Eye-hand: Occasionally
Eye-hand-foot: Occasionally
Driving: Frequently to Constantly

Talking - Face-to-face: Frequently
Verbal contact: Occasionally
Public: Frequently

PHYSICAL DEMANDS (continued)

- Vision - Acuity far: Required
Acuity, near: Required
Depth perception: Required
Field of vision: Required
Accommodation: Required
Color vision: Required
- Hearing - Conversation: Frequently
Telephone: Occasionally
Earplugs: Never

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Detailed-uninvolved instructions, One or two step instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills complex, Spatial, Form, Clerical, Coordination, Analyzing, Compiling, Computing, Copying, Comparing, Mentoring, Negotiating, Instructing, Supervising, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Setting up, Precision Work, Driving-operation, Manipulation, Tending, Handling, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Outdoors, Extreme heat or cold, Unprotected heights, Moving machinery, Change in temperature/humidity, dust/fumes/smoke/gases/etc., toxic/caustic chemicals, Excessive noise, Radiation/electrical energy, Solvents/grease/oil, Slippery/uneven surfaces, Using computer/computer monitor screen, Works around others, Works alone, Works with others, Required – protective clothing.