

POLICE CORPORAL

NATURE OF WORK

This is experienced law enforcement position involving police work in the protection of life and property through the enforcement of laws and ordinances. Work involves the prevention and detection of crime and maintaining law and order. Work includes the patrolling of assigned areas, traffic regulation, and special assignments. Work also involves elements of personal danger and extensive public relations. Assignments are received from superior officers and are carried out under established policies and procedures; however, employees must exercise considerable judgment and skill in their application to specific situations. Employees assume supervisory duties in the absence of the Police Sergeant, or as so assigned. Work is reviewed through conferences, written reports, inspections and personal discussions with supervisors.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this classification may be called upon to do any or all of the following essential duties: (These examples **do not** include **all** of the duties which the employee may be expected to perform.)

1. Provide preventative patrol in an assigned beat or district on foot, bicycle, or in a vehicle to prevent crime and disorder, protect life and property, direct and regulate traffic, and investigate accidents and enforce motor vehicle and parking regulations.
2. Investigate complaints and suspicious activities, apprehend and arrest violators of the law, collect evidence and assist in prosecution of law violators.
3. Serve civil and criminal processes, including warrants and subpoenas.
4. Issue citations for parking, traffic and ordinance violations and other offenses.
5. Investigate and restore order when called to the scene of an emergency or other complaint.
6. Assist elderly or ill persons, give first-aid, locate missing persons and lost children.
7. Assist in settling domestic problems.
8. Preserve and collect evidence, testify in court and otherwise assist in the prosecution of criminal cases.
9. Guard prisoners and assume responsibility for their safety and personal property while in custody.
10. Prepare and maintain records and reports of accidents, complaints, felony offenses and other incidents.
11. Provide information and general assistance to the public.
12. Operate computers, cameras, firearms and other equipment as required.
13. Perform various criminal investigation activities including the taking of fingerprints and photographs and the examination and preservation of evidence.
14. Interview victims and witnesses; interview or interrogate suspects of a crime; accurately prepare related reports.

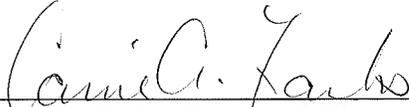
15. Prepare cases, sign petitions and attend court hearings.
16. Respond to fire alarms and other emergencies in order to control crowds and regulate traffic.
17. Complete the essential job duties and functions of a Police Sergeant in the absence of the shift supervisor, or as directed.
18. Perform related work as required.

ESSENTIAL QUALIFICATIONS AND KNOWLEDGE, SKILLS AND ABILITIES FOR EMPLOYMENT

All the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

1. Three years of progressively more responsible law enforcement experience with the City of Norton Shores as a Police Officer.
2. Graduation from an accredited college or university with primary course work in police science or police administration.
3. Licensed by the Michigan Commission on Law Enforcement Standards (MCOLES).
4. Considerable knowledge of City and Department written directives (rules and regulations, procedures, etc.).
5. Considerable knowledge of the geography, streets and important locations in the City.
6. Considerable knowledge of modern police science, methods and administration.
7. Considerable knowledge of applicable Federal, State and local laws and ordinances.
8. Considerable knowledge of the principles and issues involved in working with juveniles.
9. Working knowledge of accident investigation, traffic and crowd control
10. Good physical and psychological condition, strength and health to complete essential job duties and functions.
11. Ability to coach and instruct subordinates; assign and review their work.
12. Ability to perform essential job functions and duties effectively during emergency situations.
13. Skilled in the use of firearms, less lethal weapons, and defensive tactics.
14. Ability to establish and maintain satisfactory working relationships with the public and other employees.

Approval:



Carrie A. Larks, Personnel Director

4/13/12

 4/16/12

Mark C. Meyers, City Administrator

 4/16/12

Gary L. Nekund, Mayor

Revised: