



<b>Job Title:</b>	Chief of Police	<b>Status:</b>	Exempt
<b>Reports to:</b>	Superintendent	<b>Days:</b>	226 days
<b>Pay Grade:</b>	Admin Pay Grade 6	<b>Salary:</b>	\$84,176-\$102,654
<b>Dept. /School:</b>	Police Dept/Ball High	<b>Date Revised:</b>	May 24, 2022

---

**PRIMARY PURPOSE:**

Direct and manage the district police department. Coordinate the daily operations of the police department to provide a safe environment for students, staff and faculty. Maintain and enforce municipal, county, and state ordinances and federal laws as well as policies, directives, and standards of the District

**QUALIFICATIONS:**

**Education/Certification:**

- Bachelor’s degree from an accredited college/university, preferred; (preferably in Police Administration, Criminal Justice or related field)
- Master Peace Officer License issued by the Texas Commission on Law Enforcement Officers Standards & Education (TCLEOSE)
- Graduate of the Federal Bureau of Investigation National Academy or the Law Enforcement Institute of Texas Leadership Command College or Management Institute of Texas’ Leadership Command College or equivalent (preferred)
- Valid Texas Driver’s License

**Special Knowledge/Skills:**

- Ability to manage budget and personnel
- Knowledge of current juvenile law
- Knowledge of mission and operations of a school district police department
- Knowledge of criminal investigation, police report writing, and criminal law
- Bondable as required by Texas Education Code §37.081(h)
- Strong communication, public relations, organizational, and interpersonal skills
- Interpersonal skills necessary for positive coordinated efforts with other police agencies, and district patrons, and personnel
- Computer literacy and extensive knowledge with multiple computer platforms, programs and systems

**Experience:**

- A minimum of 5 years' total successful law enforcement experience;
- A minimum of 3 years' successful experience as a law enforcement supervisor or commander within a department of 20 or more sworn officers, (preferred)
- A minimum of three years' supervisory or command experience in school based law enforcement; (preferred)

**MAJOR DUTIES AND RESPONSIBILITIES:**

**Law Enforcement**

1. Incident Commander responsible for all incidents activities, including development of strategies and tactics and the ordering and release of resources.
2. Ensure enforcement of all laws including municipal ordinances, county ordinances, and state laws within board policy and the jurisdiction of the district.
3. Oversee the investigation of criminal activities that occur within the jurisdiction of the district.
4. Provide immediate response to crises in the District.

**Department Management**

5. Direct the daily operations of the district police department to ensure effective law enforcement and coordinate activities with other department directors and campus principals.
6. Work cooperatively with other staff to develop and implement proactive security programs, gang management plans, drug education, and other safety programs.
7. Investigate and make recommendations on all complaints and accusations made against district police officers or staff.
8. Review current court rulings pertaining to police activity and ensure compliance of district police officers to minimize liability.

**Consultation**

9. Participate on committees and task forces as a district representative.
10. Serve as district liaison to local law enforcement agencies and juvenile authorities.

**Safety**

11. Develop and implement procedures for the safe handling and use of firearms.
12. Develop and implement procedures and programs for traffic and pedestrian safety in and around district facilities and property.
13. Investigate the use of deterrent devices and systems to ensure safety in the schools.

**Personnel Management**

14. Supervise and schedule Police Officers, vehicles and equipment, staff assigned to department within department and district guidelines.

15. Supervise and schedule Crossing Guards and equipment, staff assigned to department within department and district guidelines.
16. Supervise and schedule Security Guards and equipment, staff assigned to department within department and district guidelines
17. Prepare, review and revise police department job descriptions and department policies
18. Evaluate job performance of employees to ensure effectiveness.
19. Make sound recommendations relative to personnel selection, placement, transfer, retention and dismissal.

### **Administration**

20. Maintain property room for storage of weapons, contraband, evidence, found property and other items confiscated on District property.
21. Maintain and monitor the security alarms throughout the District.
22. Maintain issue and monitor alarm codes for employees throughout the District.
23. Maintain issue and monitor entry key cards for employees throughout the District.
24. Maintain and monitor video cameras throughout the district.
25. Ensure that contraband and other confiscated property is disposed of in a manner consistent with all laws, regulations and policies.
26. Ensure the department operations are cost effective and funds are well managed.
27. Compile budgets and cost estimates based on documented department needs.
28. Continue to recommend and review policies to improve the department.
29. Compile, maintain and file all reports, records and other documents required by Federal and State law.
30. Establish a memorandum of understanding that outlines reasonable communication and coordination efforts between the Galveston ISD Police Department and local law enforcement agencies that have overlapping jurisdiction.
31. Maintain high productivity and effectiveness through consistent attendance on the job.

### **Other**

32. The employee is expected to adhere to district employee/department/campus handbooks, board policies, GISD procedures, the Texas Educator's Code of Ethics and all applicable laws.
33. Other duties as assigned.

### **Supervisory Responsibilities**

34. Supervise and evaluate the performance of command staff, police officers, security guards, crossing guards, communication operator and clerical staff.

### **EQUIPMENT USED:**

District vehicles, alarm systems, police/security equipment, personal computer and associated software, two-way communication equipment, prisoner control devices, firearms, and less-lethal weapons systems.

**WORKING CONDITIONS:**

**Mental Demands/Physical Demands/Environmental Factors:**

- Reading; ability to communicate effectively (verbal); maintain emotional control under stress.
- Readily adapt to a variety of circumstances. Frequent standing; walking; stooping; bending; kneeling; pushing and pulling; regular heavy lifting (45 lbs. or more). Ability to operate a motor vehicle; specific hearing and visual requirements; ability to supervise police officers on methods to control sudden violent or extreme physical acts of others. 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 the district at odd hours; on 24 hour call. Biological exposure to bacterial and communicable diseases.

The Galveston ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law.

---

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

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_