

## Creating a School District Police Department

1. Board of Trustees approval of a Board Policy regarding the Police Department function and jurisdiction.
2. Official act by the school district Board of Trustees creating a police department and appointing a chief of police.
3. Official act by the school district's Board of Trustees approving the school district's procedures manual (standing orders, etc.).
4. Filing the correct/appropriate paperwork with TCLEOSE.
5. Memorandum of understanding with local police department and/or local police departments.
6. Other requirements to be fulfilled.
  - a) District Attorney's office procedures
  - b) Sheriff's Department procedures
7. Municipal Court/J. P. Courts procedures.

SAFETY PROGRAM/RISK MANAGEMENT  
SECURITY PERSONNEL/PEACE OFFICERS

CKE  
(LEGAL)

PEACE OFFICERS            The Board may employ security personnel and commission peace officers to carry out the provisions of Chapter 37, Subchapter C, Education Code, relating to law and order. If the Board authorizes security personnel to carry weapons, they must be commissioned peace officers. Any peace officer commissioned under Education Code 37.081 must meet all minimum standards for peace officers established by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).

JURISDICTION            The Board shall determine the jurisdiction of its commissioned peace officers, which may include all territory in the boundaries of the District and all property outside the boundaries of the District that is owned, leased, or rented by or otherwise under the control of the District.

*Education Code 37.081(a)*

SCOPE OF POWERS AND DUTIES            In a commissioned peace officer's jurisdiction, a peace officer:

1. Has the powers, privileges, and immunities of peace officers.
2. May enforce all laws, including municipal ordinances, county ordinances, and state laws.
3. May take a juvenile into custody in accordance with Chapter 52 of the Family Code.

*Education Code 37.081(b); Family Code 52.01(a)*

The Board shall determine the scope of the on-duty and off-duty law enforcement activities of its peace officers, and the District must authorize in writing any off-duty law enforcement activities performed by a District peace officer. A District peace officer shall perform administrative and law enforcement duties as determined by the Board, which shall include protecting the safety and welfare of any person in the officer's jurisdiction and protecting property of the District. *Education Code 37.081(d)(e)*

A peace officer may provide assistance to another law enforcement agency, and the District may contract with a political subdivision for the jurisdiction of District peace officers to include all territory in the jurisdiction of the political subdivision. *Education Code 37.081(c)*

MEMORANDUM OF UNDERSTANDING            A District police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among the department and the agencies. *Education Code 37.081(g)*

CHIEF OF POLICE            A District's chief of police is accountable to the Superintendent and shall report to the Superintendent or designee. District police offi-

SAFETY PROGRAM/RISK MANAGEMENT  
SECURITY PERSONNEL/PEACE OFFICERS

CKE  
(LEGAL)

cers shall be licensed by TCLEOSE and be supervised by the District chief of police or the chief's designee. *Education Code 37.081(f)*

BONDING

A commissioned and assigned peace officer shall take and file the oath required of peace officers and execute and file the required \$1,000 bond, payable to the Board, conditioned on the officer's performance of his or her duties. *Education Code 37.081(h)*

CONTINUING  
EDUCATION

If the District employs peace officers, it shall provide each officer with a continuing education program as required by Occupations Code Title 10, Chapter 1701, Subchapter H. *Occupations Code 1701, Subch. H*

COMPLAINT AGAINST  
PEACE OFFICER

In order for a complaint against a District peace officer to be considered by the head of the District's police department, the complaint must be in writing and signed by the person making the complaint. A copy of the complaint shall be given to the officer within a reasonable time after it is filed and no disciplinary action shall be taken against the officer as a result of the complaint unless a copy is given to the officer. The officer may not be indefinitely suspended or terminated based on the subject matter of the complaint unless the complaint is investigated and there is evidence to prove the allegation of misconduct. *Gov't Code Ch. 614, Subch. B; Atty. Gen. Op. GA-251 (2004)*

NOTICE OF  
EXPOSURE TO  
COMMUNICABLE  
DISEASE

A district that employs emergency medical service employees, paramedics, firefighters, law enforcement officers or correctional officers must post the required notice in the form specified by administrative rule, in its workplace to inform employees about Health and Safety Code requirements which may affect qualifying for workers' compensation benefits following a work-related exposure to a reportable communicable disease. *28 TAC 110.108*

SAFETY PROGRAM/RISK MANAGEMENT  
SECURITY PERSONNEL/PEACE OFFICERS

CKE  
(LOCAL)

BOARD  
RESPONSIBILITY

To ensure sufficient security and protection of the students, staff, and property of the District, the Board shall authorize the formation of the District Police Department.

JURISDICTION

The jurisdiction of peace officers is all territory in the boundaries of the District and all property, real and personal, outside the boundaries of the District that is owned, leased, or rented by or otherwise under the District's control.

