



San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title: Chief of Police

Exemption Status: Exempt

Reports to: Superintendent

Pay Grade: 04

Works with: District Employees/ Public

Days: 226

Dept. /School: District

Date Revised: 04/29/2020

Primary Purpose:

Directs and manages the school districts police department. Coordinates the daily operations of the police department to provide a safe environment for students and staff. Maintain and enforce municipal, county and state ordinances and laws, as well as policies, directives and standards of the district.

Prerequisites:

- Certified Texas Peace Officer licensed by Texas Commission on Law Enforcement Officer Standards and Education;
- TCLEOSE Advanced Certificate;
- Valid Texas Driver's License; and
- Minimum of five (5) years of experience.

Special Knowledge/Skills:

- Ability to manage budget and personnel
- Knowledge of overall operations of a police department
- Knowledge of criminal investigation, police report writing and criminal law
- Training in police supervision, subduing offenders, including use of firearms and handcuffs
- Bondable as required by Texas Education Code 37.081(h)
- Strong communication, public relations, organizational and interpersonal skills
- Maintain emotional control under stress

Major Responsibilities and Duties:

1. Ensure enforcement of all laws including municipal ordinance, country ordinances and state laws within board policy and the jurisdiction of the district.
2. Oversee the investigation of criminal activities that occur within the jurisdiction of the district or support other agencies conducting investigation.
3. Direct the daily operations of the district police department to ensure effective law enforcement and coordinate activities with other department directors and campus principals.
4. Work cooperatively with other staff to develop and implement proactive security programs, gang management plans and other safety programs.
5. Investigate and make recommendations on all complaints and accusations made against district police officers or staff.
6. Remains current with court rulings pertaining to police activity and ensure compliance of district police officers to minimize liability.
7. Participate on committees and task forces as a district representative.
8. Serve as district liaison to local law enforcement agencies and juvenile authorities.
9. Develop procedures for the safe handling and use of firearms.

10. Supervise and schedule police officers and staff assigned to department.
11. Develop training options and improvement plans.
12. Evaluate job performance of employees to ensure effectiveness.
13. Supervise and evaluate performance of police officers, security guards and clerical staff.
14. Make sound recommendations relative to personnel selection, placement, transfer, retention and dismissal.
15. Maintain property room for storage of weapons, contraband, et., confiscated on school property.
16. Ensure that department operations are cost effective and funds are well managed.
17. Compile budgets and cost estimates based on documented department needs.
18. Recommend policies to improve the department.
19. Compile, maintain and file all reports, records and other documents required.
20. All other duties as assigned by the Superintendent.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: District vehicles, firearms, handcuffs, uniforms, alarm systems, security equipment, personal computer, and copier.

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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.

Employee Signature: _____

Date: _____

Administrator Signature: _____

Nate Carman, Ed.D.

Date: _____

JUN 03 2020