



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Corporal
Department:	Public Safety/Campus Police
Reports To:	Sergeant

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

Works under the supervision of a shift supervisor. Work may be regular or special detailed police work in preserving life and protecting property within the University area or jurisdiction. Work involves responding to incidents to deter and detect crime as well as maintaining law and order. Work also involves patrolling assigned areas, traffic enforcement and accident reporting and criminal investigations. Assignments are received from superior officers and are carried out under the established policies and procedures. The employee must exercise quick, independent and sound judgement and display initiative in applying work methods to emergencies that arise when superior officers are not immediately available. Work requires dedication to public service.

Examples of Duties and Responsibilities:

- ❖ Performs active law enforcement duties in the field
- ❖ Handle calls for service on the same basis as police officers
- ❖ Serve as Field Training Officers (FTO)
- ❖ Train police and public safety officers or fulfill specific training responsibilities
- ❖ Provide informal peer counseling and guidance
- ❖ Assist the Sergeant or other supervisors with administrative work
- ❖ Perform other duties and assignments as prescribed by the Chief of Police
- ❖ Acts as the Officer in Charge in the absence of a supervisor

Knowledge, Skills and Abilities:

- Knowledge of standard police practices and techniques
- Knowledge of fire prevention techniques
- Ability to analyze situations quickly and objectively and to determine the proper course of action
- Ability to cope with situations firmly, courteously and tactfully and with respect for the rights of others
- Ability to react quickly and calmly under emergency conditions
- Ability to obtain information through interview, interrogations and observations
- Ability to understand and execute difficult oral and written instructions
- Ability to express ideas clearly. Orally and in writing and to prepare comprehensive records and reports
- Ability to develop skills in the use and care of firearms
- Ability to develop and maintain good public relations
- Ability to meet such physical requirements as may be established by competent authority
- Skill in furnishing first aid and comfort in case of accidents, illness and death situations
- Possess good moral and ethical character as determined by a pre-employment background investigation
- Possess good health as determined by an employment health screening
- Not been convicted of any crime wherein punishment could have been in a federal or state prison or institution
- Not have been convicted of sufficient misdemeanors to show a disregard for the law

Minimum Hiring Standards:

Education	High School Diploma
Years of Experience	GA Post Certified, 2 years of Law Enforcement experience

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