



# CITY OF WHEATLAND

## CITY COUNCIL MEETING STAFF REPORT

June 22, 2021

**SUBJECT:** Modify Police Corporal Minimum Qualifications

**PREPARED BY:** Damiean Sylvester, Police Chief

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### **Recommendation**

Staff recommends City Council approve modifying the minimum qualifications for the Police Corporal position to; possession of an Intermediate P.O.S.T. certification is desirable.

### **Background**

The current minimum qualifications to be a Police Corporal requires 45 college units, two years of law enforcement experience and possession of an Intermediate P.O.S.T. Certification.

A police officer does not qualify for an Intermediate P.O.S.T. Certification with 45 college units and two years of law enforcement experience. P.O.S.T. requires a Bachelor's degree and two years of law enforcement experience, or 45 college units, 45 training units and 4 years of law enforcement experience to qualify for an Intermediate Certification.

### **Alternatives**

Council can reject the modification

### **Fiscal Impact**

There is no financial impact to the General Fund.

### **Attachments**

1. Resolution No. 21-21 Modifying Police Corporal Minimum Qualifications
2. Updated Police Corporal Classification Specification
3. Current Police Corporal Classification Specification

**RESOLUTION NO. 21-21**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHEATLAND MODIFYING  
POLICE CORPORAL MINIMUM QUALIFICATIONS**

**WHEREAS**, on April 11, 2006, the City of Wheatland adopted the Employee Classification Plan; and,

**WHEREAS**, the City Council of the City of Wheatland approves amendments to the Employee Classification Plan; and

**WHEREAS**, the current minimum qualifications to be a Police Corporal requires 45 college units, two years of law enforcement experience and possession of an Intermediate P.O.S.T. Certification; and

**WHEREAS**, a police officer does not qualify for an Intermediate P.O.S.T. Certification with 45 college units and two years of law enforcement experience but requires a Bachelor's degree and two years of law enforcement experience, or 45 college units, 45 training units and 4 years of law enforcement experience to qualify for an Intermediate Certification; and

**WHEREAS**, staff recommends modifying the minimum qualifications for the Police Corporal position to; possession of an Intermediate P.O.S.T. certification is desirable.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Wheatland does hereby adopt the amended City of Wheatland Police Corporal Minimum Qualifications as described in Attachment A.

**PASSED AND ADOPTED** by the City Council of the City of Wheatland on the 22<sup>nd</sup> day of June 2021 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

ATTEST:

\_\_\_\_\_

Rick West, Mayor

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Lisa J. Thomason, City Clerk

**CLASSIFICATION SPECIFICATION  
POLICE CORPORAL**

**DEFINITION**

Under general supervision from the Police Sergeant, to supervise field operations in the absence of the Sergeant; train staff; to supervise and personally perform investigations, patrol and traffic duties; and perform a variety of community relations, administrative and technical duties in support of the department.

**SUPERVISION EXERCISED**

Exercises direct supervision over lower level sworn.

**EXAMPLES OF ESSENTIAL DUTIES**

*NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed:*

1. Supervise and direct the activities of officers assigned to field patrol; provide technical and administrative direction to personnel on an assigned shift.
2. Assume full command of a squad in the absence of the Sergeant.
3. Respond to major crimes, accident scenes and emergencies; assume initial command.
4. Supervise and participates in the investigation of fatalities and serious injury accidents, crime scene investigations and criminal investigations; ensure collection, preservation and proper handling of evidence and property.
5. Review the work of departmental personnel to ensure compliance with department policies and procedures.
6. Review reports submitted by officers to verify completeness and the meeting of prescribed standards.
7. Serves as field training officer for departmental personnel; advise and instruct sworn staff regarding applicable policies, procedures and tactics.
8. Research and analyze information; prepare a variety of correspondence, statistical and narrative reports.
9. Safely operate a variety of law enforcement equipment, such as patrol cars and motorcycles; discharge firearms within established policy; operate radios and related communication devices.
10. Perform related duties and responsibilities as assigned.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a municipal law enforcement agency.

**City of Wheatland Class Specification**  
**Revised June 14, 2021**  
**Police Corporal**  
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Modern law enforcement principles, practices, methods, and techniques.  
Methods and techniques of conducting criminal investigations.  
Methods and techniques on the use and care of specialized police equipment.  
Methods and techniques of administering crime prevention programs.  
Regulations and laws governing the authority and use of police powers.  
Rules and regulations governing chain of custody and evidence.  
Court rules and processes.  
Principles and practices of supervision, training and performance evaluation.  
Federal, state and local laws, codes and regulations.

**Ability to:**

Supervise and direct the operations and activities of law enforcement staff, on assigned shifts.  
Perform a variety of law enforcement duties including patrol, traffic, investigations and crime prevention.  
Gather, preserve, store and maintain chain of custody for evidence.  
Interview victims and witnesses of crimes and accurately convey obtained information.  
Safely and accurately utilize firearms and related equipment.  
Interpret, explain and apply law enforcement rules and regulations consistent with established policy.  
Respond to and resolve sensitive complaints and issues.  
Conduct criminal investigations.  
Interpret and apply law enforcement rules and regulations.  
Prepare clear and concise reports.  
Supervise, train and evaluate assigned staff.  
Communicate effectively orally and in writing.  
Establish and maintain effective working relations with City staff, outside agencies, and the public.  
Maintain physical condition necessary to perform assigned duties and responsibilities.

**Minimum Qualifications:** *Any combination of education and experience that would likely provide the above requirements is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

**City of Wheatland Class Specification**  
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Equivalent to completion of the twelfth grade, supplemented by 45 units in police science, criminal justice or a related field.

**Experience:**

Two years of experience in law enforcement comparable to the duties performed by a Police Officer.

**License, Certificate, Registration Requirements:**

Possession of a valid California driver license appropriate for equipment operated.

Possession of an Intermediate P.O.S.T. Certification issued by the State of California

**Physical Requirements:**

While most duties are performed within an office environment, some duties are performed in an emergency peace officer environment. **Physical requirements consistent with P.O.S.T standards.**

(1) Mobility; frequent sitting or standing for long periods of time; traveling to different locations; 2) Lifting: frequently up to 25 pounds; occasionally up to 50+ pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent writing; operating vehicles; reacting quickly in emergency situations; safely discharge firearm; (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; working alone. (7) Environmental: peace officer safety duties involve exposure to hostile environment.

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