

Job Description  
for  
**Corporal**

**Summary**

The Corporal-Law Enforcement is a sworn, certified member who possesses all the requisite knowledge, skills and abilities incumbent upon the position of an entry level police officer. The member performs administrative, operations and supervisory duties and tasks specific to the position.

The Corporal is a supervisor's position under the position of Sergeant. It is an important part of the Lincoln Police Department's succession planning. The Corporal will perform many of the tasks and responsibilities of the Sergeant. However, will work in tandem with Sergeants to effectively oversee the officers and their patrol responsibilities.

The Corporal contributes to evaluations and inspections of subordinate members, and their equipment, helps to maintain interior and exterior security of region facilities, maintains numerous files and documents, utilizes a computer terminal, distributes new policies, reviews, approves and distributes reports, reviews and approves attendance records, counsels and disciplines subordinate members, provides training, attends meetings, performs basic crime analysis, explains laws, facilitates community relations, handles citizens' complaints, supervises field investigations and assumes duties of department leader.

The most important and essential job function is attitude and includes the following: getting along with co-workers, cooperating with co-workers, responding politely to the public, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The member may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

**Education**

- High School or GED
- Four Year College Degree, Preferred

**Required Education, Professional Certification or License:**

- NH Driver's License
- NH Police Certification

**Required Professional Experience**

- Preferred - Minimum four consecutive years as a full-time sworn police officer

## **Blood and Viral Pathogen Risk**

- Foreseeable Exposure

## **Environmental Conditions**

- Working rotating shifts
- Contact with dangerous persons or situations
- Exposure to inclement weather
- Working under increased stress for field and office environments
- Require acts of physical endurance and agility.

## **Required Skills and Knowledge**

- |                                |   |
|--------------------------------|---|
| • Department policies          | • Scene processing                      |
| • General Orders               | • Tactical operations                   |
| • Operate a motor vehicle      | • Case reporting                        |
| • Use of appropriate forms     | • Use of force / response to resistance |
| • Read and write English       | • Management skills                     |
| • New Hampshire RSA's          | • Media relations                       |
| • Lincoln Town Ordinances      | • Organizational skills                 |
| • Department filing system     | • Telephone use                         |
| • Local and regional geography | • Basic math                            |
| • Civil process                | • Computer use                          |
| • Area resources               | • Proper grammar                        |
| • Facility security            | • Investigations                        |
| • Demographics                 | • Supervisory                           |
| • Ethnic / cultural awareness  | • Instructor                            |
| • Radio codes                  | • Decision-making                       |
| • Evidence procedures          | • Analytical                            |

## **Physical Requirements**

- |  |                          |
|--|--------------------------|
| • Sit for long periods                           | • Manual dexterity       |
| • Standing for long periods                      | • Ambulate independently |
| • Seeing at normal range or with accommodations  | • Bend                   |
| • Hearing at normal level or with accommodations | • Walk                   |
| • Speaking understandably                        | • Identify colors        |
|  | • Normal sense of smell  |
|  | • Lift 150 pounds.       |

## **Essential Duties**

### **Administration**

- |   |                                     |
|---|-------------------------------------|
| • Prepare inter-department correspondence | • Complete daily reports            |
|   | • Operate records management system |

- Maintain document files
- Analyze criminal activity
- Oversee service of judicial process
- Distribute new policies

- Prepare daily line up
- Attend scheduled meetings
- Arrange mandatory training participation.

### **Operations**

- Review criminal offense reports
- Maintain facility reports
- Oversee field investigations
- Handle citizen complaints
- Facilitate community relations
- Review and approve attendance records
- Assign officers to zones
- Disseminate information to media.

### **Supervisory**

- Explain laws and department policy
- Discipline subordinates
- Conduct evaluations and inspections
- Maintain equipment and supplies
- Assume role of Sergeant or Deputy Chief in their absence
- Assist subordinates with problem solving.