CORPORAL POLICE OFFICER

POSITION SUMMARY

Incumbent serves as the lead police officer and is second in command at a squad level. Assumes some supervisory duties for the squad in the presence of the Shift Sergeant; assumes full supervisory responsibility of squad in the absence of the Shift Sergeant; Responsible for patrolling the streets of the city to enforce laws and ordinances while assuring the safety and security of the residents; Responds to calls for service, both emergency and non-emergency; Investigates and completes reports associated with the investigation of criminal activity and vehicular accidents. Performs a multitude of various other tasks and details associated with general police work. Provides technical assistance and support to junior officers of assigned squad and on-duty dispatchers. Incumbents will be required to work extended, rotational and unscheduled shifts.

RESPONSIBILITIES

Relationships with coworkers and subordinates shall be guided by the following tenets: The incumbent is cooperative and always ready to assists others as needed. Works to promote teamwork within the department and within the City in general. Shares pertinent, non-sensitive information with peers. Resolves conflict through the use of tact and diplomacy. Accepts responsibility and works well within supervisory capacity. Accepts and is eager to lead and mentor. Offers suggestions and seeks ways to improve the activities of the department and the operation of the City in general. Continually strives to better themselves and the department while facilitating a safe and efficient work environment. Exhibits a positive, professional image and outlook when interacting with the general public and coworkers while serving as a positive role model. Respects the chain of command and adheres to the mission, vision and core values of the department.

Essential Duties:

- Duties are multiple and diverse yet focused on the detection and apprehension of criminals and general violators of law and/or ordinance.
- Assumes some first line supervisor duties for assigned squad in the presence of Shift Sergeant, assumes full supervisory responsibility of squad in the absence of Shift Sergeant. Provides guidance and technical assistance to non-ranking subordinates and on-duty dispatchers.
- May be assigned to oversee a subdivision such as, but not limited to fleet management, bicycle patrol, weapons/ammunition, Taser, Chemical and Less-Lethal Munitions, bicycle impound lot and recruitment.
- Completes and manages a variety of special details and assignments as assigned by supervising Sergeant or other superior within the rank structure.
- Performs duties with extremely limited supervision operating within the scope and parameters of established departmental policy/procedures, criminal/traffic law, and constitutional guidelines. Refers operational, procedural, policy and personnel issues to Police Sergeant.
- Ability to work with multi-agencies and have significant contact with the general public in regard to police services.

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- Participates and assists in facilitation of shift meetings providing input and vision to help identify key operational and personnel concerns to assigned Shift Sergeant at a squad level.
- Prepares and conducts public relations activities.
- Ability to mediate subordinate officers in times of conflict while assessing and diffusing problem situations during multiple medium risk events.
- Provides oversite and quality assurance of subordinate staff as needed.
- Carries all of the general duties and responsibilities of a patrol officer.
- Patrols city streets, responds to emergency and non-emergency calls for service. Addresses complaints from the public and ensures all calls are handled properly, expeditiously and professionally.
- Conducts investigations into crimes, accidents, and emergency situations while preparing traffic, criminal and other reports.
- Performs public relations and public education to improve, maintain and establish police-community relations and partnerships.
- Mentors and leads staff while setting an example through regular participation in community and departmental events as well as other volunteer activities.
- Performs other duties, tasks and directives as assigned.

Knowledge, Skills, and Abilities (position requirements at entry):

- Dickinson Police Department General Orders (GO) and Standard Operating Procedures (SOP);
- Familiarity with Dickinson City Human Resources
- Traffic and criminal law;
- Current law enforcement procedures and techniques;
- Judicial process;
- Appropriate emergency procedures and responses;
- Firearms, restraint and self-defense techniques.
- Conducting investigations;
- Conflict Resolution;
- Effective oral and written communication skills.
- Using a variety of office equipment and related applications;
- Familiarity with city streets and geography;

SKILLS

Education and Experience (position requirements at entry):

- High School Diploma or General Equivalency Degree (G.E.D.)
- Associates Degree or 60 Semester Hours of College Credits,
- Three years' experience as a full-time licensed Peace Officer
- Or, an equivalent combination of peace officer related experience, education, and accredited training sufficient to successfully perform the essential duties.

Special Requirements (at entry):

- Full-time Licensed Peace Officer in the State of North Dakota;

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- Valid ND Drivers License
- 240hrs of accredited and documented peace officer vocational type training (excluding field training & peace officer basic training hours). Completion of eight recognized Emergency Management ICS related courses must be completed with one year of promotion.
- Must be able to provide unimpeached, sworn courtroom testimony as related to Giglio v. United States, 405 U.S.150
- Must be physically and mentally able to perform all the duties without accommodation.
- Must be in current good standing with the Dickinson Police Department to be eligible to apply.

WORKING CONDITIONS

Environment:

- Work is performed in an ever changing and atypical environment related to police services. Arbitrary exposure to physical harm and a possibility of loss of life associated with dealing with the criminal element. Threats are difficult to identify and protect against. Positions in this class typically require: sufficient physical ability to work in a law enforcement setting and an office setting, restrain or subdue individuals, walk, sit, or run for prolonged periods of time. Requires climbing, balancing, stooping, bending, kneeling, crouching, reaching, twisting, standing, driving, sense of touch, finger dexterity, gripping with hands and fingers and repetitive motions. Ability to speak and hear to exchange information.
- Incumbents must be able to pass any and all physical fitness requirements/standards currently dictated by the ND Law Enforcement Training Academy.
- Incumbents will be required to bear the constant weight of police safety equipment (ballistic vests) and a variety of other donned job related tools (gun belt) on their person.
- Incumbents may be subjected to personal injury, physical violence, fumes, odors, dusts, gases, blood, body fluids, chemicals, extreme temperatures, inadequate lighting, and travel.
- Frequently requires medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Occasionally requires heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Vision: Ability to see in the normal visual range with or without correction)to 20/40).

Hearing: Ability to hear in the normal audio range with or without Audi aids.

GRADE: Grade PD-3
FLSA: Non-Exempt
Created: 10/16/15
Approved by CSC: 10/20/15
Approved by Commission: 8/1/2016

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Updated: 08/03/2021 by HR Nameniuk, Chief Dassinger, 2/28/25 by HR Nameniuk, Chief Cianni. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.