



# Crandall Independent School District

## Job Description

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**Job Title:** Chief of Police

**Reports To:** Superintendent

**Dept./School:** Administration Building

**Closing Date:** February 14, 2024

**Apply:** [Crandall-isd.net](http://Crandall-isd.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.

### 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

#### Special Knowledge/Skills:

Advanced knowledge of the 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

#### Experience:

Seven (7) years of law enforcement experience as a fully commissioned police officer

Five (5) years of law enforcement experience in a supervisory or command capacity preferred

### Major Responsibilities and Duties:

#### Department Management

1. Direct the daily operations of the district police department to ensure effective law enforcement.
2. 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.
4. Coordinate and supervise efforts for officers teaching students about specific curriculums set by the district. (i.e., bullying, bicycle safety, driver safety, crosswalk safety, etc.)

#### Law Enforcement

5. Ensure enforcement of all laws and ordinances within the scope of board policy and the jurisdiction of the district.
6. Oversee investigation of criminal activities within the district's jurisdiction and support other agencies conducting investigations.

7. Serve as district liaison to state and local law enforcement agencies and juvenile authorities and represent the district on assigned committees and task forces.
8. Be aware of recent legislation and /or court rulings pertaining to police activity and ensure compliance of district police officers.

### **Safety**

9. Develop procedures for safe handling and use of firearms.
10. Follow district safety protocols and emergency procedures.

### **Personnel Management**

11. Select, train, supervise, and evaluate staff and make sound recommendations for assignment, retention, discipline, and dismissal.
12. Evaluate the job performance of employees to ensure effectiveness.
13. Prepare, review, and revise police department job descriptions.
14. Oversee district police officers through regular campus visits.

### **Administration**

15. Select, train, supervise, and evaluate staff and make sound recommendations for assignment, retention, discipline, and dismissal.
16. Compile and administer department budget based on documented needs and ensure operations are cost-effective and funds are managed wisely.
17. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including affidavits for arrest, incident reports, and activity reports.
18. Maintain property room for storage of weapons and contraband confiscated on district property.

### **Communication**

19. Be available by phone, email, or video conferencing to confer with district personnel, students, and/or parents.
20. Communicate with students or parents on a regular basis via phone or video conference, email, or district-approved website.
21. Communicate with campus and district leadership regarding police activity.

### **Other**

22. Maintain confidentiality.
23. Perform other duties as assigned.

### **Supervisory Responsibilities:**

Supervise and evaluate the performance of police officers, security guards, and clerical staff. Oversee district police officers through regular campus visits.

### **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).

**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.

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