

The University of Texas at San Antonio

Job Description

Job Title: Corporal, University Police
Code: 16322
Salary Grade: 61
FLSA Status: Non-Exempt
Department/Division: University Police
Reports To: In accordance with departmental policies

Summary

- Function: To provide service, information and aid to all citizens as circumstances require, prevent crime, suppress disturbances, investigate criminal offenses, and arrest offenders and skill in training subordinate officers.
- Scope: Responsible for enforcement duties for the protection, safety and welfare of students, employees, visitors, and all property within the area under the control and jurisdiction of The University of Texas System. Exercises independent judgment within the limits prescribed by law, Rules and Regulations of the Board of Regents, institutional rules and regulations and departmental policies and procedures. Serves as a Campus Security Authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

Duties

- Typical:
 1. Polices the property under the control and jurisdiction of The University of Texas System by means of vehicle or on foot.
 2. Preserve the peace by the use of all lawful means, interceding to prevent or suppress crime when authorized by law; interview suspects, witnesses, and complainants; collect and process evidence; write investigative supplements; compile, publish, and maintain crime statistics; and compile and file cases with the District Attorney's office.
 3. Provide service, information and directions to students, employees and visitors; prepare crime analysis reports, and risk assessments; organize, schedule, and present crime prevention programs; and analyze security designs for new construction (security systems).
 4. Trains new officers through a structured Field Training Program and in-service training of all officers on shift; monitors and evaluates staff members.

5. Executes all lawful process; arrests offenders without warrant where authorized by law; investigates all criminal offenses to detect and arrest criminals, recover stolen or lost property; attempts to locate missing persons.
 6. Enforces traffic law by detecting violations, making violator contacts, placing violators in custody or issuing citations or warnings; investigates motor vehicle collisions; enforces Board of Regents' Rules and Regulations.
 7. Performs other duties as assigned.
- Periodic:
 1. Discusses cases with prosecuting attorneys, prepares evidence, and appears as a witness in court.

Education

Required	Preferred
High school graduation or GED AND (1) 60 semester college hours OR (2) 30 semester college hours and one year of continuous employment as a police guard, dispatcher, telecommunications operator, or parking controller by a component institution within The University of Texas System OR (3) 30 semester college hours and two years of active military service OR (4) 30 credit hours with two years experience as a law enforcement officer, correctional officer or jailer.	N/A
Successful completion of an accredited law enforcement academy or educational program.	

Other Requirements

Required	Preferred
Must hold a Peace Officer Commission, The University of Texas System. Intermediate TCLEOSE Certification.	N/A
Must meet certain prerequisites established by the Office of the Director of Police, the Board of Regents, and the Texas Commission on Law Enforcement Officer Standards and Education concerning age requirements and physical, mental, and educational standards.	

Must have the physical and mental capabilities to properly carry out his or her responsibilities and duties as a commissioned police officer of The University of Texas System Police.	
Must successfully complete a minimum six (6) month probationary review period immediately following promotion. Failure to successfully complete such a period will result in reduction to rank previously held.	
Valid Texas State Driver's license.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
At least eighteen months experience as a full time commissioned police officer.	N/A
Must pass a written proficiency examination administered by the Chief of Police or his designee.	

Equipment

Required	Preferred
Must be proficient with the operation of all equipment utilized by the University Police Department necessary to perform assigned tasks.	N/A

Working Conditions

Usual	Special
May be required to work either day or night on any one of three shifts with varying days off.	N/A
Work involves a high degree of hazard normally associated with law enforcement.	
Exposure to outside weather conditions.	

Supervision

Received	Given
Performance is reviewed by supervising officers through activities, reports, and observation of performance.	May supervise assigned staff directly or indirectly.

Accuracy

Proficiency in all phases of duties performed.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.