



HUMBLE INDEPENDENT SCHOOL DISTRICT Job Description

Police Corporal
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Reports to:	Police Sergeant
School/Department:	Police
Pay Grade:	Police/Hourly Pay Grade 5
Work Days:	261
Wage/hour status:	Non-Exempt
Created/revised:	November 2018

Primary Purpose:

The Police Corporal is responsible for assisting with the supervision of Security Officers or Police Officers patrolling district property to protect all students, personnel, and visitors from physical harm and prevent property loss due to theft or vandalism. Enforces all laws including municipal ordinances, county ordinances, and state laws.

Qualifications:

Education/Certification:

- High School Diploma or GED
- Minimum 15 college coursework hours in Criminal Justice, Business Administration or closely related field from an accredited college or university recognized by the US Department of Education.
 - College hours may be substituted for an equivalent combination of applicable education, training, and experience as approved by HR
- Minimum Intermediate Texas Peace Officer License (TCOLE)
- Must possess one of the following TCOLE certifications:
 - Instructor
 - Field Training Officer (FTO)
 - Special Investigator
- Bonded as required by Texas Education Code §37.081
- Must have valid driver's license, good driving record and available transportation during entire workday to travel to sites in the Humble ISD area

Special Knowledge/Skills:

- Knowledge of all applicable law enforcement Federal, State, and local laws and police written directives preferably pertaining to school districts
- Knowledge of criminal investigation, police report writing, and criminal laws
- Knowledge of burglar/fire alarms systems and digital camera surveillance systems
- Detailed knowledge of investigative procedures, juveniles and gang/youth violence.
- Skill in ascertaining factual information from conflicting or purposely inaccurate data
- Skill in leading staff and team building on a large scale
- Skill in training and ability to subdue offenders, including use of firearms and handcuffs
- Skill in organizing/interpreting/analyzing data and applying concepts to resolve problems and develop solutions
- Skill in operating a motor vehicle.
- Skill in operating MS Office (Word, Excel, PowerPoint, Publisher)



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- Skill in communicating effectively verbally and written utilizing tact and diplomacy and maintain effective working relationships with district personnel, campus administration, and the general public.
- Ability to react professionally and safely under potential or actual volatile conditions
- Ability to plan and provide prescriptive direction aligned to district goals
- Ability to organize and manage multiple complex tasks simultaneously and independently to meet deadlines.
- Ability to maintain confidentiality of privileged and sensitive information
- Ability to perform duties with attention to detail, speed, accuracy, follow-through, courtesy, cooperativeness and work with minimum supervision
- Ability to maintain effective working relationships with a wide variety of District personnel, general public and outside organizations.

Experience:

- Two (2) years experience as a Commission Peace Officer and must be a senior officer prior to becoming a Corporal with a school district, university, State/Federal government agency, and/or hospital/city/county municipality
 - Priority consideration will be given to applicants with a minimum of 2 years police officer experience with Humble ISD

Major Responsibilities and Duties:

1. Functions as a first line supervisory Corporal as assigned. Assume the role of supervisor in the absences of a Sergeant.
2. Oversees with the daily supervision of campus and patrol officers including emergency response.
3. Receive and review offense reports and complaint information.
4. Conduct preliminary investigations which includes visiting crime scene, drawing diagrams, taking photographs, gathering evidence and supporting documentation that surround alleged case.
5. Locate and interview complainants and witnesses to obtain written statements.
6. Assist in evidence and property system logging and disposition.
7. Collaborate with other Federal, State, and local law enforcement agencies associated with related investigation matters.
8. Maintain log of daily and monthly investigation activities.
9. Administer crime prevention programs in schools and other District facilities.
10. Assist general public in investigation matters and issues within the jurisdiction of Humble ISD.
11. Respond to calls for service in a timely manner
12. Complete reports as necessary
13. Maintain a log of calls for service and campus duties
14. Maintain a neat and orderly work area (this includes the patrol vehicle)
15. Coordinate with patrol/campus officers, assistant principals and other school personnel to improve officer performance and officer safety
16. Make campus visits regularly to ensure officers (including security officers) are performing duties properly
17. Represent the department in court and meetings as necessary
18. Participate in department meetings as needed
19. Act as a liaison between the Police Department and campus administrators
20. Communicates with other Law Enforcement Agencies



21. Follows the district and department policies and procedures manual
22. Practices being discrete with juvenile information so as not to violate any Federal or State Laws
23. Shall report to work on time for scheduled shifts unless authorized prior to the assigned shift
24. Communicate to supervisor on charges filed, officer absences, major issues with campuses, etc.
25. Shall project a positive image when dealing with assistant principals, principals, counselors, parents, students, etc.
26. Shall qualify at least annually with department approved weapon for on duty and off duty

Personnel Management

1. Oversees work assignments and ensures completion.
2. Makes sound recommendations regarding supervisory activities in the areas of interviewing, selecting, and recommending personnel placement or dismissal, training, professional development with review and approval by the Chief of Police and the HR Department.
3. Investigates reported concerns and takes appropriate action to resolve issues.
4. Ensures that personnel practices are coordinated and personnel files are maintained according to district policy.
5. Promotes an open, collegial environment among staff and develop positive staff morale.

School/Organizational Climate

1. Maintain professional behavior, promote a positive image, appearance, and work ethic to represent the District in a positive manner at all times and work in a team environment that supports the vision and mission of the District.
2. Maintain a positive and effective relationship, good judgment, and decision making with coworkers, supervisors, other district personnel, outside agencies and organizations, parents, and the community.
3. Ability to maintain professional behavior, appearance, and work ethic to represent the District in a positive manner at all times and work in a team environment.

Policy, Reports, and Law

1. Comply with all applicable federal and state laws, Board of Education rules and local board policy and regulations.
2. Compile, maintain and file all reports and other documents as required.

Other

1. Maintains confidentiality of privileged and sensitive information when received and distributed to appropriate designees
2. Demonstrates effective interpersonal skills through communications with parents, community, staff and school board.
3. Actively participates in professional organizations; takes the initiative to provide leadership in addressing the challenges facing the profession.
4. Promotes a positive image that supports the mission of the district; works with all Police personnel to continually improve the professionalism of the total department.



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5. Responds to after-hours emergencies as needed.
6. Performs such other duties as may be assigned.

Supervisory Responsibilities:

1. Supervises and evaluates performance of professional and support staff assigned to the Police Corporal.

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress.
- Frequent prolonged and irregular work hours
- Frequent interruptions
- Workload is deadline driven
- Daily attendance and punctuality at work are essential functions of the job
- Occasional travel outside of school district boundaries
- Prolonged use of equipment and computers
- Office atmosphere may be noisy and hectic. Offices are “open” with multiple employees working in large open rooms containing two or more desks and equipment.
- Frequent contact with parents, community, and/or other district/campus employees
- Strenuous walking, standing, and climbing with specific hearing and visual requirements;
- Ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously.
- May be subject to adverse and hazardous working conditions including violent and armed confrontations.
- Work outdoors in varying climate conditions; drive in all different areas of district at odd hours.
- Ability to adjust eye to bring an object into focus judge distance (close and distant); reach with arms extended and use hands to manipulate the keyboard
- Ability to lift and carry up to 50 pounds, stoop, kneel, stand, walk, drive and/or be mobile.
- Ability to work shift work, holidays, weekends, rotating days off and 24 hour “on call” status
- All officers are required to work all man- made or natural disasters impacting the school district at the direction of the Chief of Police.
- Daily attendance and punctuality are essential functions of the job

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____