



# CITY OF CHINO

## Corporal

### **Definition:**

Under general supervision, performs law enforcement work involving crime prevention and patrol, traffic enforcement, in-service training, misdemeanor and felony investigations, community relations; and related work as assigned.

### **Class Characteristics:**

Corporals are mentored to take on increasing levels of responsibility. This position may serve as part of a career path toward preparing for management level duties. A Corporal serves in a supervisory capacity.

### **Essential Functions:**

- Perform specialized community relations, crime prevention, in-depth felony and misdemeanor investigative work, and support the Department's efforts in Intelligence Led Policing.
- Perform routine patrol assignments and provide direction and assistance to Police Officers in the handling of more technical and complex assignments.
- Assist with supervising members of the Special Enforcement Team in combating criminal activity within our community; specifically, as it relates to gangs, narcotics, graffiti and quality of life issues; provide special presentations, conduct research, and prepare related staff work.
- Respond to scenes of traffic collisions during an assigned shift; take, write, and review traffic collision reports; investigate the cause of traffic collisions; prepare cases for court action and provide testimony; make recommendations regarding improvements to traffic safety control device systems; supervise assigned staff; and perform other duties related to traffic safety.
- Perform follow-up investigations of injury or loss of valuables; and property, person, gang or narcotic related crimes; interrogate suspects; interview victims and witnesses; gather and preserve evidence; evaluate crime reports and review criminal history information; make recommendations regarding case disposition; prepare, obtain, and serve warrants; prepare and present cases to the District Attorney's Office; and testify in court.
- Request and obtain warrants to conduct searches; collect, analyze, and process evidence; maintain records of investigations and chain-of-custody of evidence; process cases for prosecution; and testify in court.
- Prepare training manuals, coordinate work of assigned training cadres. Assist with oversight of range operations and provide in-service training.
- Assist with recruitments, coordinate pre-hire testing processes, complete background investigations, supervise ancillary Background Investigator Cadre, assist with supervision of Evidence Unit and assist the Professional Standards Sergeant.

- Keep supervisor informed of events affecting areas of responsibility, including, but not limited to, personnel problems, complaints, and other occurrences having an impact on the Department and the City.
- Issue equipment: ensure vehicles and equipment used by subordinates are maintained in keeping with established procedures and standards.
- Counsel victims, juveniles, and parents of juveniles; provide information regarding services and available local resources; and refer to other agencies for further assistance.
- Coordinate crime prevention and law enforcement activities with other agencies.
- Serve as acting Sergeant when assigned to do so.
- Interact with co-workers throughout the City and at all levels of the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's and Department's Mission and Vision Statements and Core Values.

**Qualifications:**

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying.

**Education and Experience:**

- High School Diploma or G.E.D.
- Completed college course work in police science, criminal justice administration, public administration, or a related field (desirable).
- Two years of experience as a Police Officer in a California law enforcement agency (desirable).
- Experience as a Field Training Officer (desirable).
- Applicants must have an overall "Exceeds Standards" or better rating on most current job performance evaluation (required).
- Possess a California Driver License and a satisfactory driving record.
- Possess a P.O.S.T. Basic Certificate.
- Work rotating shifts including weekdays, weekends, evenings, and holidays.
- Demonstrate by example and be able to clearly explain the Police Department's and City's Mission and Vision Statements and Core Values.

**Knowledge/Skills:**

- Principles, practices, and techniques of modern law enforcement in the areas of patrol, investigation, special operations functions, public relations, and report writing.
- Vehicle and Penal Codes.
- Laws, regulations, and policies regarding search, seizure, arrest, evidence, court procedures, legal rights of citizens and individuals in custody.

- Rules, regulations, and policies of the Chino Police Department.
- Public relations techniques.
- Interagency communications and assistance techniques and practices.
- Principles and practices of proper supervision.
- Report writing.
- Use and care of firearms and equipment.
- Communicate clearly and concisely, both verbally and in writing.
- Think and act quickly in emergencies and assess situations and people astutely.
- Represent the City at a variety of meetings and events.
- Understand and interpret laws and regulations.
- Prepare accurate and grammatically correct written reports.
- Respond to emergency and problematic situations in an effective manner.
- Understand and follow verbal and written directions.
- Utilize various technology platforms, databases and software programs.
- Deal constructively with conflict and develop effective resolutions.
- Administer First Aid and CPR.
- Observe and be able to accurately recall faces, numbers, incidents, and places.
- Establish and maintain effective relationships with the community at-large and co-workers in all City departments by exhibiting good communication and people skills, with an emphasis on customer service.
- Work independently and demonstrate initiative.
- Meet law enforcement requirements contained in the California State Government Code.
- Maintain confidentiality through exercising discretion and determining the need to know when disseminating information.

### **Physical Profile**

Category IV – Public Safety: Positions in this category are involved in active public safety duties, which involve the safeguarding of individuals, public and property. Incumbents are required to meet the physical standards to ensure the ability to carry out this responsibility.

Characteristics: Positions in this category are actively and principally engaged in the enforcement of public laws or in protecting the public from physical harm and danger. The positions typically included in this category are peace officers and firefighters, whose everyday duties place high priority and demands on top physical fitness and agility.

### **Physical Requirements:**

- Moderate Lifting: Lifting 50 lbs. maximum with frequent lifting, pushing, and/or carrying of objects weighing up to 25 lbs.

- Heavy Lifting: Lifting over 50 lbs., with frequent lifting, pushing, and/or carrying of objects weighing over 25 lbs.
- Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs, and/or hands and arms.
- Reaching: Reaching above the shoulders to place and/or retrieve objects.
- Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day)
- Standing: Ability to stand with little movement for long periods of time (usually a minimum of two or more hours per day)
- Sitting: Ability to sit with little movement for long periods of time (usually a minimum of two or more hours per day)
- Agility: Ability to move quickly and easily, often including the ability to crawl, stoop or bend.
- Color Vision: Ability to identify and distinguish colors.
- Distant Vision (Excellent): Without correction, vision not less than 20/40 in each eye, which must correct to 20/20 in one eye and not less than 20/25 in the other eye.
- Distant Vision (Acceptable for Driving): Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.
- Temperatures: Work in temperatures sufficiently high or low enough to cause marked bodily discomfort.
- Fumes: Potential inhalation or contact with smoke, vapors, dust or gases.
- Work Environment - Outdoors: Ability to work outdoors in all types of weather conditions.
- Work Environment - Moving Objects: Ability to work around moving objects, machinery, or vehicles.
- Work Environment - Surfaces: Ability to walk on slippery or uneven surfaces.
- Heights: Ability to work on surfaces above 20 feet.

**Employee Unit:**

Chino Police Officer's Association (CPOA)

Revised: 05/14/2019

Replacing: Version dated 06/10/2014