

**RESOLUTION NO. 8374**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING RESOLUTION NO. 4144, ADOPTED DECEMBER 12, 1966, BY THE ADDITION OF RESOLUTION NO. 8374, AND CREATING THE POLICE CORPORAL JOB CLASSIFICATION**

**THE CITY COUNCIL OF THE CITY OF SAN FERNANDO DOES HEREBY RESOLVE, FIND, DETERMINE, AND ORDER AS FOLLOWS:**

**SECTION 1.** That Resolution No. 4144, adopted on December 12, 1966, and the Position Classification Plan prepared by Griffenhagen-Kroeger, Inc. bearing date of April 1966, as amended by the City Council, covering important and essential duties, job-related and essential qualifications for the following position and classification attached Exhibit "1":

**POLICE CORPORAL**

Resolution No. 8374 is hereby adopted and approved as the new official job classification and definitions, prescribing important and essential duties, job-related and essential qualifications for the position and classification set forth above. Copies of Resolution No. 8374 are now on file in the office of the City Clerk. Said Resolution No. 8374 is hereby incorporated in and made a part of the Position Classification and Salary Plan for the City of San Fernando.

**SECTION 2.** The City Clerk shall certify to the adoption of this resolution and shall cause this Resolution and certification to be filed in the Office of the City Clerk.

**PASSED, APPROVED, AND ADOPTED** this 21<sup>st</sup> day of April 2025.

  
Mary Mendoza, Mayor of the City of  
San Fernando, California

**ATTEST:**

  
Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8374, which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 21<sup>st</sup> day of April 2025, by the following vote of the City Council:

**AYES:** Lopez, Garcia, Fajardo, Solorio, Mendoza - 5

**NAYS:** None

**ABSENT:** None

**ABSTAINED:** None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 22nd day of April, 2025.

  
Julia Fritz, City Clerk

## JOB SPECIFICATION

| CLASS TITLE     | ADOPTION                              |                                    |
|-----------------|---------------------------------------|------------------------------------|
| POLICE CORPORAL | RESOLUTION NO.<br><b>8374</b>         | EFFECTIVE DATE<br><b>4/21/2025</b> |
|                 | FLSA DESIGNATION<br><b>NON-EXEMPT</b> | EMPLOYMENT                         |

### GENERAL PURPOSE

The Police Corporal is a front line position and is responsible for assisting in the overseeing and coordinating the activities of police officers on a patrol shift and other department personnel as directed by the Chief of Police or designee. This role involves ensuring the efficient and effective implementation of law enforcement policies, procedures, and operations while performing the role and duties of patrol officer or detective.

The Police Corporal provides guidance, support, and training to other department members, while also participating in patrol or investigative functions, enforcing laws, maintaining public safety, and fostering and spearheading community engagement efforts. The Police Corporal serves as a team leader, coach, mentor, and role model to professional staff, police officers, detectives, other department personnel and volunteers, and serves as supervisor in conjunction with the police sergeant but subordinate to the police sergeant, ensuring that all supervisory duties are carried out in compliance with legal standards and department protocols. Assists with ensuring compliance of department policy and in the preparation of employee evaluations.

Under general direction, performs peace officer work that is more complex in nature involving crime prevention and patrol, traffic enforcement, investigations, and special assignments; serves in a lead capacity in the Police Officer series and is assigned supervisory duties on a short-term basis, in conjunction with the Sergeant.

### DISTINGUISHING CHARACTERISTICS

A Police Corporal is the journey level class of the Police Officer series, responsible for providing training, guidance, mentoring, coaching, and direction to professional staff, police officers, detectives, and other department members. The Police Corporal reports directly to a Police Sergeant, who together form a - supervisory team, and are distinguished by the latter's responsibility for full first-line supervision of a team of professional staff, police officers, detectives and other department members. This classification is distinguished from the next lower classification of Police Officer by the performance of lead responsibilities and by the level of technical and professional expertise required.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. In the addition to performing the full scope and responsibilities of the Police Officer classification, the Police Corporal provides lead direction of day-to-day activities to Professional Staff, Police Officers and/or Detectives, and other department members.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

2. Responds to questions and assists Police Officers in the performance of their task; verifies the work of assigned employees for accuracy, proper methods and techniques, and compliance with applicable standards and specifications.
3. Reviews and approves major traffic accident reports, as assigned; analyzes monthly traffic accident, citation, and other traffic data to determine deployment locations for traffic officers.
4. As directed by the Sergeant, assists in supervising field activities and investigations during higher priority calls.
5. Assists officers in preparing reports in cases for trial and may personally appear in court to present evidence testimony.
6. Inform the Sergeant of critical information throughout the shift.
7. Function as an assistant to the Sergeant in more difficult and technical assignments.
8. Recommend and assist with corrective actions of professional staff, police officers, detectives, and other department members.
9. Assumes responsibility for special programs, projects, or City wide functions or activities; including participating in the planning, development, coordination and supervision of the events.
10. Receives and reviews reports from subordinate staff; serves as watch and incident commander for an assigned shift in the absence of a Police Sergeant.
11. Serve as a temporary Field Training Officer on a short-term basis in the absence of an Field Training Officer.
12. Perform other duties as assigned by the Chief of Police or their designee.

