Job Title:	Chief of Police	**Wage/Hour Status:**	Exempt
Reports to:	Superintendent	**Pay Grade:**	Administrator 11
Dept. /School:	District wide	**Date Revised:**	September 4, 2026

Primary Purpose:

Direct and manage the district police department. Coordinate 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.

Qualifications:

Education/Certification:
Bachelor's degree in law enforcement, criminal justice, or related field, highly preferred
Law Enforcement Management Institute graduate or FBI National Academy graduate
Master certification
Texas Police Officer license issued by the Texas Commission on Law Enforcement (TCOLE) Master Certification
Clear and valid Texas driver's license

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 and ability to subdue offenders, including use of firearms and handcuffs
Bondable as required by Texas Education Code 37.081(h)
Strong communication, public relations and interpersonal skills
Knowledge of student education, drug awareness, gang awareness programs and truancy enforcement

Experience:
Minimum of five years law enforcement experience in supervisory or command capacity with impeccable performance record
School district law enforcement experience in supervisory role, preferred

Major Responsibilities and Duties:

Law Enforcement:

1. Ensure enforcement of all laws including municipal ordinances, county 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 investigations.

Department Management:

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. Be aware of recent court rulings pertaining to police activity and ensure compliance of district police officers to minimize liability.

Consultation:

7. Participate with community groups and task forces as a district representative.
8. Serve as district liaison to local law enforcement agencies and juvenile authorities.

Safety:

9. Maintain department safety procedures including procedures for the safe handling and use of firearms
10. Oversee district's safety protocols and emergency procedures
11. Review the adequacy of district infrastructure for times of emergency
12. Recommend updates to the district multi-hazard emergency operations plan required in accordance with best practices identified by the Texas School Safety Center
13. Consult and make recommendations with local law enforcement agencies on methods to increase law enforcement presence near district campuses

Personnel Management:

14. Supervise and schedule police officers and staff assigned to the department.
15. Prepare, review, and revise police department job descriptions.
16. Develop training options and improvement plans.
17. Evaluate job performance of employees to ensure effectiveness.
18. Make sound recommendations relative to personnel selection, placement, transfer, retention, and dismissal.

Administration:

19. Maintain property room for storage of weapons, contraband, etc., confiscated on district property.
20. Ensure that department operations are cost effective and funds are well managed.
21. Compile budgets and cost estimates based on documented department needs.
22. Recommend policies to improve the department.
23. Compile, maintain, and file all reports, records, and other documents required.
20. Other duties as assigned.

Supervisory Responsibilities:

Supervise and evaluate the performance of police officers, dispatchers, alarm technicians, district-contracted security personnel, crossing guards, and clerical staff.

Equipment Used:

District vehicles, firearms, pepper spray, handcuffs, alarm systems, security equipment, two-way radio, fire extinguisher, personal computer, and other standard office equipment. Drive district vehicle.

Working Conditions:

Mental Demands/Physical Demands/Environmental Demands:

Strenuous walking, standing, and climbing; ability to operate a motor vehicle; specific hearing and visual requirements; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously.

May be subject to adverse and hazardous working conditions, including violent and armed confrontations.

Work outdoors in varying climate conditions; drive in different areas of district at odd hours; on call 24 hours a day.

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