

## TOWN OF STOWE, VERMONT JOB DESCRIPTION

**JOB TITLE:** Corporal (Patrol Division)  
**PAY GRADE:** 9  
**SUPERVISOR:** Police Chief

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### **PURPOSE OF JOB**

The purpose of this position is to be responsible for the proper performance of police duty from patrol officers. The Corporal is charged with ensuring compliance with Department's General Orders, Directives and regulations. The Corporal is the third level of supervision of the Stowe Police Department and is subordinate to the Sergeants. The Corporal's responsibilities range from field supervisor to the acting Sergeant.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the job if the work is similar, related, or a logical assignment for this job. Other duties may be required and assigned.**

The Corporal shall also perform those essential functions, activities and qualifications as described in the *Police Officer Job Description*.

Performs the duties of a Sergeant, including serving as OIC, in their absence or as necessary.

Each Corporal is accountable for the administration of Department policies and procedures and the proper execution of orders. A Corporal supervises such actions by personal presence, by instructions given and by delegation of authority. However, lack of personal presence does not relieve the Corporal of supervisory responsibilities.

Ensures that all subordinates perform their duties completely and promptly and that they comply with Town policies and procedures and Department General Orders, Directives and regulations.

Is responsible for the smooth, efficient operation of routine duties and special assignments.

Promotes a safe and respectful work culture through positive role modeling and strong communications skills; immediately puts a stop to any speech or behaviors which run counter to any standards, which convey disrespect to others. Promotes, sets the example, and holds officers accountable for fair and impartial policing. Advances community policing by promoting, setting the example, and holding officers accountable for positive relationship with the community by demonstrating the tenants of community policing.

Assists all department personnel regardless of rank, assignment, and tenure in the achievement of the department's goals and responsibilities.

Serves as a supervisor, promoting a team environment, demonstrating active listening skills, coaching, and motivating employees. Treats all employees fairly and equally under like circumstances in accordance with the law and department policy.

**Town of Stowe, Vermont – Corporal (Patrol Division)**

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Coordinates the interrelations between the Police Department and Town Departments and between this Police Department and other agencies.

Responds to questions and complaints from citizens, provides information, researches problems, and initiates resolution of problems/complaints.

Receives and investigates personnel complaints. Conducts internal affairs investigations as assigned by the Police Chief.

Prepares clear and definitive correspondence and reports.

Assists with the review and/or approval of reports and paperwork.

Conducts shift briefings, which includes the conveying of information, roll call training, equipment and vehicle inspections and the delegation of assignments.

Assumes command of criminal investigations and crime scenes until relieved.

Assists in the training of probationary employees.

Represents the Department at official functions and community events.

The Corporal furnishes administrative reports as required.

The Corporal may be called on his/her day off or after hours to answer questions and to give supervisory advice.

Prioritizes cases, conducts internal investigations and criminal investigations, recommends evidence handling procedures.

Assigns personnel to tasks and details as needed.

Supervises, instructs, counsels, assists police officers and part-time employees in the performance of their duties.

Completes and maintains all required reports and records for activities; reviews the reports of subordinates; confers with colleagues concerning previous incidents or conditions requiring continued attention; prepares and approves press releases and meets with the media at crime and accident scenes.

Facilitates understanding and accomplishment of department goals.

Makes budgetary recommendations to the Chief of Police.

Assumes command of serious crimes or motor vehicles accidents, as deemed necessary during assigned tour of duty.

Participates in recruitment and selection process.

Conducts performance appraisals of subordinates, to include coaching and counseling during the rating period.

Promotes a safe and respectful work culture through positive role modeling and strong communication skills; immediately puts a stop to any speech or behaviors which are discriminatory or otherwise conveys disrespect to others.

Performs other duties as may be assigned by the Chief of Police or Sergeant.

### **MINIMUM QUALIFICATIONS**

Five (5) years of law enforcement experience.

Must have thorough knowledge of the normal rules and regulations of law enforcement practices; thorough knowledge of approved principles, practices and procedures of police work; thorough knowledge of pertinent state laws, municipal ordinances and court decisions; thorough knowledge of the geography of the municipality and location of important buildings; ability to command respect of the officers and to assign, direct and supervise their work; ability to deal with the public courteously and firmly and to establish and maintain satisfactory public relations; ability to analyze complex police problems and situations and to adopt quick, effective and reasonable courses of action.

### **ADDITIONAL QUALIFICATIONS**

Working knowledge of the principles and practices of police operations and of approved police methods and procedures. A working knowledge of laws, ordinances, and court decisions.

Demonstrated ability to communicate clearly and concisely orally and in writing.

Demonstrated ability to lead and supervise subordinates, and to maintain harmonious relationships with the general public and public officials.

Demonstrated ability to tolerate an average to above average amount of stress and have the ability to accept direction and constructive criticism.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility. As such must adapt communication style/tone/vocabulary to a variety of audiences, be self-aware of one's own verbal and non-verbal cues, be an active listener, maintain professional demeanor, provide timely responses and information, and provides a consistent positive messaging to the community.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of firearms, vehicles, equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division. May include counting, recording of counts, and basic measuring.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**Leadership:** Requires the ability to supervise those under his/her command and ensures that all officers know in detail and are prepared to execute all assignments.

**Customer Service:** Must respond to the public's needs consistent with Town policy on customer service expectations.

**Financial Accountability:** Must be proficient on maintaining basic levels of expenditure/revenue controls and documentation including the procurement of goods and services as needed.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the regular and at times sustained performance of moderately physically demanding work, typically involving some combination of running, climbing, balancing, stooping, kneeling, crouching, and crawling, and which may involve the lifting, carrying, pushing and/or pulling of people and dogs. The ability to exert light physical effort in sedentary positions. Tasks may involve extended periods of time at a keyboard, workstation, or in a vehicle.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, snow, fumes, temperature extremes, traffic hazards, bright/dim light, toxic agents, animal/wildlife attacks, animal/human bites, disease, pathogenic substances, noise extremes, or rude/irate customers.

**EMPLOYEE ACKNOWLEDGEMENT**

I acknowledge that I have received a copy of this job description, and understand the duties and expectations herein. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

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Date