

The University of Texas System – Office of the Director of Police

Job Classification Description

Job Title:	Corporal	FLSA Status:	Non-Exempt
Job Code:	6333	ORP Eligible:	No
Job Class:	Classified	Last Revised:	1/19/26

Purpose of Position: 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 U. T. System Board of Regents, Director of Police and component institutions, and police department 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). Maintains the highest ethical standards and ensures that all subordinate personnel uphold ODOP and institutional values of integrity, respect, accountability, and service.

Essential Functions:

- Perform law enforcement duties on the property under the control and jurisdiction of The University of Texas System. Enforce U.T. System Board of Regents' Rules and Regulations.
- Preserve the peace by the use of all lawful means, interceding, when authorized by law, to prevent or suppress crime.
- Provide service, information, and directions to students, employees, and visitors.
- Execute all lawful processes. Arrest offenders with and without a warrant when authorized by law. Investigate criminal offenses to detect and arrest criminals, and recover stolen or lost property. Attempt to locate missing persons.
- Enforce traffic law by detecting violations, making violator contacts, placing violators in custody, or issuing citations or warnings. Investigate motor vehicle collisions.
- Prepare reports on all activities, filing them with the supervising officer.
- Discuss cases with prosecuting attorneys, prepare evidence, and appear as a witness and provide credible testimony in a court of law.
- Identify potential security and safety hazards.
- May supervise an element of police personnel.
- Perform related duties as assigned.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the department. Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval by the Office of Employee Services. This job classification may contain positions that are security sensitive and thereby subject to the provisions of Texas Education Code §51.215.

Minimum Qualifications:

- High School Diploma or GED equivalent
- Minimum 18 months experience as a full-time commissioned police officer
- Active TCOLE Peace Officer License
- Texas Commission on Law Enforcement (TCOLE) Basic Certificate or be able to acquire a Basic Peace Officer Certificate issued by the Texas Commission on Law Enforcement within 90 days of the date of hire
- Must possess a valid driver's license not subject to suspension and must be eligible to drive without limitation a motor vehicle owned or leased by The University of Texas System

Preferred Qualifications:

- Sixty (60) college hours from an accredited institution of higher education.
- TCOLE Instructor Certificate.

Knowledge, Skills, & Abilities:

- Knowledge of federal, state, and local laws and University policies.
- Ability to supervise and lead personnel effectively.
- Strong written and verbal communication skills.
- Sound judgment and decision-making under stress.
- Must demonstrate logical and effective problem-solving ability and proficiency in all duties performed.
- Ability to build trust and maintain professional relationships with a diverse university community.
- Knowledge of emergency response, first aid, and CPR procedures.
- Proficiency with police technology and communications systems.
- Must have knowledge of and ability to apply supervisory methods, personnel management, and evaluation of assigned staff.
- Must be proficient in the operation and safety procedures for all equipment utilized by the University Police Department necessary to perform assigned duties.
- This position is classified as security-sensitive, subject to the provisions of Section 51.215, Texas Education Code.

Working Conditions:

Duties involve driving, standing, walking, running, stooping, climbing, crouching, pushing, pulling, lifting, carrying, reaching above the head, grasping, and other physically demanding activities. Use of personal computer and other standard office equipment. Must maintain good physical condition, agility, vision, hearing, and overall fitness required to perform law enforcement duties safely and effectively. Work may occur indoors or outdoors under varying weather and environmental conditions. Work involves exposure to potentially hazardous or dangerous situations inherent to law enforcement duties. May be assigned to any shift, including nights, weekends, and holidays, as required for operational readiness.