



Blue Ridge ISD

Job Title:	Chief of Police/Director of Safety & Security	Exemption Status/Test:	Exempt/Administrative
Reports to:	Chief Operations Officer	Date Revised:	April 28, 2025
Dept./School:	Operations/Police Department	Funding Source:	

To Apply: Email Trent Hamilton at trent.hamilton@brisd.net and/or visit www.brisd.net

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.

Responsible for the overall management, strategic planning, development, evaluation, and implementation of the District's safety and security program. Oversee mitigation, prevention, preparedness, response, and recovery phases of emergency management.

Qualifications:

Education/Certification:

Bachelor's degree or equivalent experience in criminal justice, emergency management, or related field; preferred

Texas Peace Officer license issued by Texas Commission on Law Enforcement (TCOLE); required Master's Peace Officer Certification issued by Texas Commission on Law Enforcement (TCOLE); preferred

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

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

Knowledge of emergency operations planning

Knowledge of National Incident Management System (NIMS), Incident Command System (ICS), and Federal Emergency Management Agency (FEMA) procedures

Knowledge of health and school safety programs and applicable laws

Knowledge of local, state, and federal response procedures

Experience:

5 years experience as a fully commissioned police officer

3 years law enforcement experience in supervisory or command capacity, preferred

Major Responsibilities and Duties:**Department Management**

1. Coordinate with Superintendent and/or his designees in the creation of a new Blue Ridge ISD Police Department, including the creation of the new department's regulations, guidelines, and organization, the hiring of department staff, the negotiation of agreements with local law enforcement regarding coordination with the District and the establishment of the District's jurisdiction, and all other matters related to the creation of a new department as needed, in accordance with Texas law, and as directed by the Superintendent, his designee, or the Board of Trustees.
2. Direct the daily operations of the District police department to ensure effective law enforcement.
3. 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.
4. Investigate and make recommendations on all complaints and accusations made against District police officers or staff.
5. Develop department safety procedures including procedures for safe handling and use of firearms.
6. Follow District safety protocols and emergency procedures.

Law Enforcement

7. Ensure enforcement of all laws and ordinances within the scope of board policy and the jurisdiction of District.
8. Oversee investigation of criminal activities occurring within the District's jurisdiction and support other agencies conducting investigations.
9. 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 and Security

10. Provide leadership for the development, planning, and implementation of the Districtwide school safety and security program.
11. Responsible for District safety, emergency management, NIMS, and ICS, training of administrators, staff, and volunteers.
12. Develop and provide guidance to campuses and other facilities for emergency procedure drills. Plan and coordinate drills with all instructional and noninstructional facilities to ensure readiness when needed.
13. Work with Chief Operations Officer to plan agendas and serves as co-chair for the school safety and security committee; prepare the committee to staff the Emergency Operations Center.

14. Oversee the annual review of the District emergency management plan using data, state guidance, and stakeholder feedback to assess effectiveness and make recommendations for improvement.
15. Inform campus leaders of the status of campus preparedness and planning for weather-related or unexpected emergencies. Work with Chief of Operations to monitor weather and approaching storms and assist in making recommendations if the weather is likely to alter campus class schedules or affect campus events.
16. Assess availability of appropriate technologies for emergency response, including testing emergency communication technologies, tracking and analyzing the speed of communications, timing of messages, and communication delays.
17. Act as the District liaison with local law enforcement, fire agencies, emergency management officials, and community leaders involved in emergency preparedness, response, and recovery.
18. Oversee the District and campus safety teams as described in Board Policy CKE (LEGAL) & CKE (LOCAL).

Personnel Management

19. Select, train, supervise, and evaluate District law enforcement and security staff, as assigned, and make sound recommendations relative to assignment, retention, discipline, and dismissal.
20. Evaluate job performance of police department employees to ensure effectiveness.
21. Prepare, review, and revise police department job descriptions.

Administration

22. Maintain property room for storage of weapons and contraband confiscated on District property.
23. Compile and administer department budget based on documented needs and ensure operations are cost-effective and funds are managed wisely.
24. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including affidavits for arrest, incident reports, and activity reports.

Policy, Reports, and Law

25. Work with Chief Operations Officer to oversee development, maintenance, and implementation of the District's multi-hazard emergency operations plan; ensure campus plans are up-to-date and in compliance with the latest standards in emergency response.
26. Implement federal and state laws and regulations, local board policy, and insurance regulations and ensure compliance.
27. Stay abreast of local, state, and federal public policy changes that could impact the District.
28. Stays abreast of the relevant procedures and strategies for school campuses outlined by NIMS and ICS.
29. Compile, maintain, and file reports, records, audits, and other documents as required.

Communication

30. Ensure that established goals and expectations related to District safety and security are communicated clearly, consistently, and in a timely manner to all appropriate stakeholders.
31. Prepare and deliver written and oral presentations regarding security and safety issues to the board, staff, and community, as required.

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; occasional bending/stooping, pushing/pulling, and twisting; occasional standing and walking

Motion: Strenuous walking and climbing; frequent keyboarding and use of mouse; frequent driving; repetitive hand motions; occasional reaching

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

Environment: Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather). Frequent districtwide travel; occasional statewide 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; work with frequent interruptions.

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

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

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