POLICE AUTHORITY  
AND POWERS

Peace officers employed by the District have the following powers, privileges, and immunities of peace officers while in the jurisdiction provided by this policy. Peace officers shall have the authority to:

1. Investigate and prevent violations of law, ordinances, or District policy that occur on District property, at school zones and bus stops, or at District functions; that involve District vehicles or buses; or that involve offenses against the District or against District staff or Board members in their capacity as District staff or Board members;
2. Serve search warrants and arrest warrants in connection with District-related investigations;
3. Take juveniles into custody as provided by the Family Code;
4. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests without warrant for felonies and breaches of the peace that occur in the officer's presence within the jurisdiction of the District;
5. Patrol streets in connection with the performance of duties provided by this policy;
6. Engage in activities and programs approved by the Chief of Police designed to prevent or deter crimes against District property or District staff, students, and visitors;
7. Carry weapons as directed by the Chief of Police;
8. Assist in providing traffic and parking control at athletic events, at school openings or closings, or at any other time deemed necessary by the Chief of Police to ensure the safety and welfare of students, staff, and District patrons;
9. Enforce regulations for and on District school buses;
10. Where appropriate, coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy;

SAFETY PROGRAM/RISK MANAGEMENT  
SECURITY PERSONNEL/PEACE OFFICERS

CKE  
(LOCAL)

11. Investigate violations of District rules and regulations as requested by the District administration and participate in administrative hearings concerning the alleged violations;
12. Participate in judicial proceedings; and
13. Apprehend suspects consistent with this policy.

RACIAL PROFILING	Peace officers employed by the District shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin. The Chief of Police shall develop and implement rules to ensure compliance with Articles 2.131 through 2.138, Chapter 2, Code of Criminal Procedure.
LIMITATION ON OUTSIDE EMPLOYMENT	No officer commissioned under this policy may wear or use the District police uniform or badge or provide law enforcement or security services while working for an outside employer unless prior written approval is received by the Chief of Police and the Superintendent or designee.
RELATIONSHIP WITH OUTSIDE AGENCIES	The Chief of Police shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among all agencies or departments with overlapping jurisdiction. The Chief of Police and the Superintendent shall review the memorandum of understanding at least every year. The memorandum of understanding shall be presented to the Board.
USE OF FORCE	The use of force, including deadly force, shall be authorized only when reasonable and necessary. The use of excessive force is expressly forbidden.
HOT PURSUIT	While in the jurisdiction provided by this policy, officers shall not engage in high-speed chases or the hot pursuit of suspected offenders in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offender's remaining at large. Officers shall suspend a pursuit whenever the risk to the public exceeds the immediate or potential danger of the offender remaining at large. While outside the jurisdiction provided by this policy, no officer shall initiate or participate in the hot pursuit of a suspected offender.
OFFICER TRAINING	All District officers shall receive at least 40 hours of continuing education and firearms training each year. The training shall be approved TCLEOSE and include training in civil rights, racial sensitivity, cultural diversity, and recognition of cases that involve child abuse, child neglect, family violence, and sexual assault.

SAFETY PROGRAM/RISK MANAGEMENT  
SECURITY PERSONNEL/PEACE OFFICERS

CKE  
(REGULATION)

DISTRICT POLICE  
OFFICER  
RESPONSIBILITIES

The primary responsibility of the District police officers shall be to provide law enforcement services in the District or on the campus to which assigned.

Each high school campus shall be manned by at least one District police officer at all times during school hours.

For major breaches of security, such as threat of bodily harm to students or staff members or other similar crisis circumstances, the principal of any school shall request additional assistance of the District Police Department.

If the situation warrants additional resources beyond what is available through the District, the Chief of Police or his or her designee shall request assistance from the Harris County Sheriff's Department, Harris County Constables or other appropriate area law enforcement agency.

District police officers may be assigned or dispatched to or utilized by any school or facility within the jurisdiction of the District.

PURSUIT BY POLICE  
OFFICER

The District desires that suspects be apprehended whenever possible. However, successful pursuit and apprehension of suspects is a difficult task. It is not expected by this Department or this District that a person be pursued to the point where the life of the officer or others is placed in jeopardy. The decision to engage, continue, or disengage a pursuit should be made after weighing all the consequences that could result from such actions. Conditions of weather, traffic flow, time of day or night, geographical area, and whether the actor is a student or nonstudent are some of the situations that must be analyzed. The officer should always remember that personal and public safety is the prime responsibility of the pursuing officer.

For the purposes of this guideline, fresh pursuit shall mean the pursuit of an offender, without reasonable delay, but not necessarily instant or immediate pursuit, in order to affect apprehension and arrest for the commission of an offense.

The driver of an authorized emergency vehicle, when responding to an emergency call or when in pursuit of an actual or suspected violator of the law or when responding to but not upon returning from a fire alarm, may exercise the privileges set forth in this section, but subject to the conditions here stated: (Texas Uniform Traffic Act, Article II, Section 24, Vernon Civil Statutes, 7701d, Uniform Act Relating to Traffic on Highway)

1. The foregoing provision shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons nor shall such provision

protect the driver from the duty to drive with due regard for the safety of all persons nor shall the provision protect the driver from the consequences of his or her reckless disregard for the safety of others.

2. Pursuits should only be initiated when an actual or suspected law violator clearly exhibits the intention of avoiding an arrest or vehicle stop.
3. Actual or suspected violator does not mean that the officer must have grounds for arrest. The right of a police officer to stop a suspicious pedestrian or motorist and to investigate suspicious behavior is defined by state law.
4. Only vehicles equipped with operable emergency lights and siren shall participate in a pursuit.
5. Vehicles containing prisoners, witnesses, suspects, complainants, students, administrators, or other nonlaw enforcement personnel shall not become engaged in pursuit situations.
6. It is the responsibility of the officer to immediately notify the supervisor on duty and communications personnel of the pursuit in progress.
7. No shots shall be fired from moving vehicles or at fleeing vehicles unless the situation becomes one of self defense.
8. Firing warning shots or attempting to deflate tires is never permissible.
9. Attempting to force the fleeing vehicle from the roadway by driving alongside or in front of the vehicle is prohibited.
10. Attempting to slow or stop the fleeing vehicle by positioning the officer's car in front of the fleeing vehicle is prohibited.
11. "Bumping" the suspect vehicle in an effort to force it from the road is not permitted.
12. The use of "roadblocks" to stop fleeing vehicles shall never be employed.

