

Job Title: Bullard ISD Chief of Police*

Exemption Status: Nonexempt

Reports to: Superintendent

Funding Source:

Dept./School: Police Department

Contract: 226Days

Primary Purpose:

Direct and manage district police department. Coordinate daily operations of department to provide safe environment for students and staff. Ensure enforcement of all federal, state, and local laws and ordinances.

Qualifications:

Education/Certification:

Texas Peace Officer license issued by Texas Commission on Law Enforcement (TCOLE) required

Clear and valid Texas Commercial Driver's License preferred

Special Knowledge/Skills

Knowledge of overall operations of a police department

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 the Texas Education Code 37.081(h)

Strong public relations, organizational, communications, and interpersonal skills

Experience:

Three years law enforcement experience in supervisory or command capacity preferred

Major Responsibilities and Duties:

Department Management

1. Direct the daily operations of the district police department to ensure effective law enforcement.
2. Coordinate enforcement activities with other department directors and campus principals and work cooperatively to develop and implement preventative security programs, and other safety programs.

3. Respond to all calls from campuses concerning crisis situations, accidents, and reports of crime.
4. Investigate criminal activities that occur within the district's jurisdiction and support other agencies conducting investigations.
5. Collect and preserve evidence for criminal investigations including witness statements and physical evidence.
6. Arrest perpetrators, file appropriate charges, and ensure placement in jail or juvenile detention centers for law violations as necessary.
7. Write effective legal incident reports.
8. Coordinate security at extracurricular events (in-district or out-of-town) as needed.
9. Investigate and make recommendations on all complaints and accusations made against part-time officers or staff.
10. Serve as district liaison to state and local law enforcement agencies and juvenile authorities and represent the district on assigned committees and task forces.

Consultation

11. Work cooperatively with other police agencies to share information and provide other assistance.

Safety

12. Develop district Emergency Management Plan and assist with personnel trainings.
13. Develop department safety procedures including procedures and safe handling and use of firearms.
14. Provide traffic control at athletic events, school closings, or openings, or at any other time.
15. Provide security at school board meetings unless otherwise directed.
16. Provide protection to or escort district personnel as needed.

Personnel Management

17. Select, train, supervise, and evaluate staff and make sound recommendations relative to assignment.
18. Evaluate job performance of employees to ensure effectiveness.
19. Prepare, review, and revise district police department job description.

Administration

20. Maintain property room for storage of weapons and contraband confiscated on district property.
21. Compile and administer department budget based on documented needs and ensure that operations are cost-effective and funds are managed wisely.
22. Compile, maintain, and file all physical and computerized reports, records, and documents required, including affidavits for arrest, incident reports, and activity reports.

Supervisory Responsibilities:

23. Supervise, evaluate, and recommend the hiring and firing of police officers, security guards, and department clerical staff.**

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: District vehicle, firearm, handcuffs, alarm system, video surveillance equipment, security equipment, two-way radio, communication system, fire extinguisher, and standard office equipment including computer and peripherals.

Posture: Prolonged sitting and standing.

Motion: Strenuous walking and climbing; frequent keyboarding and use of mouse; frequent driving.

Lifting: Moderate lifting and carrying (15 – 44 pounds).

Environment: Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather). Frequent districtwide travel.

Other: Specific hearing and visual requirements. May be subject to adverse and hazardous working conditions, including violent and armed confrontations. Ability to control sudden

violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously.

Mental Demands: Maintain emotional control under stress; prolonged hours; on call 24 hours a day.

**Districts employing police officers must have adopted policies CKE (Legal) and DEB (Legal). The district must also have a memorandum of understanding that outlines reasonable communication and coordination efforts between school police department and law enforcement agencies that have overlapping functions.*

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

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ Date: _____
Reviewed by: _____ Date: _____

Please submit Letter of Interest and Resume to: scott.franks@bullardisd.net