

1.435 Corporal

The Corporal rank is a career enhancement opportunity available for in-house UPO III, sworn personnel who meet basic eligibility requirements.

1.435.05 System Responsibility

The Police Services Bureau Commander will appoint project managers to coordinate the Corporal (UPO III) processes as needed. Duties and responsibilities of project managers include, but are not limited to:

- A. Managing all aspects of the process, subject to approval by the PSBC.
- B. Evaluating and reviewing candidates based on a selection process and records review determined by the project manager.
- C. Conducting a records review for potential Corporals;
- D. Notifying participants of process results; and
- E. Maintaining security of process materials and process confidentiality.

1.435.10 Lists of Eligible Candidates

- A. Officers interested in applying for Corporal must respond in writing or e-mail as directed by project managers.
- B. Project managers will post lists of eligible candidates in conspicuous locations and/or through e-mail.
- C. If applicants believe they were inappropriately left off of eligibility lists, they must notify project managers in writing or by e-mail within three working days of list postings to ascertain reasons for applicants' names not appearing on lists.
- D. Decisions from project managers must be rendered in three working days to facilitate the process.

1.435.15 Requirements

Officers who do not meet announced requirements will not be eligible to participate in the Corporal selection process.

1.435.20 Performance Evaluation Reviews

- A. Candidates will have at least two years of their performance evaluations reviewed, including disciplinary files, by project managers to ensure candidates meet announced evaluation criteria.
- B. Candidates who do not meet announced evaluation criteria will not be eligible to continue in the current process.

1.435.30 Selection

- A. Project managers will compile a list of qualified eligibles based on outcomes of the process components.
- B. Lists of eligible candidates will be submitted to the PSBC for appointment after recommendations from the Project Manager.
- C. The selection process for Corporal will consist of:
 - 1. Written Examinations @ 40 points;
 - 2. Assessment Centers @ 50 points; and
 - 3. Records Reviews @ 10 points (consistent with 1.434.35 of last two years evaluations at 5 points each).

1.435.40 Corporal Usage

- A. A UPO III selected to perform as a Corporal may perform the function of a squad sergeant only with prior approval of an administrative ranked officer.
- B. A Corporal (UPO III) may perform the duties of a Sergeant (UPO IV) for no more than 21 consecutive calendar days unless approved by their Bureau Commander.

1.435.50 Authority

- A. The Corporal has all the authority of a sergeant to conduct the daily, routine patrol functions of the squad. The Corporal may

issue discipline to a sworn or civilian employee.

- B. The Corporal may approve leave only for days on which they are the squad Sergeant.
- C. The Corporal (UPO III) authorized to perform the squad Sergeant function will be given the proper computer access levels and other authorizations needed to perform the functions of the Sergeant. These include, but are not limited to:
 - 1. RMS supervisor authority equal to a Sergeant,
 - 2. PHR On-line timecard approval authority, and
 - 3. Supply closet access.
- D. Corporals (UPO IIIs) selected to perform the squad Sergeant function will be given training that includes, but is not limited to:
 - 1. Report approval requirements,
 - 2. Time card approval requirements,
 - 3. Notification requirements consistent with **2.442.50**, and
 - 4. Sergeant authority, expectations, and limitations.

1.435.55 Suspension from Program

- A. Bureau commanders will review, as necessary, the performance of all Corporals (UPO IIIs) authorized to perform the function of an Acting Sergeant. Those employees not performing the functions of both a Corporal (UPO III) and an Acting Sergeant at an acceptable level may be suspended from the program for a specified amount of time.
- B. Upon conclusion of the suspension, the Corporal (UPO III) will be reinstated to the program.

1.435.60 Removal from Program

- A. Commanders will review, as necessary, the performance of all Corporals (UPO IIIs) authorized to perform the function of an squad Sergeant. Those employees not performing the functions of both a Corporal (UPO III) and an squad Sergeant at an acceptable level will no longer be authorized to perform the function of an squad Sergeant and will no longer hold the Corporal rank.
- B. Any (UPO III) having this authority removed may apply for any future selection processes provided that they meet the eligibility requirements.