CARRYING OF  
FIREARMS

Officers must carry their firearm when on duty, performing an official act or function as a police officer for the District Police Department possession and have in their immediate presence the official District Police Department badge and identification.

Officers may carry their firearm while off duty, but no officer of the Department shall carry a firearm in violation of Chapter 46 of the Texas Penal Code.

GENERAL  
PROVISIONS

Officers shall utilize the utmost caution when carrying, using, or storing weapons to ensure no person is accidentally injured.

Any weapon carried by any officer shall be clean, safe, and functional and any supervising officer may inspect the weapon carried by any officer to ensure compliance with this requirement at any time.

No shots shall ever be fired from moving vehicles or at fleeing vehicles unless it becomes necessary for self defense.

Warning shots are never approved.

USE IN POLICE  
ACTIONS

Officers may use firearms (in other than range practice or qualification) under certain restricted, justifiable circumstances. A peace officer, or a person acting in a peace officer's presence and at his or her direction, is justified in using force against another when and to the degree the actor reasonably believes the force is immediately necessary to make or assist in making an arrest or search, or to prevent or assist in preventing escape after arrest if:

1. The actor reasonably believes the arrest or search is lawful, if the arrest or search is made under a warrant, he or she reasonably believes the warrant is valid; and
2. Before using force, the actor manifests his or her purpose to arrest or search and identifies himself or herself as a peace officer or as one acting at a peace officer's direction, unless he or she reasonably believes his or her purpose and identity are already known by or cannot reasonably be made known to the person to be arrested.

A peace officer is justified in using deadly force against another when and to the degree the peace officer reasonably believes the deadly force is immediately necessary to make an arrest, or prevent escape after arrest, if the use of force would have been justified under Section A and:

1. The actor reasonably believes the conduct for which arrest is authorized included the use or attempted use of deadly force; or
2. The actor reasonably believes there is a substantial risk that the person to be arrested will cause death or serious bodily injury to the actor or another if the arrest is delayed.

There is no duty to retreat before using deadly force justified by paragraphs 1 and 2 of this section.

On any occasion in which a member of the Department intentionally or accidentally discharges a weapon in the course of official



duties (except range practice or qualification), the Chief of Police or Deputy Superintendent of Administration shall notify the Harris County District Attorney's Office.

Complete reports regarding all factors surrounding the incident shall be submitted to the Chief of Police, within an eight-hour period, by all personnel involved, witnessing or having pertinent information regarding the incident.

In cases where the Department acted alone and for incidents arising out of "fresh pursuit," responsibility for investigation will rest with the District. In all other cases, primary responsibility for investigation of Department member-involved shooting cases rests with the agency in whose jurisdiction the incident occurs.

Officer shall only carry the firearm that was used in the most recent authorized firearm qualification. Records of this weapon and serial number shall be maintained in the office of the Chief of Police.

## 9.0 Job Descriptions

### 9.1 District Police Officer

The District Police Officer is responsible for handling law enforcement and police related matters at District facilities as outlined in the Texas Penal Code, Code of Criminal Procedure, District's Board Policy, Management Guidelines, Departmental Rules and Regulations, and as directed by the Chief of Police. The District Police Officer is responsible for working cooperatively with the school administration, students, staff members, other District police officers, and officers from all law enforcement agencies to maintain positive campus security and a safe and secure campus environment.

Reporting directly to the Chief of Police, the District Police Officer performs the following duties:

1. Patrol the District and provide police services to individual facilities, students, and staff.
  - A. Operate a District vehicle and patrol school property or an assigned area to deter criminal offenses such as fire, burglary, theft, vandalism and other unauthorized activities.
  - B. Investigate criminal offenses that occur within the District's jurisdiction or against the District.
  - C. Collect evidence.
  - D. Enforce regulations for and on District school buses.
  - E. Perform possibly physically strenuous activities required to identify, detain, and apprehend offenders, cause to be placed in jail, and file appropriate charges.
  - F. Respond to burglar and fire alarms as dispatched, investigate cause of alarm and notify the on duty communications officer regarding findings.

- G. Investigate suspicious persons in and around schools.
- H. Report the misuse of buildings and property belonging to the District.
- I. Enforce all the general and criminal laws of Texas within the District's jurisdiction.
- J. Enforce all applicable sections of the Texas Education Code.
- K. Perform all the duties of a Texas Peace Officer enumerated in the Code of Criminal Procedure.
- L. Assist with traffic control on streets, at athletic events, school closings, school openings, or any other location deemed necessary to insure the safety and welfare of students and staff.
- M. Provide crisis response to schools and facilities.
- N. Perform security inspections of buildings including manual (foot patrol) checks of all exterior doors and windows promptly reporting any breach in security to the police communications officer.
- O. Maintain awareness of District activities occurring on school property after hours and perform special patrols during those events.
- P. Conduct intrusion system transmission tests for each school as assigned and report results to the on duty communications officer and on the daily patrol log.
- Q. Report any road and weather conditions that may affect, disrupt or require a change in the transportation schedules or routine operation of the District.
- R. Perform routine daily patrol car servicing (gas, oil, tires, etc.) to ensure a proper functioning vehicle.
- S. Perform central alarm monitoring and dispatching as assigned.

