



# The Village of **YELLOW SPRINGS**

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**Job Title:** Police Corporal

**Department:** Police Department

**Reports To:** Full-time, classified, non-exempt.

**Hourly Pay Rate:** Level 11(A) F — \$35.88/hour plus 2–8% differential, based on qualifications and experience.

**Employment Status:** Full-Time

**FLSA:** Non-exempt

## **Position Overview**

Under the direct supervision of the Sergeant and/or Chief of Police, like Patrol officers, Corporals enforce federal, state and local laws and ordinances. Additionally, Corporals provide supervision, maintain coaching and development standards and will be available as the first point of contact in the chain of command for patrol officers.

The work of a Police Corporal involves responsibility and accountability for the efficient performance of police officers. A Police Corporal must have a good working knowledge of police work and be familiar with federal and state laws, the Village Charter and ordinances, department policies and orders, in order to instruct police officers in procedures and work methods. General instructions, guidance and direction are received from the Sergeant/Chief of Police regarding assignments and procedures to be followed.

This is a public service job based on trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces.

## **Qualifications & Expectations**

- High school diploma or GED or higher. Some college preferred.
- Min two (2) years' policing experience
- Prior supervisory experience, management experience and/or training preferred.
- Applicants must be a U.S. citizen and must be a minimum of 21 years of age at time of application.
- Applicants must possess a valid Ohio driver's license by time of appointment, have a good driving record, and live within thirty (30) minutes driving time of the village limits;
- Officers are required to qualify annually with on- and off-duty weapons, as well as additional training annually
- Must pass a criminal background check (condition of offer) and fitness for duty physical exam (both must be up-to-date and on file) and a supervisor psychological test.

### **Key Responsibilities:**

- Performs all duties of a patrol officer including enforcement of all applicable state laws and ordinances of the Village of Yellow Springs. Supervises patrol officers actively performing their duties, evaluates performance of assigned staff, and makes recommendations regarding training and continued education for all officers. Assists in the implementation, and maintenance of the department's directives, policies and procedures. Must maintain confidentiality requirements. The role of Corporal will set the tone for the community policing philosophy and ensure that all patrol officers and themselves implement said philosophy through their action and supervision approach.
- Reviews all reports, citations, arrest paperwork; to include the initial review of all felony and misdemeanor request for charges before the final approval by the Sergeant.
- Assists in the planning, coordination and supervision of large-scale events, special events and/or community events (i.e., Fourth of July, Street Fair, Touch-a-truck etc.)
- Holds assigned staff accountable for all expectations set forth (i.e. basic job responsibilities, DTB compliance, etc.). Performs quarterly equipment inspection and monthly cruiser inspections (i.e. ensuring officers having functioning and presentable equipment, inspecting vehicles and everything therein for functionality, cleanliness and patrol readiness).
- Engages in scheduled and impromptu coaching and development conversations with assigned staff to include documented "touch bases" which will be forwarded to the Sergeant/Chief of Police.
- Additional duties may be assigned as needed at the discretion of the Sergeant/Chief of Police.

### **Examples of Work (Illustrative Only):**

- Performs all duties of a patrol officer including enforcement of all applicable state laws and ordinances of the Village of Yellow Springs
- Supervises patrol officers actively performing their duties, evaluates performance of assigned staff, and makes recommendations regarding training and continued education for all officers.
- Assists in the implementation, and maintenance of the department's directives, policies and procedures.
- Enforces the laws and ordinances of the Village and State and all other pertinent laws;
- Observes and checks the performance of Police Officers and makes evaluations semi-annually or as required for merit, probationary, or promotional value, and also makes suggestions for more effective execution of work;
- Takes active command in serious or unusual situations;

