
Corporal, Senior Correctional Officer, and Lead Designations

1039.1 PURPOSE

This policy defines the role and duty assignment of Corporals and establishes procedures for the selection of Corporal, Senior Correctional Officer and Lead positions.

1039.2 POLICY

It is the policy of the Santa Ana Police Department to use the Corporal, Senior Correctional Officer and Lead positions to supplement and assist supervision throughout the Department according to need, as determined by the Chief of Police.

1039.3 CORPORAL DEFINED

- (a) A Corporal is a voluntary non-civil service assignment designated to supplement supervision and provide assistance with a broad range of supervisory duties.
 - 1. A Corporal may be assigned/delegated a wide variety of supervisory responsibilities appropriate to their level of authority, experience, and aptitude. The ultimate responsibility for supervisory matters, however, shall remain with the Sergeant to whom the Corporal has been assigned.
 - 2. The Corporal assignment does not relieve the individual from any other job duties or responsibilities, associated with their particular assignment or duty as a Police Officer.

1039.4 LEVEL OF AUTHORITY

- (a) In the absence of the responsible Sergeant, Corporals shall serve as the immediate supervisor of their assigned team/detail and assume supervisory authority and responsibility.
 - 1. Subordinate personnel shall comply with the lawful orders of a Corporal in accordance with the Standards of Conduct policy.
 - 2. Exceptions:
 - (a) Corporals are subordinate to all Sergeants regardless of their Bureau, Division, or duty assignment.
 - (b) Corporals shall not perform any tasks specifically assigned or limited to Sergeants e.g., certain use of force investigations and reports as outlined in D.O. 425.
 - 3. When necessary, due to the long term absence of a sergeant, and subject to the guidelines established in the POA MOU, a Corporal may be temporarily upgraded to "Acting Sergeant" status by the Chief of Police.

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- (b) Unless otherwise regulated by Departmental Policy, Rules, and Regulations, or by the direction of a superior officer, a Corporal shall have the authority to:
 - 1. Prepare use of force reports as designated in the Use of Force Policy.
 - 2. Approve Police Reports
 - 3. Approve Criminal Arrests
 - 4. Prepare Deployment Schedules
 - 5. Evaluate Employee Performance
 - 6. Perform other supervisory tasks/special assignments as delegated by their Sergeant or higher authority.
- (c) Corporals may assist in the investigation of minor personnel misconduct and citizen complaints of service.
 - 1. Corporals may recommend disciplinary action and may, with the approval of their Sergeant or superior officer, administer minor disciplinary action.

1039.5 RESPONSIBILITIES

- (a) The supervisory duties/assignments of a Corporal shall be determined by the Team/Detail Sergeant, Division, District, or Watch Commander to which they are assigned.
 - 1. The ultimate responsibility for the quality of work and supervisory actions of a Corporal rests with the immediate supervisor to which they are assigned.

1039.6 CORPORAL SELECTION PROCESS

- (a) A candidate for assignment as a Corporal must have five (5) years of experience as a Police Officer, three (3) of which shall be as a Santa Ana Police Officer.
- (b) Desirable but not Required Characteristics of Corporals:
 - 1. Present or prior service as a Field Training Officer.
 - 2. Completion of college-level course work that is relevant to the assignment.
 - 3. Present or prior service as a police detective.
- (c) The corporal testing components and shall be designed to select candidates who have the following traits:
 - 1. Demonstrated leadership ability and decision-making skills based on sound judgment, current law enforcement practices, and departmental standards.
 - 2. Demonstrated working knowledge of departmental policies, procedures, rules, and regulations, state and local criminal laws.
 - 3. Possess a working knowledge and understanding of the Chief's Policing Philosophy and the Department's Mission, Vision, and Values.
 - 4. Demonstrated interpersonal skills in working effectively with fellow employees, members of the community and outside agency personnel.

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5. Consistently display a positive attitude, is hard-working and highly motivated.
 6. Demonstrated ethical behavior in professional affairs.
- (d) Testing Process for Corporal
1. Upon notification of a Corporal selection process, interested personnel shall submit a Request for Change of Assignment form to their Bureau Commander via their chain of command.
 2. All Change of Assignment forms will proceed through the chain of command where the affected supervisors shall review and sign the form for the position. All forms are then sent to PD Human Resources.
 3. The Manager of PD Human Resources will coordinate the department-wide Corporal selection process on an annual or as needed basis.
 4. Human Resources will conduct a review of the Request for Change of Assignment forms submitted to ensure that candidates meet all minimum requirements. Those candidates who meet the minimum requirements will be invited to continue in the selection process.
 5. Qualified candidates will participate in a written examination, which will be scored. Candidates must achieve a score of at least 80% on the written examination to continue in the process. The written examination will account for 50% of the total score in the selection process.
 6. Candidates who pass the written examination will be ranked in order of their score.
 7. The candidates who are selected to advance from the written examination will be invited to participate in an oral examination that will be administered and scored by an oral examination panel.
 - (a) The oral examination panel will consist of two sergeants and one corporal selected as follows: one sergeant from 2 different Bureaus and one corporal from the Field Operations Bureau.
 - (b) The panel will evaluate each applicant across the following four dimensions as they relate to successful performance as a Corporal:
 1. Technical and procedural knowledge
 2. Problem-solving and decision-making
 3. Interpersonal and communication skills
 4. Supervisory and leadership skills
 - (c) Candidates will be required to submit a focused resume specific to the performance dimensions listed above and a sample of previously completed work product (3 pages maximum). The focused resume will be reviewed by the oral examination panel and may be used by the panel to determine if the candidate possesses the desired traits listed in section b 1-5. The panel's assessment of the resume may be a contributing factor

