



Classification Title: Police Corporal

Department:	Palomar College Police Department	EEO6 Code:	5
Employee Group:	Classified	Salary Grade:	35
Supervision Received From:	An Assigned Police Sergeant	Date of Origin:	9/2016
Supervision Given:	Direction and Guidance	Last Revision:	9/2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Provides lead work direction guidance and training to Police Officers and other civilian staff of the Palomar College Police Department; performs the full range of Police Officer duties; serves as the Palomar College Police Department training officer.

DISTINGUISHING CHARACTERISTICS.

Police Corporal is distinguished from Police Officer by the former's responsibility for providing lead work direction, guidance and training to Police Officers, Community Service Officers and dispatch personnel, in addition to performing the full range of Police Officer duties.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Participates in selecting, trains and provides day-to-day lead work direction to other sworn and civilian department personnel including short-term, student and volunteer personnel; performs background investigations and makes recommendations on the hiring of new employees; participates in assigning work and ensures conformance with District, department and legal/regulatory requirements and standards; assists in monitoring work flow of other staff to ensure that mandated deadlines are met; provides information, guidance and training on work procedures and legal/regulatory requirements; assists in maintaining a fair and open work environment in accordance with the District's commitment to teamwork, mutual trust and respect.
2. Serves as the department's training officer; schedules and ensures mandatory training is completed to meet established deadlines; provides training on patrol procedures, Peace Officer Standards and Training (POST) Field Training Guidelines and other topics; maintains and recommends updates to the Department Policy and Procedures Manual, under the direction of the Chief of Police/Police Sergeants.
3. Patrols designated areas of the main campus and District education centers, parking areas and access roads in a marked police vehicle, on foot, bicycle patrol, Segway T-3, or by cart or scooter to enforce state and federal laws and District rules and regulations pertaining to public safety, campus security and asset protection; enforces District parking regulations; issues citations; directs traffic as needed.
4. Responds to calls and complaints regarding thefts, assault/battery, vandalism and other felony and misdemeanor crimes and reports of fires and automobile accidents; interviews persons with complaints; takes appropriate action or

directs them to proper authorities; observes and reports safety hazards; reports Student Code of Conduct violations to appropriate District administrators; records and documents incidents.

5. Interviews and takes appropriate action such as first aid or cardiopulmonary resuscitation (CPR) to assist crime victims; conducts preliminary investigations, locating and interviewing witnesses, victims and suspects, collecting and cataloging evidence and detaining or arresting individuals violating laws, rules and regulations; coordinates with other local law enforcement agencies to transport detainees to jail facilities for booking; prepares reports including arrest reports, criminal citation notices to appear, warrantless arrest reports and property evidence reports; testifies as a witness in court.
6. Prevents entry and reports the presence of unauthorized individuals on District grounds or in buildings; when necessary, may conduct evaluations and implement emergency operations protocols.
7. Provides information to the public visiting District locations.
8. Attends ongoing and periodic POST training on the law, police procedures, defensive tactics, report writing and other topics to keep knowledge and skills current.
9. In the event of disaster, oversees the distribution of emergency operational equipment and implements and monitors emergency procedures.
10. Maintains the department evidence room; inventories evidence and arranges for proper distribution to the San Marcos Sheriff's Department crime lab, as warranted; uses the Federal Bureau of Investigation (FBI) computer lab to analyze cell phone evidence.

Marginal Functions:

1. Maintains an inventory of emergency equipment including gas masks; ensures equipment is kept in sound operating condition; fit tests gas masks for new Police Officers.
2. Delivers presentations on public safety topics to students, faculty and staff.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of progressively responsible experience as a sworn Police Officer or Deputy Sheriff in California.

Education/Training: Equivalent to completion of the twelfth grade. Palomar College Police Officers are expected to maintain ongoing training mandated by POST to maintain their skills and retain their Peace Officer status.

Licenses/Certificates:

1. Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.
2. Intermediate POST Certificate.
3. Valid first aid certification and a CPR certificate.

Knowledge of:

1. POST-mandated training requirements and methods of their completion.
2. Methods of safeguarding human lives and facilities utilizing patrol, surveillance and investigation techniques.

3. California Penal and Vehicle Codes, Education Code, local municipal code and other laws, ordinances, codes and regulations applicable to assigned areas of responsibility.
4. Laws governing arrests and elements of misdemeanor and felony crimes.
5. Legal rights of citizens and proper methods and procedures for warning, citing, detaining and arresting individuals found in violation of ordinances or laws.
6. Care, cleaning, safe handling and use of a firearm.
7. The proper use of less-lethal force utilizing a baton, pepper spray, TASER, and other items.
8. Methods and procedures for effective report writing; correct English usage, grammar, spelling and punctuation.
9. Proper techniques for physically restraining an individual; defensive tactics.
10. Disaster management procedures and actions.
11. First aid, CPR and automated external defibrillator (AED) procedures/techniques.

Skill in:

1. Assigning and inspecting the work of other sworn and civilian personnel and volunteers.
2. Scheduling and conducting training to meet POST-mandated requirements.
3. Communicating tactfully, respectfully and effectively with the public, both orally and in writing, in a manner consistent with community policing and customer service policies.
4. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
5. Confronting sensitive and/or dangerous situations with maturity, professionalism and decisiveness in accordance with relevant policies, applicable laws and codes and standard operating procedures.
6. Analyzing, interpreting, explaining and applying relevant laws, regulations, ordinances and policies.
7. Operating equipment including police vehicles, two-way radio systems, emergency alarm systems, two-way cameras and other standard law enforcement equipment.
8. Analyzing situations accurately as they occur and adopting appropriate courses of action.
9. Maintaining qualifications for use of firearms and use of less-lethal tools/equipment.
10. Providing accurate and complete testimony in court.
11. Preparing clear, concise, comprehensive and accurate incident reports and other written materials.
12. Administering emergency first aid and CPR and utilizing an AED device.
13. Maintaining the confidentiality of records and information.
14. Establishing and maintaining effective working relationships with all those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: Employees in this class work in an office and outdoor environment with exposure to computer screens, noise and outside weather conditions; work involves potentially dangerous situations and contact with hostile or abusive individuals; employees are subject to working evening and weekend hours and responding to emergency situations.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to walk, run, bicycle, operate motor vehicles and equipment, position and maintain traffic barricades and physically detain and apprehend suspects.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.