



Corporal, Juvenile Justice Department

Salary Group: C04

Class Code: 9874

CLASS TITLE	CLASS CODE	SALARY GROUP
POLICE INSPECTOR, JUVENILE JUSTICE DEPARTMENT	9872	C03
CORPORAL, JUVENILE JUSTICE DEPARTMENT	9874	C04
SERGEANT, JUVENILE JUSTICE DEPARTMENT	9875	C04
LIEUTENANT, JUVENILE JUSTICE DEPARTMENT	9876	C05
COMMANDER, JUVENILE JUSTICE DEPARTMENT	9878	C07
DEPUTY CHIEF, JUVENILE JUSTICE DEPARTMENT	9879	C08

GENERAL DESCRIPTION

Performs investigative law enforcement supervisory work. Serves as a commissioned peace officer for the Office of Inspector General at the Juvenile Justice Department. Work involves administering the daily operations and activities of the facility investigative programs. Works under general supervision, with moderate latitude for the use of initiative and independent judgement.

EXAMPLES OF WORK PERFORMED

Oversees security and protective operations at the gatehouse and exterior properties surrounding the secure area of the facility.

Oversees and identifies incidents involving unauthorized entry, malicious mischief, escape, or other criminal violations; and performs or assists with reporting, confronting, apprehending, detaining, or arresting suspects as appropriate.

Plans, coordinates, and evaluates daily operations of agency facility security programs.

Provides guidance, technical assistance, and training to supervised staff as needed, including the integration of new methods and procedures; oversees the implementation of new processes.

Works closely with management; collaborates with facility administrators and juvenile correctional officers; and serves as a liaison with local, county, state, and federal law enforcement agencies.

Prepares and reviews investigative reports; informs agency management of findings.

Develops and executes agency recruitment and hiring for facilities.

Reports safety hazards and corrects them when possible; and completes required documentation for accidents or injuries within specified timeframes.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Graduation from an accredited four-year college or university with major coursework in accounting, business, criminal justice, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of agency programs, policies, and facility rules; the criminal justice system and court procedures; investigative and law enforcement methods and practices; relevant local, state, and federal laws, including Texas Penal Code and the Code of Criminal Procedures, case law, and laws governing arrest, search, and seizure; rules of evidence; and regulations related to the abuse, neglect, exploitation, and mistreatment of youth or children.
- Skill in maintaining confidentiality and impartiality; using firearms, intermediate weapons, defensive tactics, and first aid; maintaining order and responding effectively in emergencies; organizing and completing tasks within deadlines; operating computers, standard office equipment, and applicable software; maintaining accurate written records and utilizing data reports for administrative purposes; interpreting and implementing rules, policies, and procedures; and analyzing, researching, and developing policy and procedure manuals.
- Ability to effectively lead security, investigative programs, and personnel; to secure and process crime scenes; to collect and preserve evidence; to conduct investigations and interviews; to prepare comprehensive reports, affidavits, warrants, and cases for prosecution; to respond appropriately in high-stress or confrontational situations; to interpret and apply laws and regulations; to uphold ethical standards and enforce policies and laws; to communicate effectively; and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

Must be licensed as a Texas peace officer by the Texas Commission on Law Enforcement.

Must possess a valid driver's license.