2. Provide police services and assistance to the administration, other officers, students and staff.
  - A. Assist other law enforcement agencies on campus when requested.
  - B. Investigate violations of District rules and regulations when requested by District administration.
  - C. Participate in administrative hearings concerning alleged violations.
  - D. Provide police services at District sponsored events, on or off campus.
  - E. Promptly refer non-school related criminal incidents to the proper agency having jurisdiction.
  
3. Prepare complete and concise written reports on the forms provided in English, of incidents and problems that can be used in successful criminal prosecutions.
  - A. Identify, locate, and report security problems or potential security problems.
  - B. Prepare a written report of each incident or relevant observation that occurs on campus.
  - C. Appear in court as a witness whenever summoned.
  
4. Perform other security and courtesy services as directed and maintain a positive image on the campuses and in the District for students, staff, and the public.
  - A. Provide courtesy services as requested. (keys locked in vehicle, dead batteries, no start, etc.)
  - B. Assist in enforcing applicable items from the student handbook as requested by local campus administrator.
  - C. Establish a positive working relationship among students, staff and community.

- D. Provide police related services at District functions as assigned by the Chief of Police.
  - E. Be available to work overtime as assigned by the Chief of Police.
  - F. Be available for "call out" on emergency situations in the District.
  - G. Perform other duties as assigned by the Chief of Police.
5. Patrol and observe activities on campuses being alert to crimes and other incidents that may occur.
- A. Provide surveillance of the parking lot areas and protect the vehicles and their contents.
  - B. Provide surveillance of the campus in order to deter disruptive and/or criminal activities.
  - C. Monitor vehicles entering and leaving campus parking lots.
  - D. Screen and assist outsiders entering the campus.
  - E. Deter or prevent trespassing and loitering on or near the campus.
  - F. Control and/or prevent fights and disorders when they occur inside or outside the building.
  - G. Assist school staff in emergency situations, inside the building when notified.
  - H. Maintain high visibility on the campus and in the District with varying patrol patterns.
  - I. Perform constant patrol of the campus to ensure that all areas are monitored and observed equally and continuously.

- J. Ensure that all persons found on school property after school hours are authorized; take appropriate action to facilitate the departure of unauthorized persons; and maintain appropriate records including daily patrol reports, communications log, CAD, student referrals, trespassing warnings, and class c tickets, of all such encounters.
6. Enforce local campus and District parking and driving regulations to maximize the use of all designated parking areas on the campus.
- A. Check parking lots for illegally parked or unauthorized vehicles.
  - B. Check student and staff vehicles for proper parking permits; ticket and tow when authorized.
  - C. Keep fire zones and bus ramps clear at all times.
  - D. Enforce all rules and regulations relative to the safe operation of a motor vehicle on campus to insure a safe environment for students and staff.
  - E. Assist with traffic control as needed within the District's jurisdiction.
7. Required Knowledge, Skills, and Abilities
- A. Excellent knowledge of standard law enforcement procedures and the regulations and laws relating to school district law enforcement including building intrusion and trespassing.
  - B. Ability to exercise good judgment under potentially dangerous conditions.
  - C. Ability to maintain records and write offense reports in English to be used by the Harris County District Attorney's office, courts, juries, and other law enforcement agencies.

- D. Ability to effectively communicate orally and in writing in English.
- E. Ability to perform exterior checks without the use of an automobile which may require crossing areas which are without sidewalks or not paved and may be poorly lit.
- F. Sufficient mobility and dexterity to respond quickly to situations which may involve measures to detain individuals who are running away, jumping fences and/or barriers.
- G. Sufficient strength to detain intruders and trespassers who physically resist detention.
- H. Have and maintain minimum standards including but not limited to possessing a valid Texas driver's license, good driving record, good punctuality and attendance, TCLEOSE license, and firearm proficiency.

## JOB DESCRIPTION

**JOB TITLE:** Chief – Police Department

**REPORTS TO:** Superintendent

**WAGE/HOUR STATUS:** Exempt **UPDATED:** 01/07

---

### PRIMARY PURPOSE

Direct and manage the District Police Department by coordinating the daily operations to provide a safe environment for students and staff. Maintain and enforce county, state and federal laws as well as policies, directives, and standards of the District.

### QUALIFICATIONS

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

Bachelor's degree or equivalent law enforcement experience and certification from the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE)  
Minimum of an Advanced Texas Peace Officer license, Master Peace Officer preferred.  
Successful graduation from the FBI National Academy preferred  
Valid Texas driver's license

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

Ability to manage budget and personnel  
Knowledge of overall operations of police department  
Knowledge of criminal investigations, police report writing, and criminal law  
Computer literacy and extensive knowledge with multiple computer platforms, programs, and systems  
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, organizational, and interpersonal skills

#### **Experience:**

Minimum of 5 years law enforcement experience in a supervisory or command capacity

---



## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Law Enforcement:**

1. Ensure enforcement of all laws including county ordinances, state and federal laws within board policy and jurisdiction of District.
2. Oversee investigation of criminal activities that occur within the jurisdiction of the District or support other agencies conducting the investigation.
3. Provide immediate response to crisis situations in the District.