**MINIMUM QUALIFICATIONS**

**KNOWLEDGE OF:**

1. Ability to apply and interpret laws, regulations, rules, court decisions, and departmental policies and procedures, analyze and make logical deductions.
2. Principles, practices, methods and techniques of general law enforcement and municipal police programs and operations.
3. California Penal and Vehicle Codes, San Fernando Municipal Code and other laws, ordinances, codes and regulations applicable to the assigned responsibilities. Federal, state and local laws and ordinances and

**MINIMUM QUALIFICATIONS**

codes pertaining to police operations.

4. Proper techniques for physically restraining an individual; defensive tactics.
5. Department rules, regulations and procedures regarding police functions, including but not limited to patrol, traffic, investigations, training, interview and interrogation, and evidence collection.
6. Case law precedents related to personnel procedures, municipal liability and criminal law.
7. Safety policies, practices, equipment and supplies applicable to the work.
8. Principles and practices of effective employee supervision.
9. City human resources policies and labor contract provisions.
10. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
11. Legal rights of citizens and proper methods and procedures for warning, citing, detaining and arresting individuals found in violation of ordinances or laws.
12. Methods and procedures for effective report writing; correct English usage, grammar, spelling and punctuation.
13. First aid, CPR and AED procedures/techniques.
14. Safety policies and safe work practices applicable to the work.

**ABILITY TO:**

1. Plan, supervise, assign, review and evaluate the work of staff engaged in general law enforcement and municipal police operations.
2. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
3. Analyze complex law enforcement situations as they occur and respond appropriately to ensure the protection of the public and police personnel.
4. Communicate tactfully, respectfully and effectively with the public, both orally and in writing, in a manner consistent with the department's policing and customer service policies.
5. Interact with sensitivity and understanding with residents and others from diverse socioeconomic, cultural, disability and ethnic backgrounds.



**MINIMUM QUALIFICATIONS**

6. Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
7. Maintain qualifications for use of firearms and non-lethal tools/equipment. Administer and explain the administration of emergency first aid.
8. Understand, interpret, explain and apply applicable laws, codes and ordinances.
9. Present proposals and recommendations clearly, logically and persuasively.
10. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
11. Prepare clear and accurate reports, documents, data entries and files.
12. Establish and maintain effective working relationships with all those encountered in the course of work.

**EDUCATION, TRAINING AND EXPERIENCE:**

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Graduation from high school or GED equivalent.

An Associate's Degree or a minimum of 60 units of college credit completed in a related field within six months of appointment highly desirable. Course work must have been taken at a recognized accredited institution.

College coursework from an accredited college or university in social and behavioral sciences, police science, criminal justice, public administration or a closely related field is desirable.

Two years of experience as a sworn, full-time Police Officer and off probation with the City of San Fernando is required.

Candidates must have completed probation with the City of San Fernando as a Police Officer at the time of application for Police Corporal.

**LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:**

A valid California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance program.

PC 832 Arrest and Firearms Course qualified.

A valid First Aid Certification and CPR certificate.

Eligibility for Intermediate POST certificate within six months of appointment date. Must complete POST Supervisory course within one year of appointment.

**MINIMUM QUALIFICATIONS**

Police Officers are expected to maintain ongoing training mandated by POST to maintain their skills and retain their Peace Officer status.

Ability to speak Spanish is highly preferred.

**PHYSICAL AND MENTAL DEMANDS**

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

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee must maintain department physical fitness and weight requirements necessary to perform the job functions with or without accommodation, such as the ability to walk, run, bicycle, operate motor vehicles and equipment, position and maintain traffic barricades and physically detain and apprehend suspects. Hearing must be within normal range.

Specific vision requirements for this job include 20/70 uncorrected, correctable to 20/30 and normal color vision.

**MENTAL DEMANDS**

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

**WORK ENVIRONMENT**

Employees in this class work in an office and outdoor environment with exposure to noise and outside weather conditions; exposure to biological hazards as well as disease/infestations. Work involves potentially dangerous situations and exposure to disturbing or traumatic events.

The employee will be required to work various shifts at night, on weekends and holidays as assigned and respond in emergency situations and natural disasters.