



GREENBELT POLICE DEPARTMENT

Job Description-Corporal

Department: Police

FLSA Designation: Non-Exempt

Approved: 6/16/2006

Revised: 7/14/2016

Revised:

Distinguishing Features of the Class

The fundamental reason this classification exists is to participate in the activities of a police patrol, detective, traffic or other specialized squad/unit/function on an assigned shift; or perform responsible administrative staff duties. Supervises sworn and civilian police staff. Incumbents of this class frequently participate in the work performed by Police Officers, and in some assignments are required to become involved in situations requiring extreme physical exertion. Corporals will often assume complete charge in the absence of a higher ranking officer. Police Corporals work independently in performing regularly assigned duties under the general orders of a Police Sergeant or other higher ranking supervisor. Performance is evaluated through observation, oral and written reports, and by results obtained.

Essential Functions

- Ability to perform the duties of the rank of Master Police Officer.
- Supervises sworn and non-sworn police staff;
- Serves as a witness in court in connection with arrests and investigations;
- Investigates complaints or allegations of misconduct against employees of the Police Department;
- Enters and retrieves data from a terminal, PC or other keyboard device;
- Interviews persons with complaints and makes proper disposition or directs them to the proper authorities;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Plans and evaluates operations, goals and programs of assigned squad/unit;
- Inspects, reviews and monitors work of subordinates;
- Commends, applies corrective action and evaluates subordinates;
- Performs supervisory functions involving personnel utilization and counseling.
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of:

- Principles and practices of supervision and personnel administration.
- United States and Maryland Constitutions, Federal, State and City criminal and traffic laws and ordinances, and related court decisions.
- General social problems and cultural diversity of citizenry.
- Modern police methods, practices, and procedures.
- The geography of the City, community service organizations, location of facilities and buildings.
- City of Greenbelt Personnel Rules/Policies, Administrative Regulations, Memorandum of Understanding, Department policies, General Orders and Rules and Regulations,.
- First aid principles and practices.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Communicate in the English language by phone, police radio system, or in person in a group or one-to-one setting.
- Evaluate a situation, make effective decisions under pressure, and take appropriate action.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Use and properly care for firearms and related police emergency equipment.
- Work cooperatively and courteously with all segments of the public.
- Observe and monitor people's behavior to determine compliance with laws, regulations, and recall details.
- Comprehend and make inferences from material written in the English language and learn job-related material through observation, structured lecture, and oral instruction. This learning takes place in an on-the-job training or classroom setting.
- Recognize and control sources of personal stress in order to perform class requirements.
- Remain in a standing or sitting position for extended periods of time.
- Maintain personal appearance and equipment to set example.
- Maintain moral integrity.
- Work in a variety of weather conditions with exposure to the elements.
- Work safely without presenting a direct threat to self or others.

Additional Requirements

- This classification requires the use of City vehicles on City business. Individual must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record.
- Some positions may require the performance of other essential functions, depending upon work location, assignment, or shift.

Acceptable Experience and Training

Must be off Master Police Officer probation. Please refer to G.O. 414
PROBATIONARY PERIOD

Employee Name: _____ Date: _____

Employee Signature: _____ Date: _____

Commander Signature: _____ Date: _____

Chief of Police Signature: _____ Date: _____

City Manager's Signature: _____ Date: _____

The City of Greenbelt is an Equal Opportunity Employer