

Job Title: Chief of Police and Director of School Security***Exemption Status/Test:** Exempt/Executive****Reports to:** Superintendent**Funding Source:** Local / State**Dept./School:** Police Department**Primary Purpose:**

Establish, direct, manage, and administer security to the District Police Department by coordinating the daily operations including regulations and procedures to protect students, staff, and property. Supervise and oversee an adequately staffed, trained, and equipped force of certified police officers. Maintain and ensure enforcement of all standards of the District, federal, state, and local laws and ordinances and coordinate with outside law enforcement agencies.

Qualifications:**Education/Certification:**

Bachelor's degree preferred

Texas Peace Officer license issued by Texas Commission on Law Enforcement (TCOLE)

Successful completion of training required by Texas Education Code (TEC) §96.641 and Texas Occupation Code §1701.2633***

Advanced Texas Peace Officer license or Master Peace Officer preferred

Clear and valid Texas driver's license

Special Knowledge/Skills:

Advanced knowledge of the overall operations of a police department

Advanced knowledge of criminal investigations, police report writing, and criminal law

Ability to manage budget and personnel

Training and ability to subdue offenders, including the use of firearms and handcuffs

Bondable as required by TEC §37.081(h)

Strong public relations, organizational, communication, and interpersonal skills

Knowledge of multiple computer platforms and programs

Experience:

10 year's experience as a fully commissioned police officer

3-5 years of law enforcement experience in a supervisory or command capacity

Major Responsibilities and Duties:**Department Management**

1. Direct the daily operations of the district police department to ensure effective law enforcement and coordinate activities with other department directors, campus principals, and other District administrators.

2. Coordinate enforcement activities with outside law enforcement agencies, other department directors, and campus principals and work cooperatively to develop and implement preventative security programs, gang management plans, and other safety programs.
3. Investigate and make recommendations on all complaints and accusations made against district police officers or staff.
4. Provide immediate response to crisis situations when called by principals.
5. Assist building administrators with individual campus security planning.
6. Assign officers to provide traffic control in school zones and at District events during and outside of school hours.
7. Assist and monitor campus and district administrators with security management and operational procedures for crisis situations.

Law Enforcement

8. Ensure enforcement of all laws and ordinances within the scope of board policy and the jurisdiction of district.
9. Oversee investigation of criminal activities occurring within the district's jurisdiction and support other agencies conducting investigations. Report incidents and file cases with the county attorney in a timely manner. Ensure any threatened parties are aware of their rights and work to ensure their safety on campus or off.
10. Serve as district liaison to state and local law enforcement agencies and juvenile authorities and represent the district on assigned committees and task forces and at service center meetings.

Safety

11. Develop department safety procedures including procedures for safe handling and use of firearms.
12. Follow district safety protocols and emergency procedures. Perform weekly safety and security audits of doors, equipment, and other necessary items. Send updated weekly safety reports to Superintendent, campus administration, and operations.
13. Oversee and assist in maintaining a district-wide crisis management and emergency operation plan.
14. Oversee and assist with conducting campus and district-wide safety and tabletop drills and exercises and maintaining records.

Personnel Management

15. Select, train, supervise, and evaluate staff and make sound recommendations relative to assignment, retention, discipline, and dismissal. Maintain monthly records and qualify all police via shooting range and training hour requirements.

16. Evaluate the job performance of employees to ensure effectiveness. Work to increase volunteer or reserve officers available to provide security for large events during or after school hours.
17. Prepare, review, and revise police department job descriptions and department procedures.
18. Coordinate annual training and firearms qualifications for police officers.

Chief Duties include:

19. Maintain all Texas Commission of Law Enforcement (TCOLE) requirements for the department and preparations necessary for audits of the department. Provide the Superintendent all TCOLE evaluation data of the department including department accreditation information.
20. Maintain property room for storage of weapons and contraband confiscated on district property. Maintain proper storage of all body camera recordings per department policy.
21. Compile and administer department budget based on documented needs and ensure operations are cost-effective and funds are managed wisely. Apply for available grants or alternative funding opportunities for the department, approved by the Superintendent.
22. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including affidavits for arrest, incident reports, and activity reports. Provide bi-weekly report of incident and activity reports completed by the department to the Superintendent. Report to the Superintendent all cases filed for potential prosecution.
23. Update district Emergency Operations Plan (EOP) prior to August each year, and maintain all required documentation (maps, memorandum of understanding or agreements with outside agencies, annexes of this plan, and reunification plan). Provide updated Standard Protocol Response information to from "I Love You Guys" in all campus classrooms and provide safety and security training to all district employees and volunteers.
24. Coordinate with Assistant Superintendent District Safety and Security Committee meetings at a minimum of four per school year. Coordinate with local law enforcement, first responders, and other ISDs three meetings per school year to discuss school safety and security and share information.
25. Provide a weekly work schedule to the Superintendent and campus administration.
26. Pass Police Psychological Examination, Physical and Drug Screening upon being hired and at least every 2 years.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of police officers, security guards, and department clerical staff.**

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: District vehicle, firearm, handcuffs, alarm system, security equipment, two-way radio, alarm system and other security equipment, fire extinguisher, and standard office equipment including computer and peripherals

Posture: Prolonged sitting and standing

Motion: Strenuous walking and climbing; frequent keyboarding and use of mouse; frequent driving

Lifting: Moderate lifting and carrying (less than 15 pounds)

Environment: Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather). Frequent districtwide travel

Other: Specific hearing and visual requirements. May be subject to adverse and hazardous working conditions, including violent and armed confrontations. Ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously.

Mental Demands: Maintain emotional control under stress; prolonged hours; on call 24 hours a day. ***This is not a 40-hour-per-week position and will require varied hours per week to ensure all district security and safety needs are addressed.***

**Districts employing police should reference Policies CKE (Legal), CKEA (LEGAL), and DBE (LEGAL) and adopt Policy CKE (LOCAL). The district must also have a memorandum of understanding outlining reasonable communication and coordination efforts between the school police department and law enforcement agencies that have overlapping functions.*

***To meet the executive exemption test, the primary duty must be management **and** the employee must supervise at least two full-time employees.*

****Initial chief training must be completed within two years of appointment.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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