


Fort Collins Police Services

Policy Manual

 FORT COLLINS POLICE	POLICY	202
	TITLE	Police Corporal

202.1 PURPOSE AND SCOPE

It is the policy of Fort Collins Police Services to foster qualified individuals toward leadership roles within the organization. The police corporal assignment is limited to sworn FCPS police officers. Placement in the corporal assignment is an Extended Duty Assignment as defined by Policy 1005.4. A corporal is under the general supervision of a police sergeant or designated supervisor. While continuing the essential duties and responsibilities of a police officer, the corporal also provides mentorship and guidance to members of their teams.

202.2 ELIGIBILITY AND RESTRICTIONS

- (a) Only sworn police officers are eligible to compete for the corporal extended duty assignment.
- (b) Sworn officers must have a total of five years as a sworn police officer, three (3) of those years as a sworn officer with FCPS within one year of the selection process' completion date.
- (c) Additionally, on the closing date of the application period, candidates must have:
 - 1. At least two years, to the day, since the completion of any discipline of demotion or suspension without pay of 30 hours or more
 - 2. At least one year, to the day, since the completion of any discipline of suspension without pay of less than 30 hours
 - 3. At least one year, to the day, since the successful completion of a Performance Improvement Plan
- (d) Employees who are placed in the corporal extended duty assignment are required to participate and successfully complete required Agency and City leadership training and development.
- (e) Both City and police leadership training should be completed within a reasonable period after the employee's extended duty assignment as corporal is made effective.

202.3 SELECTION

When a vacancy for a corporal extended duty assignment occurs, the selection process for such assignment will follow the applicable guidelines of Policy 1005 and SOP 210 for selection processes.

202.4 ASSIGNMENT

The Deputy Chief of Police or the assistant chief of the affected Division will determine the assigned unit or shift, work days and hours, and direct supervisor of each corporal. The corporal will be supervised by a sergeant or other designated supervisor. The sergeant or other

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designated supervisor will determine the scope of administrative and supervisory tasks of the corporal. Refer to section 202.6 for additional information.

202.5 DURATION OF ASSIGNMENT

- (a) The duration of a police corporal extended duty assignment will be consistent with Extended Duty Policy 1005 (seven years). If an assignment lasts for seven years, a corporal in good standing may re-interview to extend their corporal extended duty assignment.
- (b) A corporal choosing to leave the corporal assignment, will return to the duties, salary and seniority level last held as a police officer.
- (c) The Division chief may, at his or her discretion, elect to return such corporal to the previous seniority, duties, responsibilities and salary classification of a police officer when a corporal receives a performance improvement plan or disciplinary action.
- (d) A decision by the Chief of Police to discontinue the corporal extended duty assignment is not subject to the disciplinary grievance process described in Article 36 of the Collective Bargaining Agreement between the City of Fort Collins and the Colorado Fraternal Order of Police Lodge #3.

202.6 DUTIES

Corporals continue with the duties and responsibilities of a police officer, but also direct the work of other personnel and provide leadership and guidance.

Supervisors can authorize corporals to conduct certain supervisory functions. These delegated tasks are to be performed with the guidance and under the supervision of the sergeant or lieutenant. Tasks include:

- (a) Supervising a shift or team when the primary supervisor is unavailable for short periods of time during a shift.
- (b) Respond as to an incident involving the use of physical force or deadly physical force (Policy 300.9).
- (c) Conduct a first-level review of a Type 1 use of force (Policy 301.5).
- (d) Take complaints per policy 1020.5(a)1 and immediately forward them to the appropriate sergeant or Internal Affairs.
- (e) Other administrative duties assigned by the sergeant to ensure the continuity of operations in the sergeant's absence or efficient day-to-day functioning (BlueTeam, report approval, warrant review, etc.).

Additional duties of a corporal include but are not limited to examples below:

- (a) Provides input to the police sergeant to evaluate the performance of assigned team members.
- (b) Conducts routine instruction of others while in the performance of their duties; acts as a resource to assist in answering questions and solving problems.
- (c) Identifies training needs of others and works with other staff members to address those needs.

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- (d) Ensure proper practices, policies, and tasks are completed by others in a timely and professional manner.
- (e) Responsible to communicate to others and/or direct supervisor regarding team and individual performance and relay their concerns to the appropriate staff personnel.
- (f) Responsible for the notification to the police sergeant or appropriate staff member(s) of all major incidents; responds to the scene of major incidents to render assistance to officers and to coordinate their activities.
- (g) Responsible for the general conduct of teammates, as well as for the manner and efficiency with which team and Agency members achieve personal and departmental goals and objectives; maintains appropriate documentation of significant employee performance; initiates commendations when appropriate; initiates corrective action when appropriate and provides possible recommendations.
- (h) Initiates programs and/or projects as necessary; participates in department projects as directed or demonstrated by needs.
- (i) Participates and fosters problem-solving strategies in partnership with the community, including such areas as participation and representing the Agency at community meetings; identification of issues where problem-solving techniques are appropriate; developing, coordinating problem-solving projects; and representing Police Services in various forms.
- (j) Will serve as field training officer trainer and mentor.
- (k) Must be able to render credible testimony in judicial and administrative proceedings.
- (l) Must report to City HR any observation or knowledge of conduct that might violate the City and the Agency's policies regarding harassment and/or discrimination.