

Corporal

Job Code 50029393

General Description

The rendering of basic community police services to include the reduction of the incidence of crime through a timely response to citizen's requests for police services and the effective and efficient enforcement of Federal, State, and Local laws and Ordinances. This position also has supervisory responsibilities over police officers involved in patrol field activities during the regularly assigned supervisor/Sergeant absence.

Examples of Duties

Provide supervisory responsibilities over police officers involved in patrol field activities during the regularly assigned supervisor/Sergeant absence.

Perform the duties of a Police Officer (Job Code: 7038).

Assist with the performance of the duties of other departmental personnel as required.

Participate in functions such as answering calls, making arrests, executing warrants, handling complaints, conducting investigations, and documenting evidence.

Provides general information upon request and provide assistance and safety to the university community and the public.

Communicate with other university departments, outside agencies, officials, and citizens to research and exchange information.

Identifies and handles problems through on-sight activities.

Utilizes problem solving techniques to assist the university community and citizens.

Appearing in court for testimony at date and time specified.

Conduct criminal investigations and interviews.

Present cases to Court System and Student Justice Officer.

Ability to effectively communicate with the public in person, over the phone, and electronically.

Knowledge, Skills, and Abilities

Knowledge of: Basic math; state interpretation of laws; the elements required by the law; previous court rulings; what officers and employees are in need of when training; the administrative guidelines and responsibilities; civil rights; how a firearm operates and when it will fire.

Skill in: Negotiate with persons with opposing views; explaining laws; reconstructing events from oral interviews; responding to call and determining a course of action; protecting themselves and others, aids in the amount of force to use and when to use it; training; interviewing properly; level or proficiency when handling a firearm; communicate with distraught person(s).

Ability to: Interpret and apply legal documents, review and correct case reports, understand policy and procedure manuals/written job description; prepare clear, concise, grammatically correct case reports and other documents; establish rapport with the university community; determine when the situation has enough evidence to make an arrest without a warrant; approach situations when violent contact is present; recognize signs of stress and redirect the situation to allow the stress to lessen or be eliminated.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Must be a TCLEOSE Certified Peace Officer.