

POLICE CORPORAL

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the first promotional level of positions in the police line. Employees of this class perform all basic police patrol duties including initial investigation of complaints received by the department and traffic control and traffic accident investigation. They also perform desk duties and complete and file forms, records, and reports. This class is basically non-supervisory in nature; however, supervision of a small number of lower ranking police officers may be exercised occasionally, only as assigned. Employees of this class work independently on most routine tasks and perform special duties with instruction and supervision from a police sergeant. This class ranks directly below that of Police Sergeant.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Patrols an assigned area to prevent crime and protect lives and property; performs building security checks; assists citizens and answers questions for the public; performs crowd control duties; serves official papers such as warrants and summonses; observes hazardous situations such as fallen power lines and reports such to proper authorities;

Makes initial investigation of complaints received, takes statement from complainant, and interviews victims or witnesses; attempts to resolve differences between parties in family or neighborhood disputes not requiring legal action; protects major crime scene; searches for evidence, identifies and labels such, and protects chain of possession; executes a search warrant or makes searches upon probable cause; seizes contraband or evidence located; collects information and evidence to identify persons suspected of committing crimes; tries to locate and apprehend such persons; makes arrests in accordance with the law and established procedures; testifies in court;

Directs traffic to reduce and eliminate congested traffic conditions; pursues vehicles which have committed traffic violations; issues traffic summonses; stops vehicles whose drivers are suspected of operating while under the influence of alcohol or drugs; conducts primary investigations of traffic accidents; administers first aid; operates radar unit to

apprehend speeding vehicles; checks drivers' licenses;

Makes talks or conducts demonstrations on various facets of law enforcement or related subjects before community or school groups;

Fills in forms and completes standardized reports and records by filling in blanks with correct information; writes narrative reports by obtaining the needed information and putting it into a clear and concise form; files reports, records and forms in accordance with department policy;

Acts as desk officer by receiving phone calls and taking complaints from the public and from people coming into the police station;

Acts in the capacity of jailer and performs the necessary duties of that position when assigned.

Performs related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and passing a civil service examination for the position.

Must be a regular and permanent employee in good standing in the class of Police Officer for three years and six months.

Before promotion, must pass a medical examination designed to show good health and physical abilities sufficient for the performance of the required duties.

Must possess a valid Louisiana driver's license.