### **Department Management:**

1. Direct the daily operations of the District Police Department to ensure effective law enforcement and coordinate activities with other department directors, campus principals, and other District administrators.
2. Work cooperatively with other staff to develop and implement proactive 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.
4. Be aware of recent court rulings pertaining to police activity and ensure compliance of District Police Officers to minimize liability.

### **Consultation:**

1. Participate on committees and task forces as a District representative.
2. Serve as District liaison to local law enforcement agencies and juvenile authorities.

### **Safety:**

1. Develop procedures for safe handling and use of firearms.
2. Investigates the use of deterrent devices and systems to ensure safety in the schools.

### **Personnel Management:**

1. Supervise and schedule police officers and staff assigned to department.
2. Prepare, review and revise police department job descriptions and department policies.
3. Develop training options and improvements plans.
4. Evaluate job performance of employees to ensure effectiveness.
5. Make sound recommendations about personnel selection, placement, transfer, retention and dismissal.

### **Administration:**

1. Maintain property room for storage of weapons, contraband, evidence, found property and other items confiscated on district property.
2. Ensure that department operations are cost effective and funds are well-managed.
3. Compile budgets and cost estimates based on documented department needs.
4. Recommend policies and programs to improve department and the District.
5. Compile, maintain, and file all reports, records, and other documents required

6. Produce and distribute periodic reports of Police Department activities.

**Supervisory Responsibilities:**

Supervise and evaluate performance of police officers, clerical staff, and other members of the department.

**Equipment Used:**

District vehicles, firearms, handcuffs, alarm systems, police equipment, radio system, personal computer and copier.

**WORKING CONDITIONS:**

Maintain emotional control under stress. 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 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.

---

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.

#### 9.4 Chief of Police

The Chief of Police is responsible for the direction, management and daily functioning of the Police Department.

Reporting directly to the Superintendent, the Chief of Police shall be a Texas Peace Officer and may perform all of the duties and responsibilities as listed in Section 9.1, District Police Officer and shall perform the following additional duties:

1. Provides direction and daily management of the Police Department.
  - A. Supervises development and implementation of departmental needs assessment as it pertains to the departmental manning table.
  - B. Develops and implements departmental budgets.
  - C. Prepares list of annual priorities.
  - D. Reviews daily work schedules for police officers to ensure maximum coverage with existing manpower.
  - E. Interview, recommend, train, supervise, and evaluate members of the Police Department.
  - F. Coordinate annual inservice training and firearms qualifications for Police Officers.
  
2. Coordinate the work of the Police Department with building principals, other departments, and District administrators.
  - A. Provide immediate response to crisis situations when called by principals.
  - B. Assist building administrators with individual campus security planning.

- C. Assist principals, other departments, and administrators with security management and operational procedures for crisis situations.
  - D. Secure Police Officers for special events when requested.
  - E. Assign officers to provide traffic control in school zones and at District events.
3. Assist in developing and maintaining a comprehensive District plan for the protection of students, staff and facilities.
- A. Coordinate work of the District alarm system provider resolving problems and making recommendations for improved services.
  - B. Investigate the use of deterrent devices and systems to ensure safety in the schools.
  - C. Assist in maintaining a District-wide Crisis Management plan.
  - D. Provide personal protection, campus safety and crime prevention inservice for District staff, students and parents.
  - E. Maintain plan to increase effectiveness of deterrence activities.
  - F. Participate in community task force groups to gather and share information.
  - G. Produce and distribute periodic reports of Police Department activities and services provided.

# THE COSTS OF SCHOOL DISTRICT POLICING

*With each passing  
day, more questions  
arise from urban to  
rural school districts*

*asking how to  
establish a school  
district police  
department.  
Before getting into  
the "how to,"  
the more important  
question should be,  
"Why do we need a  
school district  
police department?"  
The answer to the  
latter question  
is far more complex  
than the answer to  
the first.*

School districts recognize that not only are they facing the challenges of school finance, but also a potpourri in the form of ACT, IDEA, PTA, SAT, TEA, TEC, TSII, etc. With all of these variables impacting the daily lives of school administrators, the most basic issue must remain in the forefront—all children will achieve their full educational potential. Unfortunately, the social challenges of the 1990s are having another impact on schools. Succinctly, children cannot learn and teachers cannot teach in a hostile environment.

Schools are a part of, not apart from, the community. Youth crime has soared through the '80s and '90s. While the juvenile violent crime rate will increase during the next 10 years, student enrollment will grow by 41 percent by the year 2030. This bleak outlook should not cause districts to leap to the conclusion that schools are not safe. The recommendation for a district that is considering establishing a school district police department is first to conduct a needs assessment. An excellent resource for this is the *School Safety Check Book*, published by the National School Safety Center, Pepperdine University, Malibu, California 90263.

School districts may prefer to develop their own in-house assessment device. The device may include questionnaires and interviews with students, parents, teachers, administrators, community leaders, the local police, and juvenile authorities. Contract labor that regularly works in the district such as in transportation, maintenance, and food service should be included in the assessment. From these measurements, a district should be able to develop a clear picture on school safety and security, and whether it does now or is likely in the near future to have a negative impact on the learning environment.

