



## Chief of Police

### **JOB DESCRIPTION**

The Chief of Police, under the supervision of the Associate Superintendent for Administration, provides for the safety of all students, faculty, and staff and the security of all district and campus property and equipment. Also supervises the Judson Independent School District Police Department and enforces the laws of the state of Texas, Bexar County and the municipalities within the Judson Independent School District.

### **EDUCATIONAL AND CERTIFICATION REQUIREMENTS**

- Bachelor=s Degree and management/supervisory experience preferred
- Certification as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE)
- Valid Texas driver's license with a good driving record
- Minimum of five years experience as a police officer

### **DUTIES AND RESPONSIBILITIES**

1. Plans and supervises all law enforcement activities in the school district including crime prevention and physical security programs
2. Oversees patrol and detective functions, traffic enforcement, police records, communications, and handling of arrested persons
3. Develops training programs, evaluates effectiveness of law enforcement activities, and plans for improved operations
4. Serves as liaison between school administration and federal, state and municipal law enforcement agencies
5. Prepares studies, reports, and recommendations concerning police operations
6. Reviews and evaluates reports of subordinates
7. Performs all duties according to district policies, rules, and procedures
8. Must be conversant with the district's curricula and instructional strategies and the specific ways in which the campus Police Department supports instruction
9. Enforces laws, including federal and state statutes, and district rules and regulations
10. Responds to and investigates any calls from campuses concerning security problems
11. Supervises the preparation of offense and incident reports and ensures thoroughness of information contained in police reports
12. Develops and encourages positive morale of employees serving within the Police Department
13. Maintains awareness and support of guidelines concerning the District Police Department in Board policies, Administrative Regulations, and Administrator's Manual
14. Uses effective communication in dealing with students, faculty, staff, community, and governing board
15. Develops long and short range objectives and goals for the District Police Department
16. Understands pupil management objectives related to the operational aspects of the district (security, food service, classroom facilities, etc.)
17. Strives to improve leadership skills through self-initiated professional development activities
18. Uses information and insights gained in professional development programs
19. Actively participates in professional organizations and take the initiative to provide leadership in addressing the challenges facing the profession
20. Conducts self professionally, in an ethical manner, according to accepted community standards and complies with TEA code of ethics
21. Articulates the school's mission to the community and solicits support to make that mission become a reality

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22. Develops (as necessary), maintains, and uses appropriate information systems and records necessary for attainment of the Police Department mission and general school improvement effort
23. Promotes a positive image that supports the mission of the school district
24. Has high expectations and regard for staff and fellow officers and express this perspective
25. Performs other duties as assigned

**MENTAL DEMANDS**

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

**PHYSICAL DEMANDS**

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

**PAY SCALE: PO6**

**NUMBER OF DAYS: 226**

**The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.**

*Revised  
12/2/07*