



City of Pacific Grove
Established Date: 12/18/2013

POLICE CORPORAL

SUMMARY: Under general supervision, perform general law enforcement work and develop supervisory skills. Provide professional, responsive, and courteous police services for the Pacific Grove Police Department (PGPD); act as field training officer or technical specialist; mentor other officers; exercise functional and technical supervision over subordinate PGPD Officers and staff.

ESSENTIAL FUNCTIONS: -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Enforces state and federal laws, and City regulations; performs work according to PGPD policies to enforce laws, preserve peace, reduce fear, solve problems, and provide for a safe environment through community policing; acts as field training officer or technical specialist, and participates in complex crime prevention, investigation, and enforcement activities; duties will vary according to job assignment.
- Assists Officers to provide community-oriented police services, and improve and enhance the quality of life in the community; works with citizens to address the issues of safety, crime, fear of crime, and neighborhood disorder; ensures citizens are treated with courtesy and respect.
- Preserves the peace of the community through mediation, investigation, intervention, assistance, and arrest; utilizes all lawful means to improve the quality of life by recognizing and resolving problems.
- Patrols the City, looking for unusual and suspicious activities and persons; responds to emergency and non-emergency calls for service; investigates, documents, and resolves traffic incidents, crimes, dangerous and illegal activities, and citizen complaints; interrogates and communicates with victims, witnesses and suspects in cases; provides scene security for emergency services personnel.
- Responds to citizens' requests for assistance, enforces traffic regulations, detects crime, apprehends violators, and ensures public safety; applies laws and regulations fairly and consistently.
- Investigates crimes and accidents; secures and processes crime and accident scenes, and identifies and collects evidence; arrests law violators; transports and processes suspects, victims and prisoners.
- Completes detailed reports and required paperwork; assists Officers with reports and administrative forms.
- Maintains PGPD vehicle and equipment according to Department standards.
- Assists and coordinates with other emergency services personnel, outside organizations and businesses, and federal, state, and local law enforcement organizations.
- Performs specialized functions in areas of expertise, including training, SRO/DARE, SRU, and other special enforcement, assessment, surveillance, intervention, and investigative teams.
- Evaluates the training process of new officers and prepares written recommendations.
- Acts as an assigned mentor to patrol officers.
- Performs as a patrol supervisor as assigned.
- Testifies as required.
- Maintains the integrity, professionalism, values, and goals of the Pacific Grove Police Department by ensuring that all rules and regulations are followed, and that accountability and public trust are preserved.

Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School Diploma or GED equivalent; AND two years professional law enforcement experience; OR an equivalent combination of education, training, and experience. Associate's Degree in Criminal Justice, Public or Business Administration, or related field is preferred.

Knowledge of:

- City policies and procedures.
- City, county, state, and federal civil and criminal laws, regulations, codes and ordinances.
- Duties, powers, authorities, and limitations of a Police Officer.
- California criminal justice and court systems and the principles of criminal justice records management.
- Modern law enforcement methods and procedures, including case laws governing arrest, rules of evidence, probable cause, use of force, custody of evidence and property, and search and seizure.
- Modern law enforcement supervision principles, practices, and trends.
- Principles of supervision and field training.
- Investigative and interrogative procedures and protocols for observation of critical details.
- Local community issues and regional community resources available to citizens.
- Geography, roads, and landmarks of City and surrounding areas.

Skill in:

- Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Effectively managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Exercising controlled discretion and mediating difficult situations.
- Remaining alert at all times and reacting quickly and calmly in emergency situations.
- Interpreting and applying criminal laws to information, evidence, and other data compiled.
- The care, maintenance, and safe operation of a variety of firearms, impact weapons, chemical agents, and other law enforcement tools and equipment.
- Communicating with violators, recognizing suspicious behavior patterns, mediating difficult situations, and using effective arrest and control techniques.
- Investigating crime scenes, and recognizing evidence and causes of crime, death and accidents.
- Supervising, training and leading staff.
- Working as a team member with other law enforcement and multi-jurisdictional agencies.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining cooperative working relationships with co-workers, and representatives from other regional agencies.
- Operating a personal computer utilizing a variety of business software.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required. Must maintain Peace Officer certification with the California Commission on Peace Officer Standards and Training (POST). Completion of POST Field Training Officer Course is preferred, but not required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment, and in the field on patrol; may be exposed to physical attacks, hazardous chemicals, infectious and communicable diseases; required to physically restrain persons; must maintain a level of physical fitness to meet PGPD standards.