



Surrounded *by* Inspiration

JOB DESCRIPTION

JOB TITLE: Police Corporal
DEPARTMENT: Police Department
FLSA Status: Non-Exempt

JOB SUMMARY:

Investigates felony and major misdemeanor crimes. Supervises and works with a team consisting of School Resource Officers, Community Policing Officers, Records and Evidences Technicians, and Receptionists to ensure the enforcement of city, state and federal laws while protecting citizens and their property.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The City retains the right to modify or change the duties or essential functions of the job at any time.

Supervises, oversees and evaluates the performance of assigned personnel; responsible for investigating complaints and recommending disciplinary actions; and approves overtime, vacation and sick leave.

Processes crime scenes and manages any patrol officers that may be present; ensures a crime scene is preserved as necessary.

Coordinates major/complex investigations with the Colorado Bureau of Investigation (CBI), the Federal Bureau of Investigation (FBI), and/or other local, state or federal agencies that might be required.

In conjunction with the local fire department, investigates arson cases.

Reviews, assists and coordinates narcotics investigations.

Conducts preliminary and follow-up criminal or traffic accident investigations; gathers and evaluates information and evidence; prepares accident reports; issues summonses; and requests medical assistance and provides first aid for injured persons.

Prioritizes investigative reports; performs follow-up or assigns follow-up to patrol officers, as needed.

Supervises, engages in and encourages neighborhood problem solving and community policing efforts of assigned personnel.

Provides information, advice and assistance to business owners and their employees, homeowners and citizens regarding crime prevention.

Investigates disaster situations and assigns appropriate personnel to delegated tasks.

Acts with moderate direct supervision and exercises independent judgment in responding to emergencies.

OTHER DUTIES AND RESPONSIBILITIES:

- Reviews, revises and approves all felony reports prepared by patrol officers.
- Prepares and/or assists in the preparation of search warrants, arrest warrants, and court orders for non-testimonial physical evidence.
- Responds to and investigates felony crime scenes as necessary and assigned by the Investigative Sergeant or Chief of Police.
- Ensures basic vehicle and equipment maintenance for assigned personnel.
- Assists other departments and outside agencies as necessary.
- Coordinates community safety and other programs.
- Operates a personal computer with assigned software and the Colorado/National Crime Information Center (CCIC/NCIC) computer.
- Serves as a liaison for interdepartmental and intra-agency relationships; represents the City in various capacities on panels, committees, task forces and other relevant forums; shares information with other law enforcement agencies through the Colorado Bureau of Investigation (CBI) and scheduled meetings with other area investigative personnel.
- Performs other related duties and special projects as assigned by the Investigative Sergeant and/or the Chief of Police.

REPORTING RELATIONSHIPS:

This Position Reports to: Investigative Sergeant.

This Position Supervises: Records/Evidence Technician
School Resource Officer
Community Policing Officer
Police Receptionist

EXPERIENCE AND TRAINING:

Minimum Education: High school diploma or GED equivalent; Associate Degree in police or public administration, criminal justice, or a directly related field preferred.

Job Requirements: Requires a valid Colorado Driver License, current Colorado POST Certification and certification in First Aid and CPR.

Special Training or Experience: Successful completion of handgun qualification; asp, Intoxilyzer, radar, blunt munitions (bean bags) and taser training; specialized investigative training.

Work Experience in Positions Similar or Related to This Job: Requires a minimum of five years of progressively responsible patrol experience as a sworn police officer with substantial public contact and interaction.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles, practices and operating requirements of municipal government and law enforcement and the ability to effectively supervise subordinates in that knowledge.
- Knowledge of the current law enforcement techniques and guidelines, for purposes of assisting other personnel and training and instructing others in these areas.
- Strong interpersonal and organizational skills and tact; the ability to handle stressful situations, work well under pressure, interact with all types of individuals, resolve problems and manage conflict, identify threatening situations and de-escalate aggressive behavior.
- Knowledge of police tactics and procedures including arrest techniques and procedures, hand cuffing, conducting searches on people and in buildings, self-defense tactics, suspect booking and the advisement of rights, property handling, and qualification and proficiency in using assigned firearm(s).
- Skill and ability to learn and use required computer software applications.
- Ability to own and use a firearm.
- Skills in utilizing problem-solving strategies.
- Ability to write effective and comprehensive reports.
- Knowledge of current technological capabilities and applications.
- Ability to be on-call 24 hours a day, 7 days a week and to work long hours on all shifts as required.
- Ability to establish and maintain effective working relationships with employees, supervisors, outside organizations and the general public.

EQUIPMENT USED: Reference ADA Profile

ENVIRONMENTAL CONDITIONS: Reference ADA Profile

PHYSICAL REQUIREMENTS: Reference ADA Profile

OTHER REQUIREMENTS: Reference ADA Profile