

**Job Title:** DISTRICT CHIEF OF POLICE  
**Reports to:** Superintendent of Schools  
**Dept./School:** Security/Police  
**Wage/Hour Status:** Exempt  
**Date Revised:** June 21, 2021

### **Primary Purpose**

Direct and manage the district police department and the emergency management operations. Coordinate daily operations of the department to provide a safe environment for students and staff. Maintain and enforce municipal, county, and state ordinances and laws as well as policies, directives, and the standards of the district.

## **QUALIFICATIONS**

### **Education/Certification**

Master Peace Officer Certification issued by TCOLE.

TASBO/TSA certification, preferred.

CEM (Certified Emergency Manager), preferred.

Certified Safety Professional or Advanced Safety Certificate, preferred.

Completion of NIMS and ICS courses ICS 100a; ICS 200; ICS 700; ICS 800b; ICS 300 & 400, within one year of hire.

### **Special Knowledge/Skills**

Ability to manage budget and personnel.

Knowledge of overall operations of a police department.

Knowledge of criminal investigations, police report writing, and criminal law.

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

Bondable as required by Texas Education Code §37.081(h).

Strong communication, public relations, organizational, and interpersonal skills.

### **Experience**

5 years law enforcement experience in supervisory in a command capacity.

Experience in emergency management procedures.

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Law Enforcement/ Emergency Management**

1. Ensure enforcement of all laws including municipal ordinances, county ordinances, and state laws within board policy and jurisdiction of district.
2. Oversee investigation of criminal activities that occur within jurisdiction of the district and support other agencies conducting investigation.
3. Coordinate actual or potential emergency preparedness or response efforts.
4. Develop, organize and administer emergency response planning and training for emergency response drills for all district owned facilities.
5. Coordinate emergency response activities with municipal, county and state authorities.

## **Department Management**

6. Direct the daily operations of the district police department to ensure effective law enforcement and coordinate activities with other department directors and campus principals.
7. Work cooperatively with other staff to develop and implement proactive security programs, gang management plans and other safety programs.
8. Investigate and make recommendations on all complaints and accusations made against district police officers or staff.
9. Be aware of recent court rulings pertaining to police activity and ensure compliance of district police officers to minimize liability.
10. Implement the policies established by federal and state law, Texas Education Agency and local board policy in emergency management and planning.

## **Consultation**

11. Participate on committees and task forces as a district representative.
12. Serve as district liaison to local law enforcement agencies and juvenile authorities.

## **Safety**

13. Develop procedures for safe handling and use of firearms.
14. Assist principals with the development and implementation of the campus EOPs.
15. Review of all EOPs. Assist in all Safety Audits at least every 3 years.
16. Maintain safety standards in conformance with federal, state and insurance regulations.

## **Personnel Management**

17. Supervise and schedule police officers and staff assigned to department.
18. Prepare, review and revise police department job descriptions.
19. Develop training options and improvement plans.
20. Evaluate job performance of employees to ensure effectiveness.
21. Make sound recommendations about personnel selection, placement, transfer, retention, and dismissal.

## **Administration**

22. Maintain property room for storage of weapons, contraband, etc., confiscated on district property.
23. Compile budgets and cost estimates ensuring that department operations are cost effective.
24. Recommend policies to [the](#) improve department.
25. Compile, maintain and file all physical and computerized reports, records and other documents required.

## **Communication**

- 26. Report all officer infractions to the Superintendent.
- 27. Project a positive image for the district and the community.

**Other**

- 28. Perform other duties assigned by supervisor.
- 29. Maintain confidentiality of information.

**Supervisory Responsibilities**

- 30. Supervise and evaluate performance of police officers, security guards, and clerical staff.
- 31. Ability to be on call after hours.

**EQUIPMENT USED**

District vehicle, firearm, handcuffs, alarm system, security equipment, personal computer, typewriter, and copier.

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Strenuous walking, standing and climbing ability to operate a motor vehicle; specific hearing and visual requirements; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously. May be subject to adverse and hazardous working conditions including violent and armed confrontations. Work outdoors in varying climate conditions; drive in different areas of district at odd hours; on call 24 hours a day.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_