

City of South San Francisco  
Human Resources Department

**Police Corporal**  
Class Description

**Definition**

Under general direction, to assign, review and perform a variety of law enforcement duties and crime prevention duties involved in the preservation of public peace, protection of life and property, and enforcement of laws and ordinances; develops community policing programs; participates in and conducts a variety of criminal investigations; serves on a variety of task forces; may serve as a shift supervisor in the absence of an assigned Police Sergeant; and performs related work as required.

**Distinguishing Characteristics**

This is the advanced journey sworn level. Positions at this level are distinguished from Police Officer by the level of responsibility assumed, complexity of duties assigned, independence of action taken, and by the amount of time spent performing the duties. Employees perform the most difficult and responsible types of duties assigned, including providing technical and functional supervision over assigned personnel, serving as Field Training Officer, and serving in the absence of the Sergeant. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

**Typical and Important Duties**

1. Plans, reviews and assists with the patrol of an assigned area to preserve law and order, prevent, identify and investigate crimes, and enforce laws, regulations, and ordinances.
2. Provides input on the evaluation of staff, recommending improvements and modifications.
3. Assumes the duties of the shift supervisor including scene supervision, administrative duties, personnel management, document and report approval, scheduling, and maintaining staffing levels, and record keeping and documentation in the absence of the assigned Sergeant.
4. Coordinates the efforts of team members at the scenes of major investigations.
5. Assists the supervisor in coordinating attendance and participation of members at business and civic meetings, recreation centers, and other community gatherings.
6. Participates in a variety of special assignments, including but not limited to, Criminal Investigations, School Liaison, Gang and Narcotics Task Force, Vehicle Theft, Task Force, Community Oriented Policing and Problem Solving (COPPS).
7. Serves as Field Training Officer by training and providing technical assistance to Police Officers; documents performance and training needs; reviews and approves reports.
8. Responds to calls for service in the protection of life and property and the enforcement of City, county,

- 
- and state laws; responds and/or supervises scenes of disorder, disaster, or crime to ensure appropriate action is taken.
9. Responds to situations involving in-progress or recent criminal activity to restore or maintain order and to coordinate the gathering of information and evidence.
  10. Conducts in-depth investigations of felony and prosecutable incidents, either independently or as part of a coordinated effort.
  11. Gathers and reports intelligence information of possible use in solving or preventing crimes.
  12. Resolves conflicts of a potentially violent nature involving a wide variety of participants, including family members, neighbors, landlords and tenants, merchants and customers, and rival youth groups.
  13. Provides counseling, referral, and follow-up services to resolve domestic and civil crises and assists in preventing criminality.
  14. Performs the duties of a Police Officer, as required.
  15. Attends business and civil meetings, recreation centers and other community gatherings on a regular basis to represent the department and maintain awareness of citywide problems and concerns.
  16. Observes, reports, and whenever feasible, follows up on conditions which pose potential threats to public safety and health.
  17. Provides rescue and first aid services in accidents, disasters, and other emergency situations.
  18. Prepares cases for criminal prosecution and possesses abilities in proper courtroom testimony and demeanor.
  19. Maintains an awareness of current professional information, including but not limited to: search and seizure, rules of evidence, judicial edicts, and operational procedures.
  20. Prevents and controls traffic-related problems, including but not limited to serious traffic accident investigations and enforcement of state and local traffic laws.
  21. Understands and carries out safety policies; rules and regulations; properly uses safety equipment.
  22. Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.
  23. Participates in and maintains physical and technical aptitude through continuous training.
  24. Builds and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
  25. Performs other related duties and responsibilities as assigned.

### **Job-related Qualifications**

#### *Knowledge of:*

- Advanced police methods and procedures, including patrol, crime prevention, traffic control, scientific investigation and identification techniques, and the control of juvenile delinquency.
- Geography of the local area.
- English usage, spelling, grammar, and punctuation.
- Advanced principles of report writing.
- Pertinent Federal, State and local laws, codes and regulations, including laws governing apprehension, arrest and custody of persons.
- Standard broadcasting codes, procedures, and practices on a police radio system. Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in

---

criminal cases.

