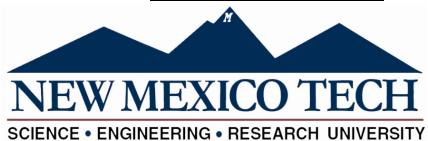


**Posted:** December 22, 2025



## POSITION ANNOUNCEMENT

**TITLE:** POLICE CORPORAL

**DEPT:** CAMPUS POLICE

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$33.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.**

**INTERNAL POSTING THROUGH: Concurrent\*** CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### **JOB SUMMARY:**

The Police Corporal is a certified law enforcement officer who performs all duties of a Police Officer while serving as a first-line supervisor. Under the direction of a Sergeant or higher-ranking personnel, the Corporal provides shift supervision, operational leadership, and oversight of sworn and security personnel. The position also encompasses specialized responsibilities, including investigative support, duties as a Field Training Officer, property management, training coordination, and regulatory compliance support.

### **JOB DUTIES:**

Provides first-line supervision of sworn officers and security personnel, including direction of daily operations, assignment of duties, oversight of shift activities, and supervisory decision-making to ensure safe, effective, and compliant law enforcement services.

Performs all essential duties of a certified Police Officer, including patrol, response to calls for service, enforcement of laws and university regulations, and leadership during routine and complex incidents.

Conducts and oversees follow-up investigations, case review, interviews, evidence-related activities, and coordination of investigative functions to ensure timely and accurate case resolution.

Provides training, evaluation, mentoring, and performance guidance for Police Recruits and probationary officers to support successful onboarding, development, and policy compliance.

Reviews reports and documentation for accuracy, completeness, and compliance with legal, regulatory, and departmental standards prior to approval or submission.

Ensures the proper handling, documentation, storage, and accountability of evidence and/or property to maintain the integrity of the chain of custody and ensure legal compliance. 5.

Supports departmental compliance with Clery Act, Title IX, NIBRS, and other applicable requirements through documentation review, coordination, training support, and administrative oversight necessary for continued compliance and operational continuity, and performs related duties as assigned in support of departmental operations.

## **REQUIRED QUALIFICATIONS:**

High school (or GED) level ability in spelling, grammar, basic composition and math required. Current certification as a law enforcement officer in the State of New Mexico or eligibility for Certification by Waiver, and a minimum of three years of certified law enforcement experience. Strong written and verbal communication skills and the ability to interpret and apply federal, state, and local laws, as well as university and departmental policy. Ability to work effectively with a diverse campus population and maintain professionalism in a higher education environment. Ability to exercise sound judgment and make timely decisions during routine operations and critical incidents. Ability to prepare, review, and evaluate reports and documentation for accuracy, completeness, and compliance with law and policy. Must have a valid New Mexico Driver License. Defensive Driving Certification. The department will conduct extensive criminal checks on all applicants. Positions employed at Campus Police are subject to a pre-employment drug screen.

## **DESIRED QUALIFICATIONS:**

Demonstrated ability to lead personnel in a supervisory or field leadership capacity. Previous assignment as a Field Training Officer, instructor, investigator, or evidence custodian. Certified law enforcement instructor or prior experience with NIBRS, Clery Act, Title IX compliance, or higher education law enforcement environments.

## **LIFTING REQUIREMENTS**

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	O
50 - 100 pounds	O
100 + pounds	S

## **PHYSICAL DEMANDS:**

Standing 40%	Sitting 25%	Walking 35%	Pulling 10%
Pushing 10%	Lifting 15%	Stooping 10%	Kneeling 10%
Crawling 5%	Climbing 5%	Reaching 1%	Other 10%