



City of Winder

Job Description: Police Corporal - Patrol

Department: Police

Rev 03/14

EEO Function:

Pay Grade: PD-6

EEO Category: Professional

Status: Non-Exempt

Pay Type: Hourly

Position Number: 6346

I. Chain of Command/ Reports To

Police Sergeant or through the Chain of Command to the Chief of Police

II. Job Summary

The functions of a Police Corporal are similar to that of a Police Officer with additional duties as an assistant supervisor or as a shift commander in the absence of a Sergeant. While incumbents are normally assigned to a specific geographic area for patrol, all functional areas of the law enforcement field, including investigation, administration, and training are included. A Police Corporal is also expected to perform field duties relating to response to emergencies, general and directed patrol, investigation of crimes and other non-criminal incidents, traffic enforcement and control, assisting in crime prevention activities, and other law enforcement services and duties as required. A significant degree of initiative, independent judgment, and discretion is required of incumbents to develop, maintain, and successfully perform supervisory tasks in a community oriented, problem solving approach to policing.

III. Essential Duties and Functions

- Follow and promote Policy & Procedures of the City of Winder.
- Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Ensures the compliance of quality customer services to the public and internal City departments and employees.
- Develops and maintains effective working relationships with the community.
- Ensures that the department offers and maintains an effective and positive Community Oriented Policing philosophy for the purpose of maintaining the highest possible credibility level within the City.
- Investigates crimes, accidents, interviews witnesses, complainants, victims or hazardous conditions which might endanger the public.
- Identifies, protects, and documents any short-lived evidence found at the accident scene, using approved department procedures in order to prevent evidence from being overlooked or destroyed.
- Maintains order at public gatherings by using crowd control techniques.
- Participates in undercover and surveillance operations.

- Respond to calls for service within assigned areas or any other area within the City as directed.
- Patrols throughout assigned area either on foot or in patrol vehicle, looking for anything unusual in order to increase patrol visibility and prevent crime, or to discover crimes in progress.
- Operates speed detection equipment in order to apprehend speeding/traffic violators.
- Issues summonses for various violations of municipal ordinances and state laws by writing the required information on summons and delivering a copy to the accused in order to enforce the law.
- Protects accident scene from disturbance by appropriately positioning police car and by lighting and placing flares at strategic locations in order to divert traffic and to prevent further destruction or removal of evidence.
- Participates in traffic control activities and accident investigations; reviews and corrects traffic collision reports and towed vehicle reports.
- Completes accident report forms by printing or typing data gained from accident investigation (including a short narrative and a diagram of the accident) in order to officially record the results of the investigation and to provide information to all parties involved.
- Operates a video recorder on persons arrested for drunkenness, narcotics, or other substances use in order to have a record of behavior as evidence.
- Directs traffic and assists motorists as warranted.
- Conducts and participate in various check points.
- Detains, apprehends, and arrests, criminal suspects and law violators when necessary; follows proper procedures when making arrests.
- May exercise reasonable force, to subdue and maintain physical control over violent or uncooperative suspects.
- Transports arrested persons to detention facility using handcuffs and other security measures necessary in order to book them according to proper procedures.
- Searches for wanted persons and vehicles.
- Advises parents of juvenile offenders in custody of procedures relative to the case in order to ensure that parents understand their responsibilities.
- Develops cooperative professional relationships with representatives of law enforcement agencies, judges, attorneys, media reporters, elected officials, and other public sector organizations, community leaders, and citizens.
- Serves as a witness in court as required.
- Responsible for keeping the Shift Sergeant informed of important matters specifically activities that occur within the shift that has potential to impact the rest of the department or the general public.
- Maintains uniforms, weapons and other assigned equipment in functional and presentable condition.
- Uses departmental computer equipment to input, review and obtain records, information and other various data.
- Participates in firearms training in order to maintain proficiency; participates in training for other applicable law enforcement equipment and weapons.
- Inventories and maintains equipment carried in police vehicle by utilizing an equipment check list, and by replacing missing or damaged items in order to ensure readiness for patrol.

