

City of Claremont, New Hampshire

Position Description

Position Titled:	Police Corporal	Union/Merit:	New England PBA Union
Reports to:	Police Chief	Grade Level-Points:	
Department:	Police	Revised/Updated:	05/03/05
FLSA Status:	Non-Exempt		

Job Summary

Serves as assistant shift commander or as an assistant criminal division supervisor. Generally serves as a Patrol Officer or Detective when not acting in a supervisory capacity. Responsibilities include supervising functions of the patrol division, dispatch functions and most low-level administrative functions during an assigned shift. Performs the full range of police officer or detective duties during an assigned shift. Serves as training officer, officer-in-charge at major crime and accident scenes. The corporal must be thoroughly acquainted with all aspect of the duties of shift supervisor, patrol officer and detective, and be prepared to function in any of these capacities.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Conducts roll call. Inspect equipment and appearance of police officer, briefs police officers on previous day's incidents and relays and explains orders and any written directives from superior officers. Assigns officers to patrol sectors, special duties and details having full discretion for assignments involving non-scheduled special duties and emergency duties. Responsible for all activity and conduct of patrol officers assigned to a shift while working in a supervisory capacity.
2. Receives dispatch orders and responds to emergency situations or serious crimes requiring superior officers presence. Takes charge of crime/accident scenes directing the activities of all personnel at the scene until relieve by a superior officer. Participates in investigative procedures which require the advanced skill of senior officers, requests assistance when necessary.
3. Insures all required reports are submitted and completed in conformance with regulations. May follow up where additional information is needed. Insures all arrests are properly based and usually supervises non-spontaneous / warrant related arrests. May serve as department court prosecutor, preparing presentation, presenting evidence, insuring arresting police officer knows court date, witnesses have been subpoenaed and evidence is available when needed.

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 use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

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4. Serves as shift commander on an assigned shift, planning, organizing and directing the patrol, detective, dispatch and administrative programs and activities in the absence of the Sergeant; calls in officer of higher rank in cases of death, major riots and other times when appropriate.
5. Supervises in the absence of the Sergeant and/or participates in the patrol of the City in a cruiser or on foot; overseeing same activity by other members of patrol; apprehends persons violating the law or wanted by police; checks public assemblies, buildings security; observes and interrogates suspicious persons and suspects in crimes.
6. Assures the completeness of detailed reports on all crimes, vehicle accidents, investigations, etc., on an assigned shift, in conformance with department regulations statutory requirements and proper police procedures.
7. Supervises and participates in investigation of all offenses and incidents which occur during assigned shift; examines crime scene; identifies and collects evidence and records data to aid in the identification, apprehension and prosecution of offenders, and the recovery of property.
8. Responsible for the proper tagging and sealing of all evidence and property possessed by members of patrol during assigned shift; receives evidence / property and is responsible for its proper transfer to the evidence officer or the state laboratory. Confers with court prosecutors; testifies in court; assists patrol officers in preparing for testifying in court and reviews courtroom experience with said officers. Provides case law information to officers for use in development of investigations and testimony.
9. Preserves the peace at public gatherings, neighborhood disputes and family quarrels. Negotiates settlements between emotionally upset and often irrational persons involved in domestic disputes, performs field evaluations of physically and mentally ill persons and arranged for and oversees transportation to medical and mental care facilities.
10. Assists in evaluating individual and unit performance; trains and counsels subordinates.
11. Assist in administrative functions of the department in preparation and review of changes in policies and procedures; serving as the primary representative of the patrol division during reviews of procedures and policies. Required to provide written reports to superior officers on all matters of complaints and discipline handled by them.

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12. As a Detective:
 - a. Investigates complaints, leads and tips on a wide range of crimes and felonies such as thefts, frauds, sexual assaults, burglaries, juvenile offenses, larceny, bribery, arson, etc.
 - b. Questions witnesses and suspects gathering information, developing leads and taking testimony on felonies committed within the City.
 - c. Gathers, secures and preserves custody of all physical and documentary evidence; marks and packages evidence requiring scientific processing.
 - d. Maintains surveillance over suspected persons and areas experiencing a high incidence of crime; apprehends and arrests suspects or offenders.
 - e. Prepares written detailed reports on assigned cases , arrests, evidence reports, juvenile dispositions and contact with the court, state and federal authorities.
 - f. Testifies in court proceedings giving evidence on crimes and felonies investigated.
 - g. May develop crime prevention program for the city; speaks before school, civil and professional organizations.
 - h. Reports and coordinates child abuse and related sexual assaults investigations through the New Hampshire Division for Children, Youth and Families.
13. Performs the duties of police prosecutor as required.
14. Performs other related duties as required or assigned.

Peripheral Duties

Regularly performs the duties of subordinate personnel when Sergeant is working or as needed.
Analyze and recommend improvements to equipment and facilities, as needed.
Participate in various committees.

