



DATE ISSUED: 04/07
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Police Corporal

JOB SUMMARY

Performs responsible supervisory and patrol work involving the security of the University community and property. Responsibilities include the active supervision of the guard personnel assigned to a remote campus. Reports crimes and maintains contact with other law enforcement, security, campus and community entities. Maintains knowledge of and enforces criminal law. Reduces opportunities for criminal activity and arrests offenders. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director of Public Safety and/or Police Captain

Supervises: Guard I and Guard II

PRIMARY DUTIES - May include, but not limited to the following:

Patrols assigned areas to check for criminal activity, rule violations and irregularities.
Locks and unlocks buildings.
Activates and deactivates alarms.
Assigns patrol duties to guards on a remote campus and oversees their work.
Investigates criminal activities and traffic accidents.
Enforces local, state and federal laws using force and/or weapons when necessary.
Apprehends and/or arrests suspects for violations of laws.
Examines doors, windows, and gates to determine that they are secure.
Watches for and reports emergencies and irregularities immediately upon discovery.
Transports individuals in emergency situations.
Enforces University parking rules by issuing parking citations and warnings.
Writes reports of offences, incidents and accidents, and reviews for accuracy reports made by subordinate personnel.

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Performs courtesy escorts to students, faculty, staff and visitors.
Assists the University community by answering questions about University rules and office locations.
Discusses parking issues with the University community.
Uses the parking computer system to sell parking decals and resolve parking citations, balancing and processing all monies as per department policy.
Responds to on-call emergency situations in a timely manner.
Directs traffic and/or provides security for events on campus.
Provides proper maintenance and inventory of department equipment.
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Twenty-four hours of college, including 15 hours of core college courses in English, history, government, science and math. Successful completion of all requirements for Intermediate Police Officer Proficiency Certification as prescribed by the Texas Commission on Law Enforcement Officer Standards and Education.

EXPERIENCE

Three years law enforcement experience including two years of University police experience.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Working knowledge of office practices and methods.
Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
Ability to communicate effectively orally, by phone, in person, and in writing.
Ability to represent the department and University in a friendly, courteous, and professional manner.
Ability to respond to emergency situations in a timely manner.
Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must occasionally lift and/or move more than 100 pounds.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and/or outdoors. Work is performed inside and outside the property with exposure to inclement weather and unpredictable crisis situations. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties. The noise level is moderate. The employee may be required to travel.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.