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- to the candidates overall oral score. The guidelines for the focused resume component will be provided by the Human Resources Manager.
- (d) Candidates must achieve an oral examination score of at least 70% to continue in the process score. The oral examination will account for 50% of the overall score in the selection process.
8. Each candidate's final score in the process will be calculated as follows:
- (a) The written score will be multiplied by .50 to produce a weighted written score.
 - (b) The oral score will be multiplied by .50 to produce a weighted oral score.
 - (c) The two weighted scores will be added to arrive at an initial score.
 - (d) Promotional points will be added to arrive at a final score. Promotional points will be awarded on the basis of .5 points per completed year of service. Years of service will be calculated from the closing date of the testing announcement and will include only that period of time in which the candidate performed sworn law enforcement duties (as defined in CPC Section 830.1) with the City Santa Ana. The maximum number of promotional points that can be awarded is 5.0 (i.e. 10 or more years of service).
9. A ranked list of Qualified Corporal Candidates will be established. Each candidate's position on the list will be based on their final score. This list will be valid for one year.
10. Candidates accepting a Corporal position on the list will be assigned to Field Operations: Patrol for their first assignment.
- (a) The Chief of Police has the discretion to waive or delay the assignment to Patrol based on the needs of the Department.
- (e) Corporals who wish to become Field Training Officers must successfully pass the FTO selection process as outlined in the Field Training Officer Procedure. Corporals who become FTOs shall first attend a POST approved 40-hour FTO school prior to training any new or lateral officers and before receiving the FTO incentive pay.
- (f) Filling Corporal Vacancies - Specialized Assignments
- 1. The Bureau Commander in which a Corporal assignment or vacancy exists, except for Patrol Corporal, will issue a Request for Change of Assignment announcement with the necessary requirements for that assignment. The selection process will consist of a two-part assessment: a qualified/not-qualified Bureau Personnel File Review Process and a scored and ranked Oral Examination.
 - 2. The Bureau Personnel File Review Process will consist of the affected Bureau Commander selecting supervisors/managers to review the personnel files of candidates for the specialized Corporal's assignment. The review will evaluate the following five elements to determine if the candidate is qualified or not qualified:

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- (a) Personal Attributes
 - (b) Employee experience
 - (c) Writing ability
 - (d) Education and training,
 - (e) Job contributions, commendations, and discipline
3. Those candidates that are found to be qualified will be invited to compete in the Oral Examination. The Oral Examination will consist of at least two supervisors and/or managers administering the examination. The examination will be scored and the overall oral examination score will determine the ranking of the candidates. Upon arriving at the overall ranking the Bureau Commander has the choice of the first three candidates with the final approval of the selection by the Chief of Police.
- (g) Reinstatement of Former Corporals
- 1. A former corporal who surrendered his/her corporal status in good standing may request reinstatement at any time to fill a vacancy in any non-specialized assignment that has been identified by the affected Bureau Commander.
 - 2. Former corporals who request reinstatement shall take precedence over any candidate on the List of Qualified Corporal Candidates who have not yet been promoted.
- (h) All Corporal selections are subject to approval by the Chief of Police.

1039.7 SENIOR CORRECTIONAL OFFICER SELECTION

Santa Ana Jail Policy and Procedure Order 01.06 will govern the selection of Senior Correctional Officer.

1039.8 NON-CIVIL SERVICE LEAD POSITION SELECTION

- (a) Requirements
- 1. Attainment of "C" Step pay bracket with the City of Santa Ana and completion of the probationary period.
 - 2. Recommendation of the current supervisor and appropriate Division and Bureau Commander.
 - 3. Demonstrated leadership ability and decision making skills based on sound judgment, current law enforcement practices and departmental standards.
 - 4. Demonstrated working knowledge of departmental policies, procedures, rules and regulations, state and local criminal laws.
 - 5. Possess a working knowledge and understanding of the Chief's Policing Philosophy.
 - 6. Demonstrated sound judgment, an understanding of decision-making principles, and a history of exhibiting self-control.

