

JOB TITLE: Chief of Police

FLSA CLASSIFICATION: Exempt

REPORTS TO: Superintendent

PAY GRADE: ADM8 / 240 days

LOCATION: Police Department

DATE REVISED: 07/2024

PRIMARY PURPOSE:

Serve as Chief of Police for the GCCISD police department. Maintain and enforce policies, directive, standards and laws of the District and State. Develop, implement and manage overall plan and program for police operations. Oversee all aspects of a major support service department in the District.

QUALIFICATIONS:

Education/Certification:

- High School graduate
- Must meet one of the following:
 - Master's degree in Criminal Justice, administration, management or behavioral science
 - Bachelor's degree in any of the above majors and three (3) years administrative experience
 - Graduate from the: LEMIT Leadership Command College or the FBI National Academy
 - Ten (10) years administrative experience at the command level and
- Valid Certification as a Master Peace Officer as prescribed by the Texas Commission on Law Enforcement Officer Standards and Education (TCOLE)
- Valid Texas driver's license and safe driving record. Meet and maintain liability eligibility.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

Special Knowledge/Skills:

- Knowledge of local and state laws
- Knowledge of local government administrative structure, policies and administrative procedures
- Ability to work with students, parents, faculty and community
- Strong organizational, communication and interpersonal skills
- Ability to problem solve, think critically and manage conflict

Experience:

- Ten (10) years in law enforcement

MAJOR RESPONSIBILITIES AND DUTIES:

(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)

Police Operations Management

1. Establish standards for the department based on accepted practices in each specific area of operation.
2. Manage all areas of administrative and operational functions and personnel of the department through direct supervision and inspection.
3. Assign both general and specific duties to subordinate supervisors according to management plan and/or outside request for service.
4. Meet with campus and central office administration on security, safety and law enforcement matters.
5. Serve as liaison between Department and Administration, law enforcement agencies and community.
6. Work with command staff to solve day-to-day problems within the department.
7. Coordinate police activities with campus activities.
8. Respond to specific requests from other agencies or departments and organize department resources to meet requests.
9. Keep Superintendent informed on department programs and activities, by scheduling regular meetings.

Organizational Management

10. Perform budget planning functions for department in alignment with the vision of the superintendent.

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Chief of Police**

- 11. Supervise and evaluate professional and paraprofessional personnel in assigned department.
- 12. Approve the recruitment, hire and placement of assigned staff.
- 13. Develop and present in-service training for department and GCCISD employees as appropriate.
- 14. Assist with preparation of required department report and requests.

Communication and Community Relations

- 15. Demonstrate awareness of district and community needs and initiate activities to meet identified needs.
- 16. Being actively engaged in community events establishing confidence and rapport.

Qualities of an effective Chief of Police

- 17. Demonstrate a high level of personal integrity, a collaborative leadership style and high ethical standards.
- 18. Keep informed of and comply with state district, and campus policies affecting schools, including daily attendance, punctuality and confidentiality.
- 19. Comply with the Texas educator's Code of Ethics.

SUPERVISORY RESPONSIBILITIES:

All personnel of the GCCISD Police Department.

EQUIPMENT:

Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.

WORKING CONDITIONS:

Mental Demands/Physical Demands:

Maintain emotional control under stress; work with frequent interruptions/deadlines and prolonged or irregular hours; Frequent walking, standing stooping, bending, pulling and pushing; Occasional: Lifting and carrying 10-25 pounds frequently, 25-40 pounds occasionally, more than 45 pounds infrequently with assistance; Pushing/pulling 10-35 pounds sporadically; May be required under specific circumstances to provide physical restraint of students in danger of causing harm to themselves or others; Frequent district-wide and occasional statewide travel.

Environmental Factors:

Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.)

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

Reviewed by Human Resources Asst. Superintendent	Date
Received by Employee	Date

xc: Employee Personnel File

Goose Creek Consolidated Independent School District is an equal Opportunity Employer and Educator who fully and actively supports equal access for all people, regardless of race, color, religion, gender, age, national origin, veteran status, disability or genetic information. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.