

JOB INFORMATION

Effective Date	10/18/2021
Job Code:	9436
Job Title:	Police Corporal
Salary Grade/Structure:	999 - Admin-Professional
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Safety & Security
Job Family:	Security
Job Summary	The Police Corporal conducts general police work and is responsible for the protection of life, liberty and property, the enforcement of all laws of the state of Texas and the rules and regulations of the university. Performs supervisory duties in the absence of the shift sergeant. Assists the shift sergeant with administrative work of average difficulty in the operation of the police department. Assigns specific assignments and tasks to subordinates as required by the shift sergeant. Ensures the assignments are carried out in accordance with the established rules and procedures. Serves jointly as a patrol officer and as an assistant to the shift supervisor with the focus being on developing the employee’s supervisor skill set. Serves as field training officer for all new police hires during their field training process. Performs other duties as assigned. Serves as a Campus Security Authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus crime Statistics Act (Clery Act).

COMPETENCIES

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
High School Diploma or GED	with 12 semester hours of college credit (non-police academy semester hours)	Required	
Associate's Degree		Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	as a UHCL commissioned police officer	Required	or
Some	years of experience as a full-time paid Police Officer with another Texas law enforcement agency	Required	
Less than 3 yrs	Experience in higher education	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Current Texas Peace Officer license issued by TCOLE. Texas Driver's License		Required	
	Intermediate Certification issued by TCOLE		Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Ability to understand and follow oral instructions, departmental and university policy, procedures, rules, regulations and laws of the State of Texas. 	
<ul style="list-style-type: none"> Ability to establish and maintain effective working relationships with other employees, other law enforcement agencies and the public. 	
<ul style="list-style-type: none"> Ability to analyze situations and adopt a quick, effective and reasonable course of action. 	
<ul style="list-style-type: none"> Ability to learn the use and care of firearms and specialized equipment. 	
<ul style="list-style-type: none"> Ability to observe situations, to report and record them daily, including writing narrative reports. 	
<ul style="list-style-type: none"> Ability to display good skill in the use of a police vehicle and attached equipment. 	

JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Assists the patrol sergeant in leading and directing a patrol shift within the patrol division. 	5%
<ul style="list-style-type: none"> Receives supervisory training and development from assigned sergeant. 	5%
<ul style="list-style-type: none"> Performs all other law enforcement activities as performed by police officers. 	30%
<ul style="list-style-type: none"> Supervises the patrol shift in the absence of the patrol sergeant. 	40%
<ul style="list-style-type: none"> Trains new police officers as part of the field training process. 	20%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	Yes
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Safety & Security

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting		X				

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Lifting				X		
Carrying				X		
Pushing			X			
Pulling			X			
Climbing			X			
Balancing			X			
Stooping				X		
Kneeling				X		
Crouching				X		
Crawling			X			
Reaching				X		
Handling				X		
Grasping				X		
Feeling					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description