CHIEF OF POLICE **Rev. July 2025**

Job No.: 1206
Reports to: Superintendent
Dept./Campus: Police Department

FLSA Status: Exempt
Pay Grade: 102
Term: 226 Days

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 and Single-Role Marshals. Ensure all federal, state, and local laws and ordinances are enforced and coordinate with outside law enforcement agencies. To plan, direct, and coordinate, security for the district. Serve as liaison with local police and sheriff departments. Support emergency operations and response planning, compliance, and execution.

ADMINISTRATOR COMPETENCIES

- **Creative Visionary** who is passionately focused on effecting change and has the ability to merge data and fact with intuition, imagination, and innovation in an effort to realize the possibilities rather than be content with the probabilities.
- **Dedicated Professional** who creates a supportive environment by modeling and expecting autonomy and accountability; who exemplifies ethics; who accepts and values the differences of others, exhibits empathy, and who has a sense of human wisdom, courage and compassion.
- **Inspiring Catalyst** who motivates and empowers others to become leaders and risk takers, and who acknowledges expertise, celebrates successes, and honors the lives of others.
- **Life-long Learner** who perpetuates self-motivated learning, and effectively drives transformation with continuous monitoring, evaluating, and adjusting.

MAJOR RESPONSIBILITIES AND DUTIES

- Direct the daily operations of the district police department to ensure effective law enforcement.
- Coordinate enforcement activities with outside law enforcement agencies, other department directors, and campus principals and work cooperatively to develop and implement preventative security programs and other safety programs.
- Investigate and make recommendations on all complaints and accusations made against district police officers or staff.
- Ensure enforcement of all laws and ordinances within the scope of board policy and the jurisdiction of the district.
- Oversee investigation of criminal activities within the district's jurisdiction and support other agencies conducting investigations.
- Serve as district liaison to state and local law enforcement agencies and juvenile authorities and represent the district on assigned committees and task forces.
- Develop department safety procedures including procedures for safe handling and use of firearms.
- Follow district safety protocols and emergency procedures.
- Select, train, supervise, and evaluate staff and make sound recommendations related to assignment, retention, discipline, and dismissal.
- Evaluate job performance of employees to ensure effectiveness.
- Prepare, review, and revise police department job descriptions.
- Maintain property room for storage of weapons and contraband confiscated on district property.

- Compile and administer department budgets based on documented needs and ensure operations are cost-effective and funds are managed wisely.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required, including affidavits for arrest, incident reports, and activity reports.
- Interface with governmental agencies, business, and civic organizations, and the community to provide needed information and to promote the District's initiatives.
- Report to the Board as needed in collaboration with the Superintendent.
- Provide staff training for safety and security.
- Research, recommend, implement, and administer District and department policies and procedures that comply with all federal, state, and local regulations. Comply with policies established by federal and state law, including but not limited to State Board of Education and local Board policy.
- Coordinate departmental activities with other District offices and administrators and support requesting campuses and departments.
- Provide administrative direction and leadership to assigned staff for the operational, financial, and staff resources to effectively support District goals.
- Analyze critical needs in assigned areas and work collaboratively to design, implement, refine, and evaluate assigned programs to continuously improve the campus/department.
- Review, analyze, and react to monthly and/or quarterly accident report summaries provided by Human Resource Services, campuses, and other related departments.
- Participate in professional development that increases effectiveness and improves District performance.
- Foster collegiality and team building among department employees; encourage active involvement in the decision-making process by all department employees; communicate expectations for high-level performance to staff; recognize staff achievements; and ensure effective and quick resolution of conflicts among department employees.
- Facilitate communication and collaboration among assigned department staff and campus administrators to enhance service delivery, program development, and customer satisfaction.
- Serve on District committees especially those related to safety and security.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Supervise, evaluate, and recommend the hiring and firing of Police Department staff.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree in criminal justice, risk management or related field. Master'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.
- Must be able to meet the district vehicle liability policy requirements and maintain a current Texas driver's license.
- This position also requires a minimum of ten (10) years of work experience as a police officer and five (5) years of experience in a command or higher-level position for a similar state agency.

- Completion of an appropriate combination of recognized executive law enforcement management and leadership programs such as The FBI National Academy, Senior Management Institute for Police at PERF, the Southern Police Institute, and/ or the Leadership Command College at LEMIT preferred.

Knowledge/Skills/Abilities:

- Advanced knowledge of the overall creation/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)
- Knowledge of workplace safety requirements including applicable federal and state rules and environmental issues.
- Skill in organization; communication; conducting team efforts to design, implement, measure, and refine programs and services; delivery of services throughout the learning community, assigned area, and customers; and operating standard computer and software applications, including but not limited to electronic mail, word processing, spreadsheets, databases, and presentations.
- Strong public relations, organizational, communication, and interpersonal skills including the ability to manage multiple priorities and projects; manage staff and multiple budgets; coordinate district emergency management functions; implement policy and procedures; interpret and present data; and present to large groups in a professional setting.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Work involves considerable exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Work is normally performed outside in non-climate-controlled weather conditions.
- Work environment involves some exposure to hazards of physical risks, which require following basic safety precautions.
- Often operates a computer and other office productivity machinery (i.e., a calculator, copy machine, and computer printer).
- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Frequently communicates with other employees or the public.
- Must be able to exchange accurate information.
- Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints.
- Ability to organize and prioritize work schedules of others on a long-term basis.
- Ability to make decisions which have significant impact on the department's credibility, operations and services.
- Ability to compose material such as detailed reports, work-related manuals, publications of limited scope or impact and to make presentations outside of the immediate work area.
- Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact and to make formal presentations.
- Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and computer models.

- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- May work prolonged or irregular hours.
- Frequent districtwide, statewide, and out-of-state travel.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.
- On call 24/7.