



**City of Stafford
Police Department
2702 South Main Street
Stafford, Texas 77477-5599
281-261-3950**

Position: Corporal

Department: Stafford Police Department

Salary: \$41,160 with benefits – Health Insurance / Retirement – Non-Exempt

Submit resume to Lt. Phil Horton

Deadline: Until filled

Key Job Responsibilities:

- Be capable of assuming duties of either Patrol Division Supervisor or Corporal/Detective position in the Criminal Investigation Division, as assigned by the Chief of Police.
- Supervise all personnel at crime scene or incident until relieved by sergeant or specialized personnel as directed by his/her division sergeant.
- Conduct shift briefings at beginning of shift and assign officers to special patrol duties as needed.
- Conduct in-service training as directed by sergeant.
- Observe and evaluate police officer job performance.
- Insure all personnel comply with laws and regulations as well as departmental policies.
- Maintain officer time records as directed by sergeant and approve officer time off in sergeant's absence.
- Maintain shift schedule to insure sufficient coverage.
- Inspect officer's vehicles and equipment.
- Check officer's paperwork for completeness and accuracy.
- Coordinate police activities with other agencies as well as activities with other departmental divisions.
- Comply and maintain statistical records as directed by the sergeant.
- Keep sergeant informed of all aspects of shift activity.
- Call additional or specialized personnel to scene as needed.
- Stay informed of all shift activity, attend supervisory meeting as scheduled and delegate authority and responsibility as directed by departmental policies and procedures.
- Conduct follow-up investigations related to criminal activity.

Knowledge / Skills:

- Must possess all the abilities outlined in the job description for police officer. In addition, must possess above average oral and written communication skills.

Minimum Qualifications:

- Have a minimum of three years of police experience as a police officer.
- Above average oral and written communications skills.
- Completion of T.C.L.E.O.S.E. First Line Supervisor's Course within twelve months after promotion to corporal.

The City of Stafford provides an equal employment opportunity for all qualified persons without regard to race, color, religion, age, sex, disability or national origin.