

## **Police Patrol Corporal**

An employee in this class performs a full range of general law enforcement duties in the patrol division as assistant shift supervisor. The Corporal is expected to act in the capacity of a Sergeant, performing supervisory responsibilities in the absence of, or at the direction of, the Sergeant. Work includes patrolling the City during an assigned shift in a police car or on foot; responding to calls for assistance; preventing, detecting and investigating disturbances and crime; performing traffic control work; performing accident control; apprehending suspects; serving warrants; and executing related assignments. As a Corporal, the employee is expected to perform field supervision of patrol activities, assist in the training and supervision of officers, and provide direction and assistance to police officers in the conduct of more technical and complex assignments. Employee must exercise judgment, initiative and calm control when performing duties. Work also involves frequent public contact requiring tact, firmness and decisiveness. Work is performed in accordance with departmental policy and state and federal law, supplemented with specific directions from superior officers. Employee normally work on shifts and are subject to hazards in law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills. Work in law enforcement is also subject to the final standards of OSHA on bloodborne pathogens. Work is performed under general supervision and is evaluated through observation, discussion and review of reports for adherence to laws, department procedures, community feedback, and proper judgement.

### **JOB DUTIES:**

- Supervises the shift in the absence of the Sergeant; provides technical assistance to other shift officers; reviews reports; provides back-up to officers; oversees patrol and law enforcement activities during assigned shift.
- Patrols the City in a police car or on foot; checks doors and windows; examines premises of unoccupied residences or buildings; detects unusual conditions; may maintain surveillance and observation for stolen cars, missing persons, or suspects; reports dangerous or defective streets, sidewalks, traffic lights, or other hazardous conditions.
- Responds to calls for assistance, complaints, suspicious activity, domestic disputes, loud and disruptive behavior; completes calls by determining the true nature of the situation and taking whatever legal or persuasive action is warranted.
- May assign work and give instructions to police officers; ensures that department policies and procedures are followed; assists officers in follow-up investigations including gathering of evidence, questioning witnesses, and apprehending suspects.
- Assists police officers in preparing reports; may review reports of police officers; may assist officers in preparing to appear in court to present evidence testimony.
- Investigates traffic accidents; issues traffic citations; directs traffic and participates in other emergency operation activities; may enforce parking regulations.
- Performs investigations of possible crimes through observation, questioning witnesses, and gathering physical evidence; performs investigative tasks and secures crime scenes, arrests and processes criminal suspects; presents findings in court.
- Serves warrants and criminal summons; apprehends and processes criminal suspects and transports to magistrate and/or County detention facilities; serves subpoenas.

- Investigates alarms, noise and disturbances and trespassing calls for service; responds to narcotics overdoses, juvenile issues, and domestic disturbances.
- Prepares incident, accident, and arrest reports and records of activities; enters into the records management system.
- Presents evidence and testimony in court hearings of prepared cases.
- Participates in community-oriented policing activities and special City events and community activities.
- Advises the public on laws and local ordinances; performs business and house checks; assists stranded motorists; gives information and directions to visitors and the general public; assists fire and emergency medical staff with incident response; assists the public with emergency conditions; participates in storm preparation and mitigation as needed.
- May serve as a field training officer.
- Establishes effective working relationships with businesses and citizens; participates in crime prevention programming.
- Operates a two-way radio and/or a cell phone to receive instructions and information from or to report information to police department; maintains vehicle, weapons and other equipment in standard working order; utilizes specialized law enforcement software for information and records production.
- Performs other related duties as required.

**SKILLS/ PHYSICAL ABILITIES:**

- Considerable knowledge of state and federal laws, local ordinances and policies of the police department, especially relating to search and seizure, traffic control, pursuit, and arrest.
- Considerable knowledge of the geographical layout of the City.
- Working knowledge of law enforcement principles, practices, methods and equipment.
- Working knowledge of law enforcement technology, equipment, vehicles and tools.
- Some knowledge of scientific crime detection and criminal identification methods and procedures.
- Skill in the use of firearms and other police equipment and in the application of self-defense and de-escalation tactics, teamwork and collaborative conflict resolution.
- Skill in the interpretation and application of federal, state, and local policies, codes, and laws.
- Skill in analyzing problems and identifying solutions.
- Ability to effectively supervise subordinate employees and correct work performance deficiencies.
- Ability to act with sound judgment in routine and emergency situations.
- Ability to communicate effectively in oral and written forms.
- Ability to present effective court testimony.
- Ability to prepare clear, concise and accurate reports.
- Ability to build and maintain cooperative and effective public relations with citizens.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, court personnel and other public officials.
- Ability to prepare clear, accurate and concise reports and records of law enforcement activities.

- Must be able to physically perform the basic life operational functions of standing, kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, fingering, grasping, climbing, talking, hearing and repetitive motions.
- Must be able to perform heavy work exerting up to 100 pounds of force occasionally; 50 pounds frequently; and/or up to 20 pounds of force constantly to move objects.
- Must possess the visual acuity to operate a police vehicle and computer, distinguish details and differences when observing people, places, or things on patrol, take measurements and recognize colors and shapes for identification purposes.

### **Typical Qualifications**

**Education:** High school graduate or hold a GED certificate required. Two or four year college degree preferred but not required.

**Certifications:** Possession of Field Training Officer (FTO) Certification is preferred.

**Experience:** A minimum of two (2) years of professional law enforcement experience is required.

Or an equivalent combination of education, certifications and years of experience.

**Other Requirements:** Possession of a valid North Carolina driver's license

**Per RRPD General Orders, a Corporal is required to complete the following:**

*Within first year:*

- FTO Training Certification (40 hours)

*Within first three years:*

- Drug Enforcement for Patrol Officers (24 hours);
- Advanced Interview and Interrogation (40 hours);
- Advanced Roadside Impaired Driving Enforcement (ARIDE) (16 hours);
- Liability for Supervisors (16 hours);
- Radar Operator Certification (40 hours);
- Intoxilyzer Certification (40 hours);
- Crisis Intervention Team (CIT) Training (40 hours); and
- 40 hours of elective Corporal related courses, seminars or conferences.

**TO APPLY:** Please submit a letter of interest along with resume and completed City of Roanoke Rapids police department application to the City of Roanoke Rapids Human Resources Department. Position is open until filled; however, first review of resumes will occur no later than 12:00 PM on Monday, April 13, 2026.

***The City of Roanoke Rapids is an Equal Opportunity Employer.***

*We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*

***Applications may be obtained at [www.roanokerapidsnc.com](http://www.roanokerapidsnc.com) or may be picked up at City Hall – 1040 Roanoke Avenue, Roanoke Rapids, NC***