City of Bellingham
Classification Specification

CLASS TITLE	**Police Corporal**
DEPARTMENT	**Police**
UNION:	**POLICE GUILD**
SG:	**31**
CS:	**Promotional**
FLSA:	**Y**
EE04CODE:	**TE**

NATURE OF WORK:

This position performs fully responsible, professional general duty police work in the protection of life and property through the enforcement of laws and ordinances. After a period of formal and on-the-job training, employees in this class are also responsible for various administrative staff and supervisory duties in the City of Bellingham Police Department. These supervisory duties grant scope of authority to this position over subordinates as assigned.

This position receives management supervision from a Sergeant, Lieutenant or other staff officer and has latitude for independent actions and decisions. May be assigned to work on, lead, or plan special projects or assignments which call upon specialized abilities and knowledge attained through experience. Work of this class may be reviewed by superior officers via personal inspection, reviews of reports/projects/etc. and/or oral discussion.

DISTINGUISHING CHARACTERISTICS:

The Police Corporal is a member of the Department's management team, forming a link between subordinate personnel and the Sergeant.

SUPERVISORY RELATIONSHIPS:

Position reports to assigned Police Sergeants or Lieutenant. The Police Corporal assists the Police Sergeant in the supervision and administration of the shift, section or special unit and serves as the first-line supervisor in the Police Sergeant's absence.

ESSENTIAL FUNCTIONS:

1. Participates in and assists with coordinating and overseeing the patrol of the City of Bellingham for the enforcement of laws, ordinances and regulations and prevention of crimes.

2. Assists in directing assigned staff on designated shifts and assigns work as authorized; provides instruction on situations requiring expertise of an experienced officer as directed by the Sergeant or other commanding officer. Communicates with employees as directed on shift activities and incidents. Assists with response readiness of shift, section or special unit.

3. Assists in supervising staff on assigned shifts and enforcing department rules; recommends commendations and disciplinary action; assists in evaluating performance.

4. Assists with appropriate interpretation and application of Federal, State and City laws and applicable court rules and procedures mandated by various judicial decisions. Assists with unit compliance. Has familiarity with various labor contracts. Assists in compliance with department rules, regulations, policies and procedures.

5. May respond to major calls or incidents, and assumes command of scene until relieved by qualified personnel. While in command, determines strategy and tactics, and directs personnel and equipment at the scene.

6. Reviews reports of subordinates for quality and accuracy either accepting or rejecting for further investigation as directed.

7. Coordinates efforts with other law enforcement agencies, other work units, City departments, and community groups. May attend and speak at meetings, conferences, seminars, community forums, and training sessions as a department representative.

8. Performs staff assignments related to work unit, department, or community as requested. Assists in planning and organizing work unit goals, special events or functions.

9. Develops assigned personnel in any and all facets of the law enforcement profession.

10. Serves as acting first line supervisor in the absence of the Sergeant as directed by command staff.

11. Maintains ability and performs all duties of Full Performance Police Officer.

ADDITIONAL WORK PERFORMED:

1. Works as liaison with other law enforcement agencies.

2. Engages in specialized assignments/projects to assist with the continued development of personnel or response readiness of shift, section or special unit.

3. Performs related duties as directed.

PERFORMANCE REQUIREMENTS (knowledge, skills and abilities):

Knowledge:

- A working knowledge of Federal, State and Local laws, and court decisions that affect or direct Police operations and methods.
- A working knowledge of work group labor contracts.
- Considerable knowledge of investigation report preparation.
- Considerable knowledge of investigative interview practices.

- Considerable knowledge of crime prevention procedures.

Skills:

- Skilled at decision-making, problem-solving, and conflict-resolution under all conditions.
- Skilled at coordinating, and directing personnel.

Ability to:

- Ability to speak and write effectively and with clarity.
- Ability to develop and use appropriate management techniques to effectively deal with subordinates and supervisors; and to encourage and assist with skills development of subordinates through example, motivation and training.
- Ability to use and teach appropriate interpersonal sensitivity in dealing with people.
- Ability to be flexible and adaptable in decision-making, planning and application of laws.
- Ability to establish and maintain effective working relationships with peers, subordinates, superiors, public and private officials and the general public.
- Willingness and ability to observe the law enforcement code of ethics.
- Considerable ability to exercise appropriate judgment under stress.
- Considerable ability/willingness to perform varied law enforcement task assignments.
- Ability to maintain effective relations with co-workers and with citizens from varied racial, ethnic and economic backgrounds.
- Ability to write clear, legible reports and accurately complete forms.
- Ability/willingness to work variable shifts including night, weekend and legal holiday hours.
- Ability/willingness to maintain physical fitness required to deal effectively with critical emergency situations.
- Ability to maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical strength and agility sufficient to perform the essential functions of the classification, including:
    - correctable visual acuity to read a computer screen and a typeset page;
    - fine finger dexterity to manipulate computer keyboard and mouse;
    - hearing and speaking ability sufficient to communicate with citizens, suspects and employees, and to make and respond to radio and telephone calls;
    - climb ladders;
    - squat and crawl during incidents and investigations;
    - run in pursuit of suspects;
    - physical strength sufficient to restrain or subdue individuals;
    - frequently lift and move objects weighing up to 35 lbs;
    - occasionally lift and move objects weighing up to 45 lbs.

WORKING ENVIRONMENT:

Work is performed both indoors and outdoors in any and all property existing in the City of Bellingham and its environs in a variety of environmental conditions. This may require walking,

sitting or standing for long periods; running, climbing, jumping, or physical exertion in inclement weather; physical agility in slippery conditions, mountainous or uneven terrain. Police Corporals work unaccompanied in automobiles, and on foot, and are in frequent contact with the dispatch center by radio, phone, and in person. There is exposure to high-risk situations which require emergency response procedures such as the use of masks, gloves, etc. to prevent contact with infectious diseases and hazardous chemicals; and the use of protective clothing, equipment, firearms and other gear. Police Corporals work rotating shifts including evenings, weekends and holidays.

EXPERIENCE AND TRAINING REQUIREMENTS:

- A minimum of three years of experience as a commissioned Police Officer with the Bellingham Police Department.
- Candidates must meet all minimum requirements for this position within thirty (30) days of the closing date specified in the examination announcement.

NECESSARY SPECIAL REQUIREMENTS:

- Willingness and ability to respond to call-outs for emergencies or when special circumstances require.
- Ability to meet and maintain physical requirements of the department.
- Ability to meet the background re-check requirements of the Police Officer position every five years.
- Valid Washington State driver's license and good driving record. Department will periodically review a driving record abstract per City policy.

PREPARED BY: **REVEWED BY:**_____

Clifford Cook
Chief of Police

A. Sullivan
4/17

COMMISSION ADOPTION: April 12, 2017