CHIEF OF POLICE

A. QUALIFICATIONS:

The Chief of Police must have at least a bachelor degree from a recognized college or university or a minimum of 60 semester hours of college credit and have attained Advanced Certification or Masters Certification through the Texas Commission of Law Enforcement Standards and Education. An applicant for this position must have at least ten (10) years experience as a licensed law enforcement officer and/or security professional, with no less than five (5) years management experience with a commercial, educational, government, or law enforcement agency or enterprise.

It is the preference of the district that this individual has extensive experience in managing security or police human and material resources. Preference may be given to those individuals having experience in the school environment. Other potential preferences include Advanced or Master Police Certification, or advanced degrees from a college or university in a criminal justice, educational, or management major.

At the time of appointment, applicant must meet all requirements as a Peace Officer in the State of Texas and be TCLEOSE certified.

B. APPOINTMENT:

The Board of Trustees shall appoint the Chief of Police and Security upon the recommendation of the Superintendent of Schools.

C. REPORTS TO:

The Chief of Police shall be responsible to the Superintendent of Schools.

D. SUPERVISES:

The Chief of Police will supervise all security and police department employees in support of administration goals and objectives.

E. JOB PERFORMANCE STATEMENTS

1. Police and Security Management

   a. Directly supports the security and police objectives of the district, as promulgated by the Board and supervised by the Superintendent of Schools.

   b. Directly manages the security and police resources of the district in order to provide a safe and secure learning environment for students, teachers and staff while on district property, or in attendance at district-sponsored events.
c. Directly manages the security and police resources of the district in order to protect the physical and intellectual resources of the district.

2. Instructional Management

a. Ensures that security services are rigorously supportive of the instructional goals and objectives of the district.

b. Augments and supports the disciplinary programs and practices of the district through effective security and police services.

3. School/Organizational Climate

a. Is effective in communicating with staff, community, media, and Board of Trustees.

b. Ensures effective written and verbal communication techniques are used by security and police staff.

c. Cooperatively develops long and short range objectives and goals for the security of the school district.

d. Demonstrates openness to staff and willingness to improve department effectiveness.

4. School/Organizational Climate

a. Ensures that the performance of the department supports the mission of the district.

b. Assists the Assistant Superintendent of Administration with the planning and conducting of police and security needs assessments.

c. Promotes a positive image that supports the mission of the school district.

d. Works with other personnel in refining and developing proactive security programs.

5. Personnel and Resource Management

a. Defines job performance expectations of subordinate staff, evaluates job performance, conducts conferences, develops training options and/or improvement plans to ensure the best operation of the department, and writes job descriptions for subordinates.

b. Keeps the Assistant Superintendent of Administration personally informed on operational status, performance and any threat to the operational integrity of the district.

2009-1
c. Prepares recommended policies and procedures, post orders, and manning tables that are focused on good police and security practices.

d. Exercises dual approval authority for policies and procedures, post orders, and manning tables with the Assistant Superintendent of Administration.

e. Enforces compliance with policies and procedures, post orders, and manning tables for all members of the department.

f. Serves as the point of contact for dissemination of official information.

g. Exercises prompt and fair disciplinary action as required by good management.

h. Manages police and security manpower and equipment resources to maximize specific support to campuses and district facilities, while limiting expenditures of time and material to security or police services to the public in general.

i. Develops and maintains positive staff morale within security and police operations.

j. Promotes harmony among security, police, district staff, and students.

k. Compiles annual security services, budget requests, staffing needs/requirements, and monthly response reports.

6. Student Management

a. Demonstrates support for the district’s student management system and expected behavior related to safety aspects of the district.

7. Professional Growth and Development

a. Uses information provided through assessment instruments and the district appraisal process to improve performance.

b. Seeks, accepts, and responds to evaluative feedback from other administrators to improve performance.

c. Takes the initiative to become more effective in the management of security.

d. Performs other duties as assigned or authorized by the Assistant Superintendent of Administration.
F. EVALUATION:

1. The job performance statements shall constitute the criteria for an evaluation form with an evaluation code as follows:

   N/A  Measure Not Being Taken.
   
   1   No Measurable Progress.
   
   2   Progressed Toward The Goal.
   
   3   Met The Goal.
   
   4   Exceeded The Goal.
   
   5   Significantly Exceeded The Goal.

2. The evaluation form shall contain a place for comments and general observations made by the evaluating person. These comments shall constitute additional criteria for evaluation.

3. The Chief of Police evaluation is a responsibility resting with the Superintendent of Schools. An evaluation shall be completed in writing at least once during the course of the school year.

4. The Chief of Police will be appraised according to the following calendar:

   Action Plan and Goal Setting Conference  June - August
   
   Data Collection and Analysis  September - May
   
   Contract Recommendation  January
   
   Summative Conference  May/June

G. SALARY:

The salary of the Chief of Police shall be based on the schedule adopted by the Board of Trustees for this position.