Desired Minimum Qualifications

Education and Experience:

Batchelor's degree in Police Science or related field plus two (2) years experience as a law enforcement officer or an equivalent combination of experiences and training. Significant experience and/or training in: report writing, affidavit and warrant preparation, interpersonal skills and effective communication, understanding concepts of supervision. The following training courses are strongly recommended: Advanced Report Writing; Conflict Resolution Through Effective Communication; Critical Incident Management; Field Training Officer; First-Line Supervision; Instructor Development; Law Enforcement Leadership; Law Enforcement Wellness; Warrants and Complaints; Drafting Court Complaints; Drafting Search Warrants; and Warrantless Searches; or any combination of similar advanced training or educational programs.

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Necessary Knowledge, Skills and Abilities:

Knowledge of:

- The methods and practices of police supervision.
- Federal and State laws, City Ordinances, department rules and regulations and relevant court rulings.
- Thorough knowledge of City roads, important buildings, schools, recreational facilities, traffic arterioles and of the sociological characteristics of the town.

Ability to:

- Research statutes and case law reference material to make determination if law violations exist.
- Analyze complex police problems such as to be able to control and direct police services for any incident and to be able to direct and control police services during the crucial first 15-20 minutes in cases where superior officers are called for assistance.
- Lead and instruct police officers and civilians in classroom, field and emergency situation.
- Cope with situations firmly, courteously, tactfully and with respect for the rights of others; the ability to control and direct subordinates such that they cope with situations in a like manner.
- Use and instruct in the use of self-defense techniques; firearms and other police equipment including where required; photographic equipment, radar, breathalyzer, etc.
- Operate motor vehicle under emergency situations as well as the ability to evaluate and instruct in said operation by subordinates.
- Present testimony and evidence effectively in court proceedings, as well as the ability to assist subordinates in preparing for same.
- Take detailed measurements and note the location of significant things at the scene of a crime.
- Understand and carry out oral and written instructions.
- Complete required written reports in a timely fashion.
- Utilize photographic, video graphic and electronic equipment for which training is provided.
- Communicate effectively in both written and oral form with others and to establish positive, effective working relationships with other law enforcement agencies, other City departments, employees, and the general public.

Skill in:

- Lifting and classifying fingerprints and skill in interrogation, accident investigation, crime scene search, crime investigation and, additionally, the ability to educate subordinates in the above areas.
- The use of the tools and equipment listed below.

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Supervision Received

The Corporal works under the general supervision of Patrol Sergeants or the Criminal Division Commander. May delegate other responsibilities to subordinates. May be required to supervise additional subordinates in the event of a major investigation. May supervise a detective.

Supervision Exercised

Supervision is generally exercised over two to four subordinates.

Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment.

Licensing & Certification

Must maintain any required approvals and designations as required.

Must be certified New Hampshire police officer.

Must maintain a valid motor vehicle operator's license.

Tools & Equipment Used

General police-issued equipment such as firearms, protective vest/gear, restraints, radio, etc. General office equipment including computer, workstation, telephone, fax machine, photocopier, etc.

Typical Work Surface(s): Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

Typical Controls & Equipment: General police-issued equipment such as firearms, protective vest/gear, restraints, radio, etc. General office equipment including computer, workstation, telephone, fax machine, photocopier, etc.

Typical Work Environment: Inside: 25% Outside: 75%

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Summary of Occupational Exposures: May be exposed to cleaning fluids, copier toner, etc. May be exposed to hazardous situations, including, but not limited to the following: Bio-hazard, motor vehicle, combative public, slips and falls, injuries as a result of physical restraints, blood-borne pathogen exposure, hazardous materials, and hazardous environments.

Occasional physical effort may be required in handling the combative public. Working conditions may be disagreeable with exposure to all weather elements as well as exposure to hazards resulting from the provision of public safety services that could lead to illness, injury, disability, or death.

Physical Activity Requirements

Primary Physical Requirements

<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Frequently required
<u>LIFT 26 to 50 lbs.:</u>	Occasionally required
<u>LIFT over 50 lbs.:</u>	Occasionally required

<u>CARRY up to 10 lbs.:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required
<u>CARRY over 50 lbs.:</u>	Occasionally required

<u>REACH above shoulder height:</u>	Occasionally required
<u>REACH at shoulder height:</u>	Occasionally required
<u>REACH below shoulder height:</u>	Occasionally required
<u>PUSH/PULL:</u>	Occasionally required

Other Physical Considerations

<u>Twisting:</u>	Occasionally required
<u>Bending:</u>	Occasionally required
<u>Crawling:</u>	Rarely required
<u>Squatting:</u>	Occasionally required

<u>Kneeling:</u>	Occasionally required
<u>Crouching:</u>	Occasionally required
<u>Climbing:</u>	Rarely required
<u>Balancing:</u>	Rarely required
<u>Grasping:</u>	Frequently required
<u>Handling:</u>	Frequently required
<u>Torquing:</u>	Occasionally required
<u>Fingering:</u>	Frequently required

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During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

<u>Talking:</u>	Necessary for communicating with others.
<u>Hearing:</u>	Necessary for taking instructions and information.
<u>Sight:</u>	Necessary for performing job effectively and correctly.
<u>Tasting & Smelling:</u>	Necessary for detecting odors.

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