



**Job Title:** Chief of Police **Exemption Status/Test:** Exempt/Executive\*\*  
**Reports to:** Superintendent **Salary Range:** Pay Grade 14  
**Dept./School:** Police Department

### **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. Ensure enforcement of all federal, state, and local laws and ordinances and coordinate with outside law enforcement agencies.

### **Qualifications:**

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

- ❖ Bachelor's Degree in Criminal Justice or a related field
- ❖ Texas Peace Officer license issued by the Texas Commission on Law Enforcement (TCOLE)
- ❖ Master Peace Officer certification issued by TCOLE
- ❖ Successful completion of training required by the Texas Education Code (TEC) §96.641 and Texas Occupation Code §1701.2633\*\*\*
- ❖ *Preferred:* Graduate of Law Enforcement Management Institute (LEMIT) or FBI National Academy graduate master certification
- ❖ Clear and valid Texas driver's license

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

- ❖ Advanced knowledge of overall 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)
- ❖ Strong public relations, organizational, communication, and interpersonal skills
- ❖ Knowledge of modern practices, principles and techniques of police administration

- ❖ Knowledge of emergency management

**Experience:**

- ❖ 10 years experience as a fully commissioned police officer
- ❖ 5 years law enforcement experience in a supervisory or command capacity
- ❖ Extensive background in police administration

**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 outside law enforcement agencies, other department directors, and campus principals and work cooperatively to develop and implement preventative security programs, gang management plans, and other safety programs.
3. Investigate and make recommendations on all complaints and accusations made against district police officers or staff.

**Law Enforcement**

1. Ensure enforcement of all laws and ordinances within the scope of board policy and the jurisdiction of the district.
2. Oversee investigation of criminal activities occurring within the district's jurisdiction and support other agencies conducting investigations.
3. Serve as district liaison to state and local law enforcement agencies and juvenile authorities and represent the district on assigned committees and task forces.

**Safety**

1. Develop department safety procedures including procedures for safe handling and use of firearms.
2. Follow district safety protocols and emergency procedures.

**Personnel Management**

1. Select, train, supervise, and evaluate staff and make sound recommendations relative to assignment, retention, discipline, and dismissal.
2. Evaluate job performance of employees to ensure effectiveness.
3. Prepare, review, and revise police department job descriptions.

**Administration**

1. Maintain property room for storage of weapons and contraband confiscated on district property.
2. Compile and administer department budget based on documented needs and ensure operations are cost-effective and funds are managed wisely.

3. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including affidavits for arrest, incident reports, and activity reports.

### **Miscellaneous**

1. Conduct conferences with parents, students, and teachers as needed
2. Demonstrate awareness of school and community needs
3. Maintain confidentiality
4. Demonstrate professional, ethical and responsible behavior.
5. Participate in staff development, faculty meetings, and special events appropriate for the position

### **Supervisory Responsibilities:**

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, security equipment, two-way radio, alarm system and other security equipment, 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 (less than 15 pounds)

**Environment:** Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather). Frequent district wide 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.

*\*\*\*Initial chief training must be completed within two years of appointment. -----*  
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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.

Contact the Human Resources Department at [hrdept@edu.forneyisd.net](mailto:hrdept@edu.forneyisd.net) or 972-564-4055 with any questions.

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee (Printed Name): \_\_\_\_\_

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*The Forney ISD does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.*