- Use of self-defense tactics and proper use of force.
- Proper use of equipment used in law enforcement including vehicles and firearms.
- Practices of administering first aid.
- Principles and techniques used in public and community relations as it relates to law enforcement activities.
- Principles and practices of customer service.
- Modern office equipment, methods, procedures, and computer hardware and software.
- Principles and practices of technical and functional supervision, training and leadership.

*Ability to:*

- Perform the more difficult and complex activities assigned to sworn personnel.
- Perform job tasks with minimal supervision and work independently in the absence of supervision.
- Apply the laws of arrest and pertinent local and State laws and ordinances.
- Observe accurately and remember names, faces, numbers, incidents, and places.
- Think and act quickly in emergencies and judge situations and people accurately.
- Understand and carry out oral and written directions.
- Successfully carry out the duties and responsibilities of a Field Training Officer and demonstrate leadership in the development of less experienced Police Officer. Effectively deal with personal danger that may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control, working in and near traffic, and natural and man-made disasters.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include effecting arrests, subduing resisting individuals, chasing fleeing subjects, running, jumping, walking, crouching or crawling during emergency operations, moving equipment and injured/deceased persons, climbing stairs/ladders, performing life-saving and rescue procedures, walking, standing or sitting for extended periods of time, and operating assigned equipment and vehicles. Apply standard broadcasting procedures of a police radio system, maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment and vehicles.
- Maintain mental faculties, to exercise sound judgment and rational thinking under routine and dangerous circumstances, evaluate various options and alternatives, and choose an appropriate and reasonable course of action.
- Represent the City, the department, or the organizational unit effectively and professionally in contacts with representatives of other agencies, City departments, and the public.
- Demonstrate initiative and attention to detail.
- Analyze situations, adopt effective courses of action, and make appropriate decisions.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Take a proactive approach to customer service issues.
- Work in a safe manner, following City safety practices and procedures; model and coach others in

---

correct City safety practices and procedures; enforce adherence to safety policies and procedures.

- Maintain confidentiality regarding sensitive information.
- Foster and contribute to a work environment that supports and exhibits honesty, diversity, integrity, trust and respect.

*Skill in:*

- Using and carrying firearms.
- Using a personal computer and related software.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

*Experience:* Three years of progressively more responsible experience as a Police Officer with the City of South San Francisco.

*Training:* Equivalent to graduation from high school; additional education at the community college or university level is preferred.

### **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

*Physical Skills:* Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, maintain sustained posture in a seated or standing position for prolonged periods of time, continuously wear utility belt and other police equipment of 30 pounds, lift and carry 100 pounds; vision to read printed materials and a computer screen; vision of 20/100 correctable to 20/30, with adequate depth perception and color vision; if soft contacts are worn, there is no limit on uncorrected distance visual acuity; hearing and speech sufficient to communicate in person and over the telephone and radio; carry and operate a firearm; work in intense life-threatening conditions; drive standard police vehicles.

*Work Environment:* Work in a standard office environment or field environment; exposure to noise, outdoors, inclement weather, animals, chemicals, fumes, explosive materials, mechanical hazards, electrical hazards, traffic, traffic hazards, moving objects; dangerous persons, animals, firearms, and bodily fluids.

*Ability to:* Travel to various sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours, and available for evening meetings, shift work, on-call, and for stand-by duties; handles public information emergency situations.

Approved: September 2013  
Revised Date: June 2003  
Abolished:  
Former Titles:  
Bargaining Unit: PA  
ADA Review: May 2002, 2003, September 2013  
DOT: No  
Physical: Class 1  
Status: Unclassified/Non-exempt  
EEOC Category: EF4/EJ4  
Job Code: C100

**ADA-Documentation of Essential Duties**

1. SDE
2. SDE
3. SAE
4. SAE
5. SAE
6. SAE
7. SAE
8. SAE
9. SAE
10. SAE
11. SAE
12. SAE
13. SAE
14. SDE
15. SAE
16. SDE
17. SAE
18. SAE
19. SDE
20. SDE
21. SDE
22. SDE
23. SDE
24. SDE
25. SDE