



CITY OF RICHLAND

CLASSIFICATION TITLE: POLICE CORPORAL	AFFILIATION: Affiliated (POLICE)
REPORTS TO: POLICE SERGEANT OR DESIGNEE	FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

Under the direction of the Police Sergeant or designee, oversees, organizes, trains and directs the activities of assigned law enforcement officers and equipment as instructed by the squad commander; assumes the training responsibilities for an assigned shift and performs the duties of Shift Commander in the absence of the Police Sergeant. Subject to 12 hour shifts, callback, standby and overtime as required.

ESSENTIAL JOB FUNCTIONS:

Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location.

- Assists in supervising or participating in criminal investigations of theft, fraud, drug traffic, gambling, etc.; interrogates suspects, gathers evidence and prepares extensive reports for cases.
- Assists prosecutor in the preparation of cases for court and testifies in court as required.
- Provides direction and in-service training to subordinate police officers in techniques of police work, applicable laws and regulations, and department policies. Communicates with subordinates as directed by the squad commander on shift activities and incidents.
- Supervises, motivates, and provides direction and guidance to assigned staff; evaluates and reviews work performance for acceptability and conformance with department standards and goals; works with employees to correct deficiencies; plans, coordinates and arranges for appropriate training of subordinates; documents corrective action and applies City and Department policy, as needed.
- Provides advice and instructions on situations requiring expertise of an experienced officer as directed by the squad commander.
- Acts as Shift Commander in absence or inability to serve of Sergeant.
- Provides a variety of police protection and other services to enforce the laws and ordinances of Richland and safeguard the lives, property and constitutional rights of citizens.
- Responds to a wide variety of calls from citizens in need of first aid, information and general assistance.

- Provides first aid and rescue services at crime scenes, accidents and other emergency situations.
- Communicates with other City personnel, law enforcement agencies and health care providers to coordinate efforts, resolve problems and exchange information.
- Prepares accurate and detailed investigative reports; completes a variety of forms and issues citations as appropriate.
- Utilizes and maintains a variety of specialized equipment such as firearms, police vehicles, radios, baton, handcuffs, flares and others according to established procedures.
- Participates in or provides training and instruction in specialized police duties as directed.
- Performs specialized duties in optional officer assignments such as patrol, detective, community relations, traffic and others as assigned.
- Performs all functions of the Police Officer.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Identify specific and realistic knowledge, skills and abilities necessary to competently perform this job.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Principles, practices and procedures used in police work.
- State, County and City laws and ordinances.
- Rules of evidence and laws of arrest.
- Administrative principles and practices, including program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Methods and techniques of providing in-service training.
- Modern principles, practices, procedures and techniques used in law enforcement, investigation, crime and accident prevention, and other police work.
- State, County and City laws and ordinances.
- Geography and cultural characteristics of the City and specific areas of assignment.
- Operation of a variety of specialized police vehicles and equipment.
- Applicable health and safety policy, procedures and practices.
- Education and training related to industry standards, state requirements and career development.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- Basic first aid procedures.
- Applicable health and safety policy, procedures and practices.
- Computer hardware and software, including office applications, records management systems, data entry and web-based training resources.

Skills and Abilities to:

- Learn, read, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Maintain current knowledge of the law and modern law enforcement techniques.
- Train, supervise and direct subordinates on an assigned shift, assist with the evaluation of assigned staff.
- Exercise independent discretion when responding to emergencies.
- Protect the lives, property and constitutional rights of the citizens of Richland.
- Present evidence and testimony in court.
- Respond to crime and emergency scenes and take immediate and appropriate action.
- Maintain proficiency in driving and in the use of firearms in accordance with departmental guidelines.
- Analyze situations accurately and adopt an effective course of action.
- Participate in specialized programs and assignments to support police-related activities and community relations.
- Understand and work within scope of authority.
- Follow oral and written instructions.
- Observe legal and defensive driving practices.
- Comply with safety standards and regulations.
- Perform strenuous physical tasks such as running and subduing fleeing suspects, climbing fences and lifting and carrying injured persons.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Operate a variety of modern office equipment and personal computers in a windows based computing environment, using standard or customized software application programs appropriate to assigned tasks.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

EDUCATION & EXPERIENCE REQUIREMENTS:

- Three (3) years of experience as a Police Officer with the City of Richland.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

Valid Washington State driver's license.

WORKING CONDITIONS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described 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.

Environment:

- Typically performed in the field, which requires travel daily of Richland City streets.
- The position involves work outdoors on a year round basis and is subject to extreme weather conditions.
- The noise level in the work environment is usually quiet to moderate, depending on whether in the office and/or in the field.
- May be exposed to verbal abuse and violence in the line of duty.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies/procedures.

Physical Demands:

- Operate a motorized vehicle which includes driving in inclement weather conditions.
- Operate standard equipment for assigned tasks.
- Ability to sit, stand, walk, bend, lift, reach with arms and hands, kneel, crouch, crawl and stretch, the ability to climb or balance.
- Ability to lift, push, carry and pull materials and objects weighing up to 100 lbs., using the assistance of others and proper lifting techniques.
- Manual dexterity of hands and fingers to handle or operated objects, controls, tools or guns in the performance of assigned tasks, to include repetitive keyboarding, grasping, and reaching to operate a computer keyboard, mouse and/or standard office equipment.
- Ability to run, jump, climb fences, fight and shoot in stressful situations.
- Physical strength to restrain and control persons and physically defend self.
- Corrected vision for closeness, distance, color, peripheral and depth perception, with the ability to adjust focus, and to read print and a computer screen.
- Hear and speak to communicate in person, before groups, and over the telephone.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.