If the conclusion points toward the need to implement a school district police department, the next logical question to be answered is, "How much does it cost?" The answer to this question will vary dramatically depending on the size of the district, the scope of the challenge, and whether the district is urban, suburban, or rural. The following are general cost estimates that provide some indication of the financial obligation a district is considering:

- A. \$50,000 first-year cost for one uniformed, armed, and commissioned police officer with a marked patrol car, radio, and emergency light bar. The cost for the second year is approximately \$27,000.
- B. \$1,000-\$1,500 for walk-through metal detectors.
- C. \$80-\$100 for hand-held metal detectors.
- D. \$3,000-\$5,000 for a trained drug dog.

Additional cost consideration should be given to operation and maintenance, office equipment, and training. The investment for a school district officer is not cheap, but if it makes a significant improvement in the quality of campus life, then the return on investment is worthwhile.

Another financial consideration is the state investment to the local school district. For fiscal year 1994-95, each district receives about \$13 per day ADA from the state. Estimations are that nationwide, approximately 9 percent of secondary students miss one day of school per month due to fear for their physical well-being. A school district with 15,000 secondary students stands to lose about \$17,550 per month, or \$157,950 for the nine-month school year. A measurement even greater than the financial issue is that by increasing attendance, districts have a greater opportunity to raise test scores and to close the gap between economically secure students and those from deprived families. Therefore, a safer school may in part pay for itself, and increase test scores.

Which brings us to the "how to start" question for a school district police department. The process itself is fairly simple. The board of trustees must pass a resolution authorizing the police department and must mail the resolution to the Texas Commission of Law Enforcement Officer Standards and Education (TCLEOSE). The commission will respond to the district with an "agency identifier," and the district is ready to move forward toward implementation. The board must have policy as described in TASB policy manual CKE. The policy must include jurisdiction, scope of duties, authority and power, memorandum of understanding with local law enforcement, and parameters for off-duty employment. Finally, the district must develop appropriate job descriptions and pay plans, and hire staff that meets TCLEOSE standards.

In 1990, Spring ISD and Lubbock ISD made the decision to implement school district police departments. Lubbock operates on a budget of approximately \$400,000, which provides five police officers; two narcotic and explosive detection dogs; weekend, night, and holiday security guards; and intrusion, panic, and temperature alarms. Additionally, the district receives \$60,000 from the Drug Free Schools and Communities Act. These funds support the district's ability to hire six city police officers each day to work in the secondary schools. The goal for the city officers is to reduce drug availability and abuse through education, prevention, positive role models, and traditional law enforcement. The goal for the LISD officers is to enhance the actual and perceived safety of schools by Education-Oriented Policing. This concept focuses all efforts toward improving the quality of life for the classroom teacher.

Has the return on investment been worthwhile? Firearm confiscation has decreased from 15 guns two years ago, to four guns last year, to one gun in 1994-95. Meanwhile, the comments from teachers, administrators, students, and parents are glowing with support for the program.

Spring ISD operates on a budget of approximately \$650,000, which provides 17 officers and one secretary. Two officers are assigned to each of the district's

two high schools and one to the alternative school during the 180-day school year to provide law enforcement services and assist administrators as necessary. Six officers are assigned to provide 24-hour patrol, crisis response, traffic control during student arrival and dismissal, radar enforcement in school zones, and other law enforcement services for the district. Four officers are assigned to the 24-hour communications center to monitor the district-owned burglar and fire alarm monitoring systems. One officer is assigned to provide money courier service for the cafeterias and school business offices to eliminate the risk to staff members who make daily deposits.

The Spring ISD Police Department owns and maintains a drug and explosive detection dog for random searches of parking lots, lockers, and buildings. The department provides at least one officer to work district activities such as plays and small athletic events, and as many as 15 officers are utilized at each home football game in the district's stadium. Spring's program also has seen a reduction in firearms from five guns in 1993-94 to two this year.

School districts have the opportunity to mold a police department to meet the specific needs of the district. Those needs may be directed toward physical plant security, personal safety, outside intruders, crime prevention, or education. Districts who have their own departments enjoy the luxury of specialization of police service that meets the culture of the district and of specific schools. Is the cost too high? Each district must reach that conclusion on their own. There is no such thing as a "cookie cutter" response! ☆

*Thomas Nichols is Director of Police and Safety Services with Lubbock ISD Police.*

*Alan Bragg is Chief of Police at Spring ISD.*

## Summer Conference in Beaumont

1995 TASBO Summer Conference  
Beaumont Civic Center  
June 20-23

*Don't miss it!*

# Cops In Our Schools

## The Administrator's Dilemma

By: *Steve Glenn, TMPA Director of Education*

**T**here has been a definite increase in the number of Independent School District Police Departments in the state of Texas as well as many other states.

School administrators are understandably concerned. School districts have added police departments in order to meet the growing problem of school violence in America. Districts usually have one of three types of police assistance — private security guards, local police officers assigned to the campus or contracted as an off-duty job, or their own I.S.D. Police Department. School administrators tend to treat all three of these classifications the same in terms of supervision. School districts have not done a very good job of training their administrative personnel to work with licensed police officers. As a result, school administrators treat all police officers on their campus as security personnel.

