

**TOWN OF MONUMENT  
JOB DESCRIPTION**



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**Job Title: Police Corporal**

**Department: Police Department**

**Reports to: Police Sergeant**

**Supervises: Police Officers and other staff as assigned**

**Status: Non-Exempt**

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**Purpose:**

The Corporal's primary responsibility is to perform all of the duties of a police officer as outlined in the Police Officer Job Description. In addition, the Corporal will serve as a shift supervisor in the absence of a sergeant.

The essential functions listed below are not intended to be all inclusive and may be expanded to include other duties or responsibilities that may be deemed necessary

**Duties:**

- Maintain and enforce departmental policies.
- Responsible for inspections, cleanliness of officers and equipment, and report to their supervisor any difficulties.
- Motivate employees to accomplish departmental goals.
- Administer remedial training or counseling to employees to overcome deficiencies.
- Assist and advise officers with more difficult or hazardous situations; may exercise technical supervision over less experienced police officers.
- Provide leadership and motivation to ensure subordinate's expeditious response to and completion of all assignments.
- Continuously audit the performance of employees to determine whether they are properly, effectively, and consistently carrying out their police duties.
- Conduct training and inspections of employees and provide them with needed information.
- Accountable for the actions or omissions of employees under their supervision which are contrary to departmental regulations or policy.
- Ensure proper inspection and maintenance of police vehicles.

- Prepare reports on offenses, calls for service, or other police activities, as well as administrative reports as directed.
- Compare field practices with the standards established through written orders.
- Implement all lawful orders received from superiors and thoroughly explain to departmental employees the content and meaning of new orders that affect their responsibilities.
- Attend and successfully complete all required training including roll call, in-service, and firearms training and other classes and seminars

**Qualifications:**

- High School diploma or G.E.D
- Must meet requirements for and achieve Peace Officer Certification as described in Colorado Law and P.O.S.T. regulations.
- Possession of a valid Colorado driver's license required
- Skills in supervising, motivating, and controlling law enforcement employees.
- Knowledge of the principles and practices of employee supervision, including performance evaluation and progressive discipline.
- A minimum of 3 years experience as a POST certified officer

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Effect arrests;
- Subdue resisting individuals;
- Run a short distance to persons requiring emergency assistance or apprehension;
- Lift, carry, move, and/or drag equipment and persons, occasionally more than 100 lbs.;
- Force entry into buildings;
- Climb flights of stairs, ladders, fences, and move over obstacles;
- Walk, stand, stoop, crouch, crawl or sit for long periods of time (including driving)
- Reach, grasp, push, pull, perform repetitive motions, or lay for extended periods of time.
- Perform lifesaving procedures;
- Maintain proficiency with assigned weapon systems;
- Confront armed suspects;
- Drive motor vehicles under emergency and non-emergency conditions
- Communicate clearly with supervisors, subordinates, and the public
- Constantly think quickly and use sound judgment,
- Maintain mental alertness under adverse and life-threatening situations
- Control personal feelings and emotions.
- Maintains proficiency with firearms, arrest control tactics and other tools and techniques as assigned

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exposure to all and extreme weather conditions;
- Exposure to varying light conditions: all and extreme lighting conditions, daylight and night light, with and without artificial light available, indoors and outdoors;
- Exposure to personal danger, including but not limited to: armed and/or dangerous persons/animals; persons and/or articles having contagious/communicable diseases; hazards associated with emergency driving, vehicular surveillance, traffic control and working in and around traffic; hazards associated with natural and man-made disasters, the use and operation of electrical or microwave powered equipment.