

CITY OF HELENA



Position Title: Police Corporal

Department: Police

Position #: 2206

Grade: P02

EEO Category: (04) Protection/Services FLSA: Non-exempt

EEO Function: (04) Police Protection Work Comp Code: 7720

DEFINITION

Serves as lead police officer over assigned personnel and shift supervisor if sergeant is not on shift; performs duties of sworn police officer.

SUPERVISION RECEIVED

Under the immediate supervision of the Shift Sergeant or other administrative superior.

SUPERVISION EXERCISED

Supervises the work of assigned personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervise work of assigned personnel.

Conduct crime investigations, gathers evidence, obtains witnesses and makes arrests.

Investigate traffic accidents including interviewing witnesses, gathering evidence and information and prepares detailed accident reports.

Confine, supervise, and transport prisoners.

Serve legal papers.

Patrol assigned areas on foot, bicycle, motorcycle, or in a radio-equipped car depending on assignment to preserve law and order, to prevent and discover the commission of crime, to direct traffic, and to enforce motor vehicle operation and parking regulations.

Investigate reports of complaints involving fire, robberies, neighborhood disturbances, and other misdemeanors and felonies, which include securing crime scenes, conduct preliminary investigations, gather evidence, and obtain witnesses.

Administer aid at the scene of automobile accidents, investigate accident by gathering information, interviewing witnesses, and preparing detailed accident reports.

Interview person(s) with complaints and inquires to make proper disposition or direct to proper authorities.

Interact with the public to provide general advice and information.

Perform public and community relation's services.

Participate in regular training program in police methods, target practice and related subjects.

Testify in court as a witness for the City of Helena regarding arrests and citations made.

Writes or inputs data into reports, logs, forms as required.

Takes command of serious situations when acting as shift commander or highest ranking person at the scene.

OTHER JOB RELATED DUTIES

Performs other duties as assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Comprehensive knowledge of statutes, ordinances, criminal law, investigative techniques and crime prevention methods.

Occupational hazards and standard safety practices necessary in the area of law enforcement.

Principles and procedures of record keeping.

Principles of basic report preparation.

Techniques used in public relations.

Basic mathematical principles.

English usage, spelling, vocabulary, grammar, and punctuation.

Safe driving principles and practices.

Rules of evidence and laws governing the custody of persons. .

Skill to:

Operate modern office equipment including computer equipment.

Prepare clear, comprehensive, and accurate reports.

Plan, organize, and direct the work of others.

Apprehend and arrest criminals.

Ability to:

Perform the functions listed in the Police Officer description.

Maintain a professional appearance.

Deal effectively with all segments of the public.

Deal courteously but firmly, with people.

Assign, instruct, review, and supervise the work of subordinates.

Establish and maintain positive working relationships with city employees, other agencies, and the general public.

Communicate clearly and concisely, both orally and in writing.

Learn and use radio 10-code to communicate with dispatch.

Ability to cont.:

Operate necessary tools and devices such as police vehicle, radio, radar gun, handgun and other weapons, baton, handcuffs, pager, first aid equipment, phone, cameras, finger print materials, intoxilyzer, and flashlight.

Learn, interpret, and apply the policies, procedures, statutes, ordinances, criminal laws, codes, investigative techniques, and regulations pertaining to assigned programs and functions.

Determine the proper action to take when confronting humans who are agitated, under the influence of drugs and/or alcohol, frightened, or injured.

Act quickly and calmly in emergencies.

Prepare and maintain accurate and complete records; Prepare clear, complex, and extensive reports.

Observe and recollect details accurately.

Meet and deal tactfully and effectively with the public.

Work independently in the absence of supervision.

Use good judgment and make effective decisions under pressure.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands/ Work Environment:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment, in a police car, and outdoors with ability to sit, stand, see, hear, lift up to 50 lbs., and walk; physical and mental ability to successfully make arrests as a Police Officer when necessary and as mandated by Montana Codes Annotated and Helena City Codes; physical strength and ability to engage in foot pursuit, physically restrain humans and agility to sufficiently perform duties safely. Ability to travel to different sites and locations; availability for twenty-four hour call-out for emergency/disaster situations. Exposure to extreme noise, hot/cold temperatures, outdoors, chemicals, mechanical hazards, confined spaces, and bloodborne pathogens and other bodily fluids.

Experience and Training Guidelines:

Experience:

Shall have obtained the rank Senior Officer or above within the Helena Police Department.

Education:

High School diploma or GED certificate.

License or Certificate:

Possession of a Basic P.O.S.T. Certificate.

Must possess a valid drivers license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six months of hire.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____

Date: _____

Effective Date: March, 1995

Updated: July 2011