- Attends City Council and committee meetings to present and explain issues pertaining to the community, public safety, and departmental requirements, policies and procedures.
-

- Serve as first level supervisor in the absence of a Sergeant or higher-ranking police personnel for an assigned shift; prepares and administer briefings; assign patrol areas; supervise and direct sworn and non-sworn staff and activities on assigned shift; conducts personnel, equipment, and building inspections.
- Reviews reports, records and cases submitted by other police personnel to ensure the accuracy, completeness and thoroughness of reports and/or the initial and/or follow up of criminal incidents.
- In coordination with the Sergeant, delegates work assignments, projects, and programs; monitors work flow; and reviews and evaluates work products, methods, and procedures.
- Ensures that departmental vehicles and equipment are being properly maintained and in working order and reports any defects requiring repair.
- Reviews invoices and supporting documentation for proper authorization and conformance to requirements.
- May serve as field training officer.
- Responds to major crimes, accident scenes, and emergencies; assumes initial command; may act as incident commander until such time as a higher-ranking officer assumes command.
- Assists in maintaining time entry for subordinates.
- Advises supervisors on deployment of personnel during emergence responses.
- Oversees the preparation of shift reports.
- Performs related duties as assigned

IV. Knowledge, Skills, and Ability:

- Knowledge of City Charter and Ordinances pertaining to the Police Department.
- Knowledge of Georgia laws governing the apprehension, arrest and custody of accused persons.
- Knowledge of principles of supervision, training and performance evaluation.
- Knowledge of Operations, services and activities of a comprehensive law enforcement program.
- Knowledge of modern and complex principles and practices of law enforcement including identification and investigative techniques.
- Knowledge of recent court decisions affecting law enforcement.
- Knowledge of the City of Winder's geography.
- Advance knowledge of Microsoft Word and Excel.
- Ability to maintain confidentiality.
- Ability to use and qualify with a firearm.
- Ability to maintain POST certification.
- Ability to present department documents.
- Ability to interpret and apply applicable federal, state and local policies, laws and regulations.

- Ability to work routinely under highly stressful conditions including life threatening situations.
- Ability to accurately observe and remember names, faces, numbers, incidents, and places.
- Ability to supervisor assigned staff.
- Ability to provide effective leadership to staff.
- Ability to pass drug testing as noted in policy.
- Ability to meet Department's physical standards required.
- Ability to pass an annual physical ability test.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Skill in understanding and following oral and/or written instructions.
- Skill in establishing and maintaining effective working relationships with City employees and the public.

V. Licenses and Certifications Required

- Possession of Georgia POST certification.
- Completion of POST-approved in-service training hours each year.
- Meet and maintain the departmental firearms qualifications standards.
- Possession of a valid Georgia driver's license.

VI. Qualifications

- High School diploma or GED.
- Minimum of 21 years of age.
- Two (2) years of law enforcement experience in a similar size or larger agency including a minimum of one year with the Winder Police Department.
- Never been convicted of a Felony.
- Must be a citizen of the United States.
- Must meet department's psychological and background requirements.
- Must pass an annual fit for duty physical.
- Work evenings, weekends and/or holidays as required.
- Must be able to be bonded and pass a credit check.

VII. Physical Requirements

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and communicate effectively in writing and verbally. The employee frequently is required to stand, walk, sit for extended periods, and use the computer keyboard and mouse. The employee is occasionally required to run, climb, stoop, kneel, crawl, and crouch. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Occasionally lift and/or move up to 160 pounds.

Vision: Visual range with or without correction to 20/20 in one eye and at least 20/30 in the other eye with no color deficiencies.

Hearing: Hear in the normal audio range with or without correction. Able to hear in-person; as well as, distinguish radio and telephone conversations, recognize differences or changes in sound patterns and loudness or pitch.

VIII. Working Conditions:

This position works both in an office environment and throughout the assign jurisdiction. While performing essential duties of the job, works in an environment under constant deadlines, and may be exposed to dust, dirt, environmental odors, as well as around office and specialized law enforcement equipment. The noise level in the work environment may be moderate to loud.

While performing the duties of this job, the employee often performs duties in outside weather conditions, and is occasionally exposed to wet and/or humid conditions, extreme cold, and extreme heat. Work with exposure to difficult circumstances, including exposure to dangerous situations, and hazardous materials.

IX. Supervisory Controls/Responsibility:

Under general supervision of the Police Sergeant; supervises staff of sworn officers and civilian personnel. Serves as shift commander, in absence of Sergeant with full authority in managing the shift.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.