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7. Demonstrated interpersonal skills in working effectively with fellow employees, members of the community, and outside agency personnel.
 8. Consistently display a positive attitude, be hardworking, and highly motivated.
 9. Demonstrated ethical behavior in professional affairs.
- (b) Department Wide Selection Process
1. Upon notification of a Lead selection process, interested personnel shall submit a Request for Change of Assignment to their Bureau Commander via their chain of command.
 2. All Change of Assignment forms will proceed through the chain of command, where the affected supervisors shall comment on the employee's suitability for the position. All forms will then be sent to Human Resources.
 3. The Manager of Human Resources will coordinate the department-wide Lead selection process.
 - (a) The Police Human Resources Division will conduct a review of the Request for Change of Assignments submitted to ensure that candidates meet all minimum requirements. Those candidates who meet the requirements will be invited to continue in the selection process.
 4. Selection for a Lead position will be based on a two-part process: a Bureau Personnel File Review Process and an Oral Examination.
 5. The Bureau Personnel File Review Process will consist of the affected Bureau Commander selecting supervisors/managers to review the personnel files of candidates for the Lead position. The review will evaluate the following five elements:
 - (a) Personal Attributes
 - (b) Employee experience
 - (c) Writing ability (a written essay will be required and included as part of the assessment of a candidate's writing ability)
 - (d) Education and training
 - (e) Job contributions, commendations and discipline: The file will be scored and weighted 50% of the overall score.
 6. Qualified candidates will participate in an oral examination that will be administered and scored by an oral examination panel.
 - (a) The interview panel will consist of three supervisors and/or managers selected by the affected Bureau Commander.
 - (b) The panel will evaluate each applicant across the following four dimensions as they relate to successful performance as a Lead:
 1. Technical and procedural knowledge
 2. Problem-solving and decision-making

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3. Interpersonal and communication skills
4. Supervisory and leadership skills: Candidates must achieve an oral interview score of 70% to continue in the process. Candidates must pass each of the four dimensions to achieve an overall passing score.
 - (a) The oral examination will account for 50% of the overall score.
7. The oral examination score will be multiplied by .50 to produce a weighted oral examination score. The Bureau File Review score will be multiplied by .50 to produce a weighted promotability score. The two weighted scores will be added to arrive at a final score.
8. A ranked List of Qualified Candidates will be established. Each candidate's position on the list will be based on his/her final score. This list will be valid from six months to two years at the discretion of the Chief of Police.
9. A candidate may decline to accept a lead appointment. If they decline, they will retain their position on the list and have the opportunity to accept or decline a future opening based upon their position on the list.
10. All Lead selections are subject to approval by the Chief of Police.

1039.9 CORPORAL, SENIOR CORRECTIONAL OFFICER, AND LEAD ASSIGNMENT - TERMS AND CONDITIONS

- (a) Removal from Assignment
 1. The Bureau Commander may remove the assignment from an employee when there is evidence the employee is unable or unwilling to perform the duties of the assignment competently.
 - (a) An employee may appeal their removal from the assignment pursuant to the relevant provisions in the current MOU. The removal of an assignment, however, is not subject to the Civil Service review process.
- (b) Relinquishment of Assignment
 1. An employee may surrender their assignment, without prejudice, by notifying their Bureau Commander via a Request for Change of Assignment form.
- (c) Transfers
 1. Corporals may, with the approval of their Bureau Commander, transfer between Divisions within their assigned Bureaus.
 2. The Corporal assignment may be transferable outside of their assigned Bureau depending on the individual's background/experience and the nature of the assignment.
- (d) Seniority

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1. Seniority is based on the date appointed as a corporal, senior correctional officer or lead.
 - (a) When two or more employees are appointed on the same date, seniority will be based on their ranking on the candidate list from which they were appointed.
 - (b) When two or more officers are appointed as corporals from two different lists on the same date, those appointed from a Sergeant's list will have seniority over those appointed from a Corporal's list.
 - (c) Employees who voluntarily surrender their status for any reason, and who are subsequently reappointed, will have their seniority date adjusted to account for only the time served as in their assignment. If an employee's assignment is removed due to a disciplinary finding and the employee subsequently retests and is reappointed, his/her seniority in the assignment will begin at that time adjusted seniority date is the same as another employee in the same assignment (i.e. corporal, senior correctional officer or lead). The employee whose initial appointment was earlier will be senior.
2. For time off, long term vacation, and holidays, seniority for officers and corporals will be based on tenure with the Department as a sworn officer, regardless of rank, as indicated in the Short Term and Long Term Time Off Scheduling Policy.
3. For Patrol Shift Sign-Ups, corporals will sign up for positions based on their seniority as corporals, as explained in the Patrol Schedule and Shift-Change Policy. Available corporal positions will be determined by the Field Operations Bureau Commander based on the needs of the Department.