



Job Description

Title: Police Corporal	FLSA Status: Non-Exempt	Created:
Supervisor: Police Sergeant	Supervises: Patrol Officers	Revised:
Job Family: Police Services	Bargaining Unit: Police Services	Approved:

JOB SUMMARY:

Under the direction of the Police Sergeant, perform law enforcement duties to patrol, conduct investigations and respond to calls for service; perform crime prevention work; enforce State and local regulations; participate in special crime prevention and enforcement programs; assume role of Police Sergeant when required; perform a variety of technical and administrative tasks in support of the City of Livingston Police Department; train, supervise and evaluate assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform patrol functions, including observing known gathering places of suspects and criminal incidents; respond to service calls; engage in community policing and crime prevention; serve as Acting Police Sergeant in their absence and perform full range of law enforcement duties including the supervision of patrol and law enforcement activities.
- Train, supervise and evaluate the performance of assigned staff; recruit, select and train Department personnel; discipline members of the Department for non-compliance with rules, regulations, procedures, and lawful orders issued by the Chief or other commanding officer; assist to resolve grievances and other problems; assign staff duties and review work for accuracy, completeness and compliance with established standards and requirements.
- Respond to major crime scenes, accident scenes and emergencies; oversee and direct personnel to conduct criminal investigations involving crimes against persons and property, auto theft, sex crimes, and narcotics; conduct investigations of serious and fatal traffic accidents; gather evidence and prepare cases for prosecution; investigate juvenile crimes including child abuse; apprehend suspects; issue citations.
- Prepare and maintain a variety of required reports, documentation, records and logs relating to activities; provide direction to officers in the completion of reports of accidents, disturbances and complaints investigated; review and approve the reports of police officers; assist officers in preparing information for trial cases; appear in court to present evidence and testimony as required; maintain contact with other law enforcement agencies; prepare reports of shift activity.
- Photograph and collect evidence at crime scene using a variety of techniques; conduct interviews and interrogations with victims, complainants and witnesses; apprehend and arrest offenders; testify and present evidence in court collect fingerprints; ensure collection preservation and proper handling of physical evidence and property.
- Train patrol officers and new officers regarding departmental policies, procedures and activities as assigned; counsel, coach and mentor officers during field supervision; conduct performance reviews; conduct training of firearms, tasers, K-9 handling, FTO, AVA, TLO, standard police and computer equipment and maintaining police vehicles.
- Coordinate youth services with outside agencies and organizations; conduct community presentations.
- Serve warrants within the department and with outside agencies; remain current on laws and procedures required for processing warrants.
- Respond to service requests for picking up and delivering unlicensed animals to Animal Control; provide dispatch services; attend briefings as required.
- Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
- Participate in all normal shifts duties as assigned; enforce local and State laws, issue citations, administer first aid and transport offenders.
- Oversee patrol vehicle maintenance; perform special investigative and crime prevention duties as required.

OTHER DUTIES:

Police Corporal

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Planning, organization and direction of operations and activities related to police protection and other law enforcement services.
- State, County and City laws and ordinances.
- Principles, practices and procedures used in police work.
- Principles and practices of supervision and training.
- Operation of a variety of specialized police vehicles and equipment.
- Investigation, prevention and intervention methods and strategies.
- Practices and procedures of collecting, processing and preserving crime scene evidence.
- Rules of evidence and laws of arrest.
- Police Department organization, operations, policies and objectives.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- First aid and CPR procedures.
- Budget preparation and control.
- Public speaking techniques.
- Operation of a computer and assigned software.
- Record-keeping and report preparation techniques.

Ability to:

- Gather, assemble, analyze evaluate and use facts and evidence.
- Analyze situations accurately, quickly and objectively and determine and take emergency and effective course of action.
- Plan, organize and direct the operations and activities related to police protection and other law enforcement services to safeguard the lives, property and constitutional rights of the citizens of Livingston.
- Coordinate and manage the programs of assigned division of the Department to ensure timely response to crime and accident scenes, emergency situations and other requests for assistance and proper enforcement of State, County and City laws and ordinances.
- Train and supervise the performance of assigned personnel.
- Interpret, apply and enforce the laws and ordinances of the City, County and State.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of specialized police vehicles and equipment.
- Operate a computer and assigned office equipment.
- Meet schedules and time lines; plan and organize work.
- Work independently with little direction.
- Prepare and maintain comprehensive, detailed, and descriptive reports.
- Participate in budget preparation and control.
- Administer first aid and CPR as necessary.

Education and Experience:

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 is:

- Graduation from high school or equivalent GED.
- Associate of Arts Degree in law enforcement related field and/or Bachelor of Science Degrees in Business Administration, Public Administration, Criminal Justice and Administration of Justice shall be accepted to satisfy the degree requirement.
- Three years of experience in law enforcement work comparable to that of a Police Officer with the City of Livingston.

Licenses, Certifications and other Requirements:

- Possession of a P.O.S.T. Advanced Certificate.
- Possession of valid C.P.R. certificate.
- Valid Basic First Aid certificate.

WORKING CONDITIONS:

Work Environment:

- Indoor/outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Driving a vehicle to conduct work.
- Evening or variable hours, and emergency call-out.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard and various police equipment.
- Hearing and speaking to exchange information and make presentations.
- Climbing stairs, ladders and over obstacles.
- Reaching overhead, above the shoulders and horizontally.
- Walking and running over rough or uneven surfaces.
- Sitting or standing for extended periods of time.
- Bending at the waist, stooping, kneeling or crouching.
- Lifting, carrying, pushing or pulling heavy objects or individuals as assigned by the position.
- Physical agility and stamina.

Hazards:

- Exposure to possible fights and confrontations.
- Contact with dissatisfied or abusive individuals.
- Driving a vehicle during adverse weather conditions.
- Explosives and guns.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.