

**CITY OF SALEM
POLICE CORPORAL**

00418

NATURE OF WORK

This is professional police work providing assistance to a Sergeant with lead responsibilities over a squad of police officers.

Work involves responsibility for assisting with briefing, training of subordinate squad personnel, participating in the work of a squad or unit, and assisting a sergeant in the supervision and administration of a unit. Work also involves the development of subordinate personnel, recommendation or implementation of revised procedures of the unit, and occasional supervision of the unit. Employees of this class assist in carrying out policies and rules in resolving a variety of community law enforcement problems. The Salem Police Department practices and actively encourages a community oriented policing philosophy which incumbents of this classification must emulate by example. Supervision is received in the form of specific assignments with progress and product reviews from a higher ranking position. This is not a full supervisory classification, however, it may require giving work assignments to others.

The work of this classification is distinguished from that of Police Officer by the higher responsibility of assisting in giving direction to a squad of police officers including directing work, designating assignments, and identifying training needs. The work of this classification is distinguished from that of a Police Sergeant by the higher authority to supervise others, including evaluating performance and issuing discipline.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class may not involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Assists in briefing Police Officers on specific assignments and situations; inspects subordinate personnel; patrols the city to monitor Police Officers in the performance of their duties and gives direction and assistance to them when necessary. Participates in debriefing; performs general and technical police work as assigned. Reviews incident and activity reports submitted by subordinates; prepares written reports and provides oral reports on emergency and non-emergency situations, employee performance, and other squad activities. Assists a Squad Sergeant in the administration of a Patrol Squad. Monitors and adjusts dispatching assignments and information to field personnel as necessary. In the absence of a Sergeant, the Corporal will assume the responsibilities of the Sergeant.

Represents Salem Police Department at a variety of community events providing community resource referrals, crime prevention information and working with citizens and committees on solutions to community public safety concerns.

Assists in evaluating and training subordinate personnel; recommends discipline of subordinate employees as necessary.

Assists in supervising the activity of a specialized unit or sub-unit, including planning, assigning, and reviewing the work of subordinate uniform and civilian personnel engaged in Personnel and Training, Traffic Control, Crimes Against Persons, Crimes Against Property, and other functions.

Prepares staff reports and submits recommendations on revised systems or procedures; participates in development and implementation of new procedures; evaluates results.

Performs other related work as required.

WORK QUALIFICATIONS

Two years continuous experience as a sworn police officer for the Salem Police Department; or any equivalent combination of law enforcement experience and training which provides the knowledge, skills, and abilities noted below. Supervisory or lead law enforcement experience and/or bi-lingual skills are desirable.

Possession of a valid Police Officer Basic Certificate from the Oregon Board of Public Safety Standards and Training or equivalent certification from the State.

Considerable knowledge of law enforcement procedures, records and communication methods. An understanding of the principles of community based policing and its daily application in an urban society.

Considerable knowledge of the departmental regulations, procedures, ordinances, and the laws controlling and defining work methods and solutions.

Considerable knowledge of investigative methods, evidence development and preservation, traffic and crowd control methods, patrol practices, community resources for innovative solutions to citizen public safety concerns.

Knowledge of the methods and practices of supervision and leadership.

Skill in the use of personal computers with keyboarding skills, and skill in the use of a variety of modern office and communication equipment such as radios, telephones, facsimile machines, etc.

Skill in the use and care of firearms and other defensive equipment.

Considerable ability to constantly project a professional image while managing changing demands on time, skills and resources.

Considerable ability to make decisions necessary to safeguard life and property under stressful conditions.

Considerable ability to establish and maintain effective working relationships with individuals and groups with understanding, tact, and courtesy.

Ability to supervise others and coordinate activities or ability to learn these skills within a probationary training period and foster personal and professional development by example.

Ability to remain flexible and adapt to changing circumstances, demands, and philosophies.

Ability to communicate effectively, both orally and in writing.

Ability to identify a problem or potential problem through the exercise of personal initiative, use of problem solving skills, community resources and citizen ideas to foster innovation, and resolve it, often under stressful circumstances.

Ability to foster positive interaction between the community and the Police Department. Ability to make formal presentations in a variety of public meetings and citizen committees and participate in committee meetings.

Possession of a valid Oregon Class C driver's license and ability to meet City driving standards.

Ability to pass a comprehensive police background check, medical and psychological examination, and meet vision and hearing standards established by the Oregon Board of Public Safety Standards and Training.

Work is performed both in field and office settings and involves varying work hours and days. Physical stamina, consistent with pursuing and capturing suspects, and mental concentration and visual acuity necessary to view information on a computer terminal or analyze written information to determine a course of action are required. Work is also performed in a field setting, in all types of weather, in heavy traffic, and involves operating a police car, other vehicles, radios, and computers. Work involves

making appropriate decisions, being innovative, taking courses of action in emotional situations and providing leadership to others. Work involves physical contact with humans in a variety of situations, with exposure to varying levels of sanitary conditions using safety precautions. Work involves writing descriptions of occurrences and managing own time as well as directing others. The work is periodically rigorous and demanding, followed by periods of relative inactivity and contains an element of personal risk. Work involves public speaking and attending a variety of community meetings.

Personnel Director

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