

POLICE CORPORAL

DEFINITION

The Police Corporal is a sworn position within the College Police Department. Police Corporals plan, lead and oversees the work of Police Officers on an assigned shift. Performs work in the protection of life and property through the enforcement of laws and Board policy. Apprehends and arrests suspects, investigate unsafe and hazardous conditions, provide first aid, respond to requests for assistance and reports of crime in progress, investigate incidents and prepare appropriate reports. May work weekends, holidays and variable shifts with mandatory overtime.

Works on an assigned shift and is subject to working weekends, holidays and rotating shifts with mandatory overtime. The position of Police Corporal participates in the Public Employees' Retirement System, Local Safety 3% at age 50.

DISTINGUISHING CHARACTERISTICS

Police Department personnel assigned to this classification are required to carry firearms. This classification is distinguished from Police Trainee and Police Cadet.

Upon appointment the classification of Police Corporal, the incumbent will be placed on a twelve-month period of probation.

SUPERVISION RECEIVED AND EXERCISED

Supervision received by the Chief of Police.

Police Corporals directly oversee the work of Police Officers on an assigned shift.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES

Oversees and performs police work on an assigned shift.

Plans, assigns, reviews and oversees the work of police personnel.

Serves as the Field Training Officer for police personnel in training.

Schedules training and maintains records regarding monthly firearms qualification and continuing professional education for police personnel.

Patrols District property to discourage and apprehend lawbreakers; to detect fire, safety and health problems; to provide physical security for buildings and District property.

Responds to requests for assistance or reports of criminal activity by going to the scene, determining the facts available at the crime scene and reporting information to the Chief of Police.

Responds to requests to investigate unsafe conditions that may pose a hazard to the safety or health of students and employees.

Performs emergency first aid and stabilizes injured persons prior to the arrival of paramedics.

Arrests, searches and interrogates suspects.

EXAMPLES OF DUTIES (continued)

Patrols parking lots; regulates traffic; issues parking and traffic citations and warnings.

Provides appropriate service, including information and assistance, to all members of the college community consistent with college policies and practices.

Gathers evidence and testifies in court as required.

Investigates reports of criminal activity and violations of State and Federal statutes, codes and District regulations.

Prepares investigative reports for follow up and/or filing with appropriate law enforcement officials.

Takes appropriate police action to assist the public as required by law.

Selects, trains, evaluates and maintains schedules of student workers.

Provides work direction to lower-level staff.

Perform related work as assigned by the Chief of Police.

QUALIFICATIONS

Ability to:

Learn law enforcement procedures pertaining to arrest, search and seizure, and rules of evidence.

Learn District and campus rules and regulations regarding, safety and conduct.

Interpret and follow oral and written instructions.

Write clear and concise reports.

Interrogate suspects and interview complainants and witnesses.

Respond quickly and effectively in emergency situations, analyze and determine an effective course of action.

Perform duties under scheduled working conditions.

Establish and maintain effective working interaction in a diverse multi-cultural and multi-ethnic educational environment.

Objectively evaluate the proper police procedure to take in enforcement of the law utilizing precaution and restraint.

Remain calm and maintain order in emergency or threatening situations.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Graduation from high school or its equivalent.

Completion of a P.O.S.T. certified police academy.

Two years of experience working as a full-time sworn Police Officer.

Medical/Psychological Standards:

All incumbents must pass a pre-placement medical examination and a psychological evaluation.

Hearing: Acceptable to P.O.S.T. medical standards.

Vision: Acceptable to P.O.S.T. medical standards.

Weight: Weight in proportion to height according to P.O.S.T. medical standards.

Special Qualifications:

Must possess a valid California driver's license by date of appointment.

Must be 21 years of age at the time of appointment as a Police Corporal.

Must be a United States citizen or a permanent resident alien who is eligible, and has applied for citizenship.

Must meet all of the qualifications for the position of Police Officer.

Desirable:

Degree in Administration of Justice from an accredited college or university.