- Reviews the reports of Police Officers and personally makes reports to officers of higher rank;
- Observes and identifies competencies and deficiencies of Police Officers under their command, reinforces competencies and positive work habits, and makes suggestions for improvement and remedial measures. When necessary, reports and un-remediated work issues to the Sergeant/ Chief of Police.
- Performs criminal investigatory work such as questioning witnesses and suspects, checking statement, preparing reports, and gathering evidence at the scene of a crime;
- Responds to scenes of major crimes, fires and crashes; secures evidence and questions witnesses, suspects and other persons;
- Assists in the prosecution of suspects by making arrests; preparing reports and giving testimony at trials; is a liaison to Mayor's Court on behalf of the Chief but is not the bailiff or the prosecutor.
- Oversees the searching and booking of prisoners;
- Acts for officers of higher rank during their absence;
- Provides public information, media releases, and assistance upon request;
- Attendance professional training sessions and staff meetings as scheduled;
- May patrol an assigned area during a specific period and perform any and all duties normally handles by a Patrol Officer;
- Is an extremely important component of the department's management team, including working with the Chief of Police, Village Manager and other leaders when called upon. Is knowledgeable about Village personnel policy and practices and supports and communicate the same to police employees;
- Is looked upon and treated as a crucial element of the department's mission to provide a quality of life second to none for the community;
- Is expected to provide value-driven leadership for all members of the department;
- Is expected to perform any other duties as assigned by the Sergeant and/or Chief of Police.

### **Skills, Knowledge, and Abilities:**

- A Police Corporal must display good knowledge of approved principles, practices, and methodologies of modern police work with a full understanding of Village Values
- Must fully understand the Community Policing concept, and apply this to the day to day operation of the Police Department
- Must have a positive working relationship with the Sergeant, Chief, Village Manager and other Leaders
- Ability to provide supervision, training and guidance to patrol officers
- Good knowledge of the Village Charter, Ordinances, Personnel Policy Manual, other Village and Department policies relevant to police work and management of employees

- Must be able to comprehend, remember, and apply legal concepts involved in the administration of due process of law
- Must be able to understand, interpret, and apply principles of police procedure in a variety of situations
- Continue certification and knowledge of first aid methods
- Ability to understand and carry out oral and written instructions and to prepare clear and comprehensive written reports
- Ability to recognize and identify areas in which training is needed, and to take steps to ensure this training is given, understood, and put into practice
- Must maintain competency in yearly firearms qualifications as required by the Ohio Revised Code and departmental policy
- Hold exceptional communication skills by demonstrating the ability to understand and carry out oral and written instructions; as well as read, write, and speak professionally and effectively
- Must have a high degree of skill in interpersonal relations and integrity. Yellow Springs Police Officers interact with the public on a daily basis for various reasons
- Be able to cope with situations firmly, courteously, and tactfully, and with respect for the rights of others
- Be able to analyze situations quickly and objectively along with being able to determine the appropriate course of action required
- Must have the ability to understand, interpret, and apply principles of police procedure in a variety of situations
- Able to effectively evaluate the performance of persons assigned to his/her command.
- Ability to learn the geography of the Village and its physical and social characteristics
- Must be able to speak clearly and audibly into a radio microphone in order to call for assistance in an emergency situation, and must be able to speak clearly and audibly to the officers with whom he/she is working
- Must be able to engage in law enforcement patrol functions that include such things as working rotating 10 hour shifts, car, bicycle or foot patrol, as well as working outside in various weather conditions, and stressful conditions
- The Police Officer encounters with regularity situations requiring varied and unpredictable physical movements, must be able to walk and run over uneven ground since the officer is frequently called upon to pursue a fleeing violator of inspect or investigate accident scenes which are off the pavement, and frequently arrives at accident scenes before emergency medical personnel and is required to lift, carry, and pull materials of varying types and weights which are entrapping victims
- Be able to safely engage in emergency driving situations without hesitation according to policy
- Must be able to successfully operate all electronic devices required by the department

**Application Process:** We invite interested candidates to submit a resume, application, and cover letter that highlights their relevant experience and enthusiasm for the role.

Please send your application materials to [paige.burge@yellowsprings.gov](mailto:paige.burge@yellowsprings.gov).

**Deadline:** Friday, July 18, 8:00 AM

This position will remain open until filled.

In accordance with applicable federal, state and local law, the Yellow Springs Police Department provides equal opportunities for applicants and employees, regardless of race, gender expression, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental handicap, genetic information, veteran status, military status, marital status, sex or any other protected class or status. The Department does not show partiality or grant any special status to any applicant, employee or group of employees unless otherwise required by law. The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

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*Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*