

POLICE CORPORAL

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

SUMMARY

The Corporal classification is a promotion internal to the police department. Corporals are subordinate to the Sergeant classification. Corporals will be assigned a uniformed patrol shift. Corporals will not be assigned to a special assignment and therefore will not receive special assignment pay, except that Corporals may be assigned Field Training Officer duties and will receive a stipend as defined in Section 7.05.5 of the Cotati Police Officer Association MOU. Newly promoted Corporals will be placed on probation status for a period of one year. If a Corporal does not successfully complete their probationary status, they will return to the Police Officer rank.

WORK SHIFT

For maximum supervision and patrol coverage, Corporals will be assigned shifts at the discretion of the Chief of Police. Corporals will not participate in the Police Officers "shift-bid" process

DEFINITION

The Corporal classification shall encompass the definition and range of duties of a Police Officer. This classification is distinguished from the next higher classification of Police Sergeant, in that Corporals will not write annual or probationary personnel evaluations, conduct Internal Affairs investigations and will not be tasked with disciplining department personnel.

At the direction of the Chief of Police, Lieutenant or Sergeants, the Corporal serves as a Watch Commander during his/her assigned shift, if no higher-ranking sworn officer is allocated to that shift. The Corporal classification is a supervisory position. Whenever assigned, the Corporal exercises the direct supervision of all sworn, non-sworn and civilian personnel who are subordinate to this position, to ensure the efficient and orderly operation of the police department. The Corporal is responsible for implementation of all appropriate aspects of police activity, as defined and related to the police profession.

Insignia of Rank

Corporals will be issued a Corporal badge and they will wear two "Chevron" stripes on their sleeves.

Examples of Responsibilities and Duties

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

All duties generally associated with the Police officer classification, and shall be in the rotation for calls-for-service.

Shall review and approve police reports, forms and other associated documents. If reports, forms and associated documents are sub-standard, the Corporal will direct subordinate personnel to correct the deficiency.

Shall perform the duties of Field Training Officer training both new and reserve Police Officers.

In the absence of a shift supervisor (Watch Commander), supervises, coordinates and directs law enforcement services on an assigned shift.

Coordinate work activities and ensure that department rules and policies are followed.

Perform and assist with incident responses and investigations.

Perform other related duties and responsibilities as required.

POLICE CORPORAL

Qualifications

Knowledge of:

Police methods and procedures, including patrol, crime prevention and traffic control.
Investigation and identification techniques.
Self-defense tactics.
Interview and interrogation techniques.
First aid principles, practices and techniques.
Department policy and procedure.
Modern and complex principles and practices of law enforcement.
Case and statutory law.

Ability

Ability to:

Supervise, organize and review the work of officers.
Supervise and train staff.
Prepare clear and concise reports.
Gather, assemble, analyze, evaluate and use facts and evidence.
Analyze situations and adopt effective courses of action.
Interpret and apply laws and regulations.
Use and care for firearms and other issued equipment.
Communicate effectively, both orally and in writing.

Training

The Corporal will complete a P.O.S.T. certified Field Training Officer school during the probationary period.
The Corporal will complete a P.O.S.T. certified Supervisory course within one year after they have completed their probationary period.

Minimum Qualifications

Experience: candidates must have a minimum of three years (full-time) experience as an 830.1 P.C. California Peace Officer.
Probationary Status: candidates must have completed City of Cotati probation as a Police Officer.
Certificates: candidates must possess a Basic California P.O.S.T. Certificate.
Education: candidates must possess a High School Diploma, a College Degree is preferred.

Non-Exempt