



## SANGER INDEPENDENT SCHOOL DISTRICT

**Job Title:** Director of Safety and Security  
**Status/Test:** Exempt/Executive  
**Salary** \$85,000 - \$90,000

**Exemption**

**Reports to:** Superintendent  
Department

**Dept./School:** Police

### **Primary Purpose:**

Establish and administer security regulations and procedures to protect students, staff, and property. Supervise and oversee an adequately staffed, trained, and equipped force of certified police officers. Ensure enforcement of all federal, state, and local laws and ordinances and coordinate with outside law enforcement agencies. Maintain and enforce municipal, county, and state laws and ordinances as well as district policies, directives, and standards.

### **Qualifications:**

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

High school diploma or GED

Texas Peace Officer license issued by Texas Commission on Law Enforcement (TCOLE)

Successful completion of training required by Texas Education Code (TEC) §96.641 and

Texas Occupation Code §1701.2633\*\*\*

Clear and valid Texas driver's license

Bachelor's degree, preferred

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

Advanced knowledge of overall operations of a police department

Advanced knowledge of criminal investigations, police report writing, and criminal law

Ability to manage budget and personnel

Training and ability to subdue offenders, including use of firearms and handcuffs

Bondable as required by TEC §37.081(h)

Strong public relations, organizational, communication, and interpersonal skills

Ability to pass required physical, psychiatric, and drug tests

Ability to work well with youth and adults

#### **Experience:**

10 years' experience as a fully commissioned police officer, preferred

2 years' law enforcement experience in supervisory or command capacity

### **Major Responsibilities and Duties:**

#### **Department Management**

1. Direct the daily operations of the district police department to ensure effective law enforcement.

2. Coordinate enforcement activities with outside law enforcement agencies, other department directors, and campus principals and work cooperatively to develop and implement preventative 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.

## **Law Enforcement**

1. Review police reports, log and investigate case reports
2. Participate in community outreach programs.
3. Patrol assigned campus(es) and routes walking or driving within district jurisdiction
4. Evaluate arrests based on circumstances and evidence to determine whether the subject will be detained or placed in jail.
5. Participate in investigating law violations, obtaining evidence, compiling information regarding crimes, preparing cases for filing of charges, testifying in court, and related activities.
6. Assist with investigating and making recommendations on all complaints and accusations made against district police officers or staff
7. Work cooperatively with other staff to develop and implement proactive security programs, gang management plans, and other safety programs.
8. Stay abreast of recent court rulings pertaining to police activity and ensure proper administration of the law to minimize liability.
9. Ensure enforcement of all laws and ordinances within the scope of board policy and the jurisdiction of district.
10. Oversee investigation of criminal activities occurring within the district's jurisdiction and support other agencies conducting investigations.
11. Serve as district liaison to state and local law enforcement agencies and juvenile authorities and represent the district on assigned committees and task forces.

## **Safety**

1. Provide for security and traffic control at athletic events, school closings and openings, or at any other time.
2. Provide protection to or escort district personnel and/or students as needed.
3. Operate all equipment including firearms according to established safety procedures.
4. Develop department safety procedures including procedures for safe handling and use of firearms.
5. Follow district safety protocols and emergency procedures.

## **Personnel Management**

1. Assign duties to officers and staff based upon priority and scheduling of district-wide activities.
2. Select, train, supervise, and evaluate staff and make sound recommendations relative to assignment, retention, discipline, and dismissal.
3. Evaluate job performance of employees to ensure effectiveness.
4. Prepare, review, and revise police department job descriptions.

## **Administration**

1. Maintain property room for storage of weapons and contraband confiscated on district property.
2. Compile and administer department budget based on documented needs and ensure operations are cost-effective and funds are managed wisely.
3. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including affidavits for arrest, incident reports, and activity reports.
4. Oversee management of the property room for storage of weapons, contraband, and other items confiscated on district property.
5. Coordinate vehicles and equipment maintenance and repair.
6. Develop police department policies and procedures that align to state and local policies.

## **Other**

1. Follow established safety procedures and techniques
2. Report promptly to supervisor any accident or illness
3. Comply with policies established by federal and state law, State Board of Educator Certification rule, and local board policy. Comply with all district and campus routines and regulations.
4. Exhibit a customer service focus and attitude.
5. Promote, participate and facilitate in a teamwork centric manner.
6. Other duties as assigned by administration.
7. **Supervisory Responsibilities:**
8. Supervise, evaluate, and recommend the hiring and firing of police officers, security guards, and department clerical staff.\*\*

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

1. **Tools/Equipment Used:** District vehicle, firearm, handcuffs, alarm system, security equipment, two-way radio, alarm system and other security equipment, fire extinguisher, and standard office equipment including computer and peripherals
2. **Posture:** Prolonged sitting and standing
3. **Motion:** Strenuous walking and climbing; frequent keyboarding and use of mouse; frequent driving
4. **Lifting:** Moderate lifting and carrying (less than 15 pounds)
5. **Environment:** Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather). Frequent districtwide travel
6. **Other:** Specific hearing and visual requirements. May be subject to adverse and hazardous working conditions, including violent and armed confrontations. Ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously.
7. **Mental Demands:** Maintain emotional control under stress; prolonged hours; on call 24 hours a day.

Interested applicants go to, [sangerisd.net](http://sangerisd.net) and click on the employment page to apply.

Open until filled.