



Ocean City Police Department

General Order

Subject: Police Corporal; Duties and Responsibilities		No. G.O. 300 C-1	
Rescinds: 300 C-1 Dated: 01/27/97	Amends:	Related Directive: G.O. 300 A-1, G.O. 300 B-1	
Approval Date: March 1, 2005	Effective Date: May 2, 2005	Distribution Date: April 27, 2005	Distribution Type: A
References: Ocean City Police Department Job Descriptions: "Police Corporal"/"Police Officer First Class/ Police Officer"			

.10 General

This position requires the demonstration of a high level of performance and increased personal skills, knowledge and abilities. This position also requires first line supervision of a group of Police Cadets/Police Officers / Police Officers First Class or other civilian employees on an assigned shift, section or unit of a division.

An employee in this class assists Police Officers / Police Officers First Class and others in the detection and investigation of offenses and other irregularities. Persons in this position may be required to apprehend offenders and assist in their prosecution. Work is performed under the supervision of a Police Sergeant and/or Police Lieutenant.

This position requires evaluative thinking and is carried out in accordance with functional precedents, established practices and well-defined policies. This employee usually supervises Police Cadets / Police Officers / Police Officers First Class or other civilian employees in the daily performance of their duties. During summer deployment, this employee may be assigned primarily to shift supervisory duties.

Contacts with the general public and other law enforcement officers are extensive. An employee in this class will also serve to perform highly responsible police work requiring sworn status to maintain public peace, protection of life and property, enforce laws, and conduct complex investigations with no supervision.

An employee of this class may serve as a field training officer (F.T.O.) and in a specialty unit or assignment.

The rank of Police Corporal is designated as a supervisory rank and as such is vested with supervisory authority.

.20 Duties

The duties of a Police Corporal may include that of a "Police Officer First Class" plus:

- A. Exercising first-line supervision over a group of employees.
- B. Assuming the supervisory responsibility of the Police Sergeant in his/her absence.

- C. Rendering assistance to officers and members of the public.
- D. Performing basic police tasks and first-line supervisory functions.
- E. Assisting in the submission of supervisory reports as required to include performance evaluations, employee payroll, overtime, schedules, and statistical reports.
- F. Applying basic principles of supervision which may include performance evaluations, counseling, discipline, problem identification, problem solving, and scheduling.
- G. Assisting in preparing/presenting roll call, roll call training, and ensuring that subordinates are informed of all recent orders, lookouts, and directives.
- H. Addressing public concerns, mediates and resolves problems as a representative of the Department.
- I. Assisting in ensuring the proper conduct of subordinates to include, but not limited to, sector assignments, investigations, and calls for service.
- J. May oversee the recruiting, hiring, and training of employees.
- K. Assisting in maintaining all shift, unit, and/or section level logs, files and documents kept in conformance with established departmental procedures.
- L. Conducting periodic inspections of personnel and work areas to assure cleanliness and serviceability.
- M. May patrol an assigned sector being alert to unusual circumstances and initiating crime prevention and community service activities.
- N. May act as a field training officer for probationary sworn police officers.
- O. May investigate unusual occurrences and criminal activity with no supervision.
- P. Informing the on-duty sergeant or lieutenant of any major or unusual incidents.
- Q. Performing other duties as assigned.

.30 Responsibilities

The responsibilities of a Police Corporal include many of the responsibilities outlined under Police Officer First Class plus:

- A. Possesses a thorough knowledge of law enforcement standards and procedures to include:
 - 1. Maryland Law Enforcement Officer's Bill of Rights (L.E.O.B.R.)

2. Constitutional Law issues specific to law enforcement.
 3. Maryland Criminal Law.
 4. Maryland Transportation Article and C.O.M.A.R.
 5. Town of Ocean City Ordinances.
 6. Maryland criminal procedure.
 7. Labor Contract between the bargaining unit and the Town of Ocean City.
 8. Departmental Policies and Procedures.
- B. Applies the principles of effective leadership.
- C. Prepares detailed and complex reports.
- D. Performs effectively and leads others while under stress or in crisis situations.
- E. Demonstrates effective interaction with community organizations and knowledge of the locations and functions of community resources and other government agencies.
- F. Possesses an advanced knowledge and understanding of police functions.

.40 Summer Deployment

During summer deployment periods, the position of Police Corporal may assume supervisory duties included in General Order 300 D-1, .20 A, C, D, E, F, G, I, J, K, and M. The performance of these duties during the Department's summer deployment shall not prompt "acting out of class" pay for the Corporal position.

.50 Specific Assignments

The duties and the responsibilities of a Police Corporal assigned to a specific Departmental Division are outlined in Division Memorandum and/or Standard Operation Procedure (S.O.P)