Job Title: Chief of Police*
Exemption Status/Test: Exempt/Executive**
Reports to: Superintendent
Funding Source:
Dept./School: Police Department

Primary Purpose:

Establish and administer security regulations and procedures to protect students, staff, and property. Supervise and oversee an adequately staffed, trained, and equipped force of certified police officers. Ensure enforcement of all federal, state, and local laws and ordinances and coordinate with outside law enforcement agencies.

Qualifications:

Education/Certification:
High school diploma or GED
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***
Clear and valid Texas driver's license

Special Knowledge/Skills:
Advanced knowledge of 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 use of firearms and handcuffs
Bondable as required by TEC §37.081(h)
Strong public relations, organizational, communication, and interpersonal skills

Experience:
10-15 years experience as a fully commissioned police officer preferred
3-4 years law enforcement experience in 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.

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.

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Law Enforcement

4. Ensure enforcement of all laws and ordinances within the scope of board policy and the jurisdiction of district.

5. Oversee investigation of criminal activities occurring within the district's jurisdiction and support other agencies conducting investigations.

6. Serve as district liaison to state and local law enforcement agencies and juvenile authorities and represent the district on assigned committees and task forces.

Safety

7. Develop department safety procedures including procedures for safe handling and use of firearms.

8. May service on district or campus behavioral threat assessment and safe and supportive schools team.

9. Follow district safety protocols and emergency procedures.

Personnel Management

10. Select, train, supervise, and evaluate staff and make sound recommendations relative to assignment, retention, discipline, and dismissal.

11. Evaluate job performance of employees to ensure effectiveness.

12. Prepare, review, and revise police department job descriptions.

Administration

13. Maintain property room for storage of weapons and contraband confiscated on district property.

14. Compile and administer department budget based on documented needs and ensure operations are cost-effective and funds are managed wisely.

15. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including affidavits for arrest, incident reports, and activity reports.

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

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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.

**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 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.

Reviewed by _____ Date _____

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