For as long as I have been in education (27 years) I have heard principals instructed to take charge of their campus and assume that they were completely in charge of all personnel assigned there. When I became a principal I was told the same thing. There was never a clear understanding of the difference between security guard and licensed police officer. Licensed police officers uphold the penal code and do not focus on school policy unless it concerns a section of the penal code. This misunderstanding has led to many confrontations between police officers and school administrators. School administrators, take heart, if you have an agreement with a police agency or have your own, you are in luck. Police on your campus are a plus, not a minus. It is imperative that both educators and police officers learn how to work together. A licensed police officer cannot take orders from a civilian. If you think about it, you don't want this to happen. Can you imagine what would happen if the police suddenly began to follow the directives of citizens? Police assigned to your campus can and usually will assist you in every way practical, however, they are sworn to uphold the law, not your rules. When there is a conflict, they must uphold the law.

Many of my principal friends have said, "I want the

chance to decide on whether or not to call the police." or "I will decide whether or not to throw evidence away or turn it over to the parents or the police." At first, you may be tempted to say, "Yeah!, we want that power." Take it from me, you don't want that power. You are trained educators, not trained police officers. You would have a fit if the administration hired a police officer to come into your classroom and make a judgment concerning the instructional program or even the discipline procedures being used.

I have had occasion to work with all three of the above mentioned classifications of police and I can tell you that licensed police officers are a wonderful addition to any staff in this day and age. I know how both groups (school and police) are trained and I can assure you that today's officer is getting trained to relate to society's problems better than many teachers and administrators. In the business of education we are seeing a need to take over more and more duties of the home. So many of our kids need to be taught skills which were once taught at home. We are being asked to teach social skills, academic skills, healthful living habits, etc.,etc. School administrators are being held accountable for test scores in an era of less parental participation and in a society which is more mobile than ever before. We simply have not taken into account the impact of continuous environmental change on children. Teachers are working harder than ever to provide children with both academic and life skills. In times of budget cuts for teaching supplies and overcrowding of schools, no wonder teachers are leaving the profession. **Principals, give yourself a break!!**

Learn to work with police assigned to your school. Insist on licensed professionals. Get together, learn from one another and decide who will do what job. You don't want to be messing around in law enforcement. You have enough to do just educating today's young people. Take it from one who has been there, working with a school district police department can be a very positive and rewarding experience.

In the final analysis, all parties stand to benefit if they will stop pointing fingers and join hands in a collective effort to provide students, teachers and administrators with a safe place in which to accomplish their mission.

## Using Software to Manage a School Police Department

Dear Editor,

Our police department was authorized in August 1990, and we hired our first eight officers in September 1991. We currently have a staff of 17 commissioned officers with a full 24-hour operation. After our first year of operation, the need for some sophisticated record-keeping software became very apparent. I felt that I should speak out about our software selection and how well it has worked for our police department.

***“This software provides officers in the field with immediate access to usable data.”***

After evaluating several products I selected the ARMS (Advanced Records Management System) software package because of its features, user-friendliness, and capabilities. We use Macintosh computers, but the software is also available for IBM-compatible computers. The software is network-friendly, and a data file can be shared by Macintosh and IBM computers simultaneously.

We have found that the ARMS system offers many necessary modules to track and monitor incidents, crimes, and officer activities. The system contains a real-time computer-aided dispatch (CAD) module, which we began using in March 1994. The CAD

system tracks all departmental incidents (criminal, non-criminal, services provided, officer activities, etc.) as they occur. Some other important modules in the system include parking permit registration, parking citations, moving citations, case management, master name file, property files, arrest files, campus event tracking, vehicle maintenance, and training.

One of the most impressive features of the software is the large variety of report formats available (about 200 different formats and search criteria). Many of the reports are designed to calculate service calls and pinpoint where and when crimes occur. The reports produce valuable data for manpower assignments and adjustments. You can also use the data to justify and request additional personnel during budget preparation. The software automatically calculates Uniform Crime Report values and prints complete reports ready for submission to your state agency.

This software has proved to be extremely useful in providing an annual report for our school board and administration.

Last year I produced an 80-page statistical document, complete with charts and graphs, which outlined all our activities, crimes, incidents, and individual officer activities.

The software has helped us in many ways, but the most obvious area is the instantaneous access to usable data for the officers in the field and for reporting purposes. The ability to immediately produce a statistical report for incidents or crimes on request from the superintendent, a board member, or other person is very valuable and necessary. The offense and other reports created by the ARMS software are professionally formatted, and we have received several positive comments from other agencies and the courts.

I have been extremely pleased with the ARMS software. It is flexible, fast, user-friendly, full-featured, and dependable. Our officers are becoming computer-literate quickly due to the user-friendliness of the software and the Macintosh. Officers type in the narrative portion of their own reports so they are in their own words.

The technical support for this product is excellent. The company provides each site with a toll-free number to be used when problems or questions arise. The ARMS staff has also been open to user suggestions for improvements and additional features.

The software is flexible and can be configured to reflect the specific crimes and incidents you wish to track as well as the specific crime codes to correspond to the penal codes of each state. These vary between departments and states because crimes and laws are classified differently and each agency has special needs.

I would highly recommend that you consider ARMS if you are planning to purchase law enforcement data base software in the near future since it is specifically designed for a college, university, or school district police department. If you have any questions about how we use the product in our school district police department, you can reach me by calling (713) 444-7869 or (713) 893-7473.

