

- ❖ 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
- ❖ Knowledge of modern practices, principles and techniques of police administration
- ❖ Knowledge of emergency management

Experience:

- ❖ 10 years experience as a fully commissioned police officer
- ❖ 5 years law enforcement experience in a supervisory or command capacity
- ❖ Extensive background in police administration

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. Ensure enforcement of all laws and ordinances within the scope of board policy and the jurisdiction of district.
2. Oversee investigation of criminal activities occurring within the district's jurisdiction and support other agencies conducting investigations.
3. 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. Develop department safety procedures including procedures for safe handling and use of firearms.
2. Follow district safety protocols and emergency procedures.

Personnel Management

1. Select, train, supervise, and evaluate staff and make sound recommendations relative to assignment, retention, discipline, and dismissal.
2. Evaluate job performance of employees to ensure effectiveness.
3. 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.

Miscellaneous

1. Conduct conferences with parents, students, and teachers as needed
2. Demonstrate awareness of school and community needs
3. Maintain confidentiality
4. Demonstrate professional, ethical and responsible behavior.
5. Participate in staff development, faculty meetings, and special events appropriate for the position

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of police officers, security guards, and department clerical staff.

Mental Demands/Physical Demands/Environmental Factors:

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

Posture: Prolonged sitting and standing

Motion: Strenuous walking and climbing; frequent keyboarding and use of mouse; frequent driving

Lifting: Moderate lifting and carrying (less than 15 pounds)

Environment: Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather). Frequent district wide travel

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.

Mental Demands: Maintain emotional control under stress; prolonged hours; on call 24 hours a day.

****Initial chief training must be completed within two years of appointment.*

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.

Contact the Human Resources Department at hrdept@edu.forneyisd.net or 972-564-4055 with any questions.

Employee Signature: _____ Date: _____

Employee (Printed Name): _____

Forney Independent School District is an Equal Opportunity Employer

The Forney ISD does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.