



## Job Description

## Director of School Security/District Police Chief

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**Job Title:** Director of School Security/District Police Chief

**Wage/Hour Status:** Exempt/Executive\*\*

*This position will become the Greenville ISD Chief of Police when the Texas Commission on Law Enforcement application is approved for the Greenville ISD Police Department.*

**Pay Grade:** \$65,000

**Date Revised:** July 2016

**Reports to:** Superintendent

**Primary Purpose:** Direct and manage the District Police Department by coordinating the daily operations to provide a safe environment for students and staff. Maintain and enforce county, state and federal laws as well as policies, directives, and standards of the District.

### **Qualifications:**

#### **Minimum Education/Certification:**

Bachelor's degree or equivalent law enforcement experience  
Texas Peace Officer license from the Texas Commission on Law Enforcement (TCOLE)  
Minimum of an Advanced Texas Peace Officer license, Master Peace Officer preferred  
Successful graduation from the FBI National Academy, preferred  
Bilingual ability preferred  
Valid Texas Driver's License

#### **Special Knowledge/Skills:**

1. Ability to manage budget and personnel.
2. Knowledge of overall operations of police department.
3. Knowledge of criminal investigations, police report writing, and criminal law.
4. Computer literacy and extensive knowledge with multiple computer platforms, programs, and systems.
5. Training and ability to subdue offenders including use of firearms and handcuffs.
6. Bondable as required by Texas Education Code §37.081(h)
7. Strong communication, public relations, organizational, and interpersonal skills.

#### **Experience:**

A minimum of five years' law enforcement experience in a supervisory or command capacity is preferred.

### **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.

### **Major Responsibilities and Duties:**

#### **Law Enforcement:**

1. Ensure enforcement of all laws, including county ordinances, state and federal laws within board policy and jurisdiction of District.
2. Oversee investigation of criminal activities that occur within the jurisdiction of the District or support other agencies conducting the investigation.
3. Provide immediate response to crisis situations in the District.
4. Serve as district liaison to state and local law enforcement agencies and juvenile authorities and support other agencies conducting investigations.



**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. Provide immediate response to crisis situations when called by principals.
3. Assist building administrators with individual campus security planning.
4. Assist principals, other departments, and administrators with security management and operational procedures for crisis situations.
5. Secure Police Officers for special events when requested.
6. Assign officers to provide traffic control in school zones and at District events.
7. Coordinate enforcement activities with other department directors and campus principals and work cooperatively to develop and implement preventative 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.

**Consultation:**

1. Participate on committees and task forces as a District representative
2. Serve as District liaison to local law enforcement agencies and juvenile authorities.

**Safety:**

1. Develop procedures for safe handling and use of firearms.
2. Investigates the use of deterrent devices and systems to ensure safety in the schools.
3. Assist in developing and maintaining a comprehensive District plan for the protection of students, staff and facilities.
4. Assist in maintaining a District-wide Crisis Management plan.
5. Provide personal protection, campus safety and crime prevention in service for District staff, students and parents.
6. Maintain plan to increase effectiveness of deterrence activities.
7. Coordinates work of the District alarm system provider resolving problems and making recommendations for improved services.

**Personnel Management:**

1. Supervises development and implementation of departmental needs assessment as it pertains to the departmental manning table.
2. Supervise and schedule police officers and staff assigned to department to ensure maximum coverage with existing manpower.
3. Prepare, review and revise police department job descriptions and department procedures.
4. Interview, recommend, train, supervise, and evaluate members of the Police Department.
5. Develop training options and improvement plans.
6. Coordinate annual in-service training and firearms qualifications for Police Officers.
7. Evaluate job performance of employees to ensure effectiveness.
8. Make sound recommendations about personnel selection, placement, transfer, retention and dismissal.

**Administration:**

1. Maintain property room for storage of weapons, contraband, evidence, found property and other items confiscated on district property.
2. Ensure that department operations are cost effective and funds are well-managed.



- 3. Compiles, implements and manages budgets and cost estimates based on documented department needs.
- 4. Prepares list of annual priorities.
- 5. Recommend policies and programs to improve department and the district
- 6. Compile, maintain, and file all reports, records, and other documents required.
- 7. Produce and distribute periodic reports of Police Department activities.

**Supervisory Duties:**

Supervise and evaluate performance of police officers, clerical staff, and other members of the department.

**Equipment Used:**

District vehicles, firearms, handcuffs, alarm systems, security camera systems, police equipment, radio system, personal computer, printer, and copier.

Greenville ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant’s job qualifications, experience, and abilities. 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. Therefore, this job may include other duties as assigned.

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Employee Date

\_\_\_\_\_  
Supervisor Date

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