

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Police Corporal</u>
Sch & Grade	<u>LES-5</u>
Class Code	<u>DB25</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>SPOA</u>
Occupational Group	<u>Police</u>

PRIMARY PURPOSE:

Performs law enforcement activities in general enforcement and investigations to include major crimes and accidents.

SUPERVISION:

Under the general supervision of a Police Sergeant or designated supervisor; directs the work of subordinate personnel and provides supervision in the absence of the Sergeant.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Performs assigned uniform or plain clothes duties in one or more areas of the Police Department such as Criminal Investigations, Patrol, Traffic, or other special assignments as required with assignments varying in duration based upon departmental discretion.
2. Interrogates and interviews individuals by conventional police methods and conducts polygraph examinations as required by job assignment.
3. Coordinates investigation and prosecution efforts with other agencies, which includes assisting in the preparation of criminal cases for prosecution and testifying in court as necessary.
4. Serves as a police investigator, as required, involving investigations of complaints of federal, state & local law violations, including major crimes & accidents, and performing as an undercover officer as assigned.
5. Prepares necessary records and reports in accordance with the Standard Operating Guidelines (SOG).
6. Performs supervisory duties as assigned for subordinate personnel including reviewing and approving work, conducting squad meetings, initiating corrective action, including disciplinary action, as required.
7. Inspects investigative equipment such as fingerprint kits, camera equipment, etc. to ensure that it is in working order and reports any defects requiring repair.
8. Collects and preserves evidence using approved equipment and departmental procedures and often provides assistance to other officers or departmental personnel in carrying out this function.
9. Responds to emergency situations and, as necessary, arrests, detains, and apprehends suspects by use of necessary physical means. Administers basic first aid when required.
10. Provides instruction in a variety of law enforcement areas as required.
11. Administers breathalyzer tests on suspected intoxicated persons in compliance with statutes and ordinances.
12. Operates police vehicles and equipment including automobiles, vans, and trucks as well as other specialized equipment such as mobile computer terminals.
13. Observes, retains & recalls people, places and situations in detail.
14. Promotes and demonstrates an attitude supportive of a healthy and safe working environment.
15. Applies community-oriented policing techniques to appropriate job tasks.

IMPORTANT FUNCTIONS:

1. Prepares & delivers speeches to the public regarding public safety issues including community oriented policing.
2. Assists with budget planning based on departmental assignment.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, methods, practices and techniques of Police and investigative work; methods and equipment for collecting and preserving evidence; firearm and equipment safety and utilization; local ordinances & applicable state and federal laws; knowledge of computers & related technology, as assignment requires.

Abilities

Guide and support subordinate personnel; observe situations analytically and objectively, and report them clearly and completely; react quickly and calmly in emergency situations; utilize sound judgment; follow oral & written instructions including interpreting and enforcing laws and ordinances; communicate effectively both verbally and in writing; memorize and retain information; utilize computer hardware and software systems as required by job assignment; deal effectively and courteously with associates and the general public; present an overall professional image; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy, including philosophies of community oriented policing as promoted by the Springfield Police Department; perform the essential functions of the job without posing a direct threat to the health & safety of others.

Experience, Education, & Training

Requires a minimum of 62 semester hours from an accredited college or university preferably with an emphasis in Law Enforcement plus at least three (3) consecutive years of service with the Springfield Police Department as a Police Recruit and/or Police Officer, as of the announcement closing date; or at least six (6) consecutive years of service with the Springfield Police Department as a Police Recruit and/or Police Officer, as of the announcement closing date.

Physical Requirements

Frequently/Routinely:

- Hold and grip objects;
- Must have ability to operate a computer keyboard, mouse and/or other computer technology required for job assignment.
- Possess and maintain physical strength and agility to adequately and safely perform the essential functions of the job.

Occasionally/Periodically:

- Performs bending, squatting, twisting, kneeling, and reaching from ground level to overhead.
- Lift, carry, push, pull, and/or drag up to 180 pounds.
- Walks, runs, jumps, & climbs due to duties such as foot pursuits.

Working Environment

Both indoor & outdoor working environments which may involve a variety of extreme weather conditions; may be confined to a vehicle or other small places for long periods of time depending on assignment; subject to poor lighting and ventilation during building searches, stakeouts, etc.; possible exposure to disease; subject to life threatening conditions & situations associated with law enforcement activities.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License; must have the ability to maintain a Type III license for operation & testing of breathalyzer equipment. Must be a Missouri certified Law Enforcement Officer. If assigned polygraph duties, must complete and maintain specialized schooling and training.

Miscellaneous Requirements

Subject to emergency call-in.

Last Revision:	February 14, 2012	GENERAL ORDINANCE NO. 3034
Comments:	Updated Abilities	Date: January 2, 1980

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____