**Alan Bragg**  
Chief of Police  
Spring Independent School District Police Department  
Houston, Texas ❖



# Spring ISD

# Police Department



for emergencies in progress

dial  
**281.893.SISD**  
281.893.7473

Spring ISD Police Department



210 North Forest Blvd.  
Houston, TX 77090  
281.587.3903  
[www.springisd.org/police](http://www.springisd.org/police)



*Because  
We Care*

Spring Independent School District

**Police  
Department**

Creating a Secure Educational Environment



# Overview

The Spring Independent School District Police Department combines state-of-the-art technology with good, old-fashioned people power to enhance security throughout the district 24 hours a day, 365 days a year.

With the same authority accorded to a municipal police department, the Spring ISD Police Department has 33 full-time police officers and 12 part-time officers under the direction of Spring ISD Police Chief Alan Bragg. Some of the officers are assigned to various schools, patrol duties or communications, while others work as truancy officers, incident investigators or canine officers.

No matter what position an officer is assigned, all police officers work toward a common District goal of providing a safe and secure environment. The District achieves this goal by maintaining a "zero tolerance" position regarding drugs and alcohol, weapons, gang-related activities, all types of assault, intolerance and sexual harassment.



# Technology

Spring ISD's Police Department is among the most technologically advanced school district police departments in the U.S. The Department's high-tech Communications Center has the capability of hearing and seeing inside each Spring ISD campus. Fifteen-hundred cameras monitor activity 24-hours a day, with additional cameras planned for expansion and future campus sites.

All of the 31 Spring ISD police cars are fully equipped with state-of-the-art Mobile Data Terminals (MDT), which allow immediate access to drivers license records, criminal history data

and warrant information.

An Automated Fingerprinting Identification System (AFIS) machine helps the police know immediately if a person has ever been arrested and fingerprinted. The District also uses the AFIS machine to screen job applicants.

The newest technology, Visitor, Student or Faculty Tracking (V-Soft), allows District personnel to not only electronically track the number of visitors entering and leaving a campus, but also automatically and immediately scan for registered sex offenders.

In addition, the Department is linked to the Lost Child Alert Technology



Resource (LOCATER) system. The LOCATER system allows law enforcement officials to send a missing child's image and information to the National Center for Missing and Exploited Children (NCMEC) to be posted to its Web site and made available nationwide.

# Services



and staff, and help in dealing with potentially violent students are among the services the Department provides to staff and students. Other services include identifying gang indicators, intervening during fights, issuing tickets for traffic and criminal violations, and providing radar enforcement in school zones.

Educational programs for students and continuing education for the officers are important components in the Department's plan to maintain security and help all students become responsible citizens. Special programs provided to students and staff include 9-1-1, bicycle safety and drug and gang awareness programs.

To help with demonstrations, crime prevention education programs and community functions, the Department uses "Detective Emmy," a yellow Labrador. Detective Emmy has undergone extensive training and can conduct searches capable of detecting drugs and firearms on all 30 campuses.

The Spring ISD Police Department provides a wide variety of services to the District, staff and students.

The Department provides 24-hour patrol of District property, police presence at athletic events, and accident investigations. A Hot-Check Recovery Program helps protect the District's

investments along with burglar and fire alarm monitoring and remote-control camera monitoring of all campuses.

The Department is also prepared to handle crisis situations, alarm responses, bomb threats, and workplace violence.

Escort for late-night workers, jump-starting batteries for students

# Parent Education

The Department's educational offerings include a Parents' Police Academy. The purpose of the Parents' Police Academy is to enhance and develop parent awareness and understanding of the police officer's

role in our schools and community. During this six-week course, parents learn about school discipline, the court system and gang and drug identification.

## JOIN OUR TEAM

To join one of the most progressive and innovative police departments in Texas, call 281-587-3903 and request an application packet.

# Crime Line

Students, parents and community members are encouraged to use the Department's "Crime Line" at 281-587-3900 to report information that might affect their safety or security.

**281.587.3900**



# Statistics

During the 2005-2006 school year, the Department logged in 84,500 incidents, handled 49,930 calls for service, responded to 1,184 alarms, conducted 29,595 campus checks, had 11,349 officer-initiated calls, received 572 requests for radar enforcement, and conducted 317 truancy investigations. Of the 49,930 calls for service, 1,577 reports were taken, resulting in 48 felony charges, 1,721 misdemeanor charges and 1,783 arrests.

# Community Services



To remain visible in the community, District police officers participate in numerous community service projects and school programs throughout the year, including the annual "Salute to Law Enforcement," Crime Prevention Education, 9-1-1 Education, Bicycle Road-eos, Drug and Gang Awareness presentations, Red Ribbon Week and classroom canine demonstrations.



Because of their involvement, many of the District's officers have been decorated with honors from organizations including the North Houston Greenspoint Chamber of Commerce, Houston Northwest Chamber of Commerce, Willowbrook Rotary Club and Harris Co. Area Chiefs of Police Association.

# Continuing Education

All Spring ISD police officers receive 40 hours of continuing education. Hours are accumulated in the classroom, over the Internet, and through the Regional

and State Training Classes. The training ensures that District police officers stay at the top of their profession in terms of skill and knowledge.

