



**CITY OF GRANTS PASS, OREGON  
CLASS SPECIFICATION**

**FLSA Status:** Non-Exempt  
**Bargaining Unit:** GPPA

**POLICE CORPORAL**

**CLASS SUMMARY:**

The Police Corporal is the second level in a four level Public Safety Sworn Series. Police Corporals work both independently and cooperatively to provide pro-active police protection and crime prevention consistent with community policing objectives. Incumbents ensure the safety of the community in an orderly, efficient, and professional manner, and conduct investigations of crimes which lead to identification, apprehension, and prosecution of criminals. The Police Corporal acts in the stead of a supervisor as needed, and performs internal inquiries/investigations as directed.

The Police Corporal is distinguished from the Police Officer by its focus on shift leadership and coordination, and oversight of officers during field operations.

**TYPICAL CLASS ESSENTIAL DUTIES:** These duties are a representative sample; position assignments may vary.

- Performs all duties as described in the Police Officer job description.
- Assists in evaluating performance of police personnel by providing input to the evaluating supervisor.
- Provides informal, remedial training to assigned personnel.
- Takes corrective action of field performance issues as needed.
- Makes decisions as to correct action to be taken at calls for service as an acting supervisor or as the lead officer on the shift or at the call.
- May receive and investigate complaints related to an employee's conduct.
- May be assigned as a field training officer.
- Completes assigned projects.
- Performs other duties of a similar nature and level.

**Training and Experience** (positions in this class require):

A high school diploma or equivalent (G.E.D.), and 4 years of successful experience as a full time police officer are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. An Associate's degree in criminal justice or a related field is preferred.

**Licensing Requirements** (positions in this class require):

- Valid Oregon Class C Driver's License
- DPSST Basic Police Certificate
- Law Enforcement Data System Certificate within 60 days of assignment
- Must meet DPSST requirements for training within 12 months of appointment
- DPSST Intermediate Police Certificate (preferred)

**Knowledge** (positions in this class require):

Knowledge of:

- Essential duties to maintain and meet all qualifications, skills and requirements of the Police Officer classification;
- Training and certification requirements and ability to meet and maintain all requirements;
- Training techniques and evaluation of performance;
- Various law enforcement techniques and procedures;
- Investigative techniques;
- Safe and efficient operation of a motor vehicle or other assigned motorized equipment;
- Safe and efficient operation of assigned equipment and tools;
- Defensive tactics and proper application of said tactics;
- Streets, businesses, schools and other points of interest within the City limits and surrounding areas;
- Shift responsibilities and resource management;
- City and department policies and procedures; and,
- Applicable Federal, State, and local laws, rules and regulations

**Skills** (positions in this class typically require):

Skill in:

- Collecting, processing, and evaluating complex information.
- Providing instruction and guidance to a diverse group of individuals;
- Communicating effectively in writing;
- Communicating effectively verbally including during situations which may be stressful;
- Resolving conflict and situations by making appropriate decisions in highly stressful, rapidly deteriorating, and violent situations;
- Prioritizing work load, managing multiple tasks, and coordinating with other law enforcement agencies, service agencies, and departments
- Coping with competing and changing priorities;
- Using a computer and related software applications with the ability to adapt to new technologies and procedures;
- Appropriate and independent decision making;
- Being flexible, adaptable and creative to solve problems;
- Safely operating a police vehicle in a pursuit situation and use of safe driving techniques;
- Operating and using a variety of police tools in a safe and effective manner, such as police radios, various types of weapons and defensive tools and other specialized equipment;
- Building and maintaining effective working relationships with the public, fellow employees and other agencies; and,
- Communication and interpersonal skills as applied to interaction with coworkers, supervisors and the general public, sufficient to exchange or convey information and receive work direction.

**Physical Requirements:**

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, and lifting. Incumbents must maintain a sufficient level of physical fitness and agility to pass the annual agility test.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, disruptive people, threatening environment, and travel.

Regular attendance and punctual employee presence is required. Incumbents will be required to work overtime, shift work and may be subject to callback. Employees must live within a 45-minute drive of the city-limits as it exists within the Urban Growth Boundary by the end of the trial service period.

Incumbents must meet the physical standards set forth by DPSST (OAR 259-008-0000 etal.), be 21 years of age at the time of hire, and establish citizenship within 18 months of hire.

**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

A detailed background investigation as set forth by DPSST, including a criminal history check, psychological fitness evaluation, and drug screen are required.

**Classification History:**

Adopted by Council Resolution  
Revised January 23, 2017