



DUNCANVILLE ISD

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Job Title: Deputy Police Chief

Wage/Hour Status: Exempt

Reports to: Chief of Police

Pay Grade: AM - 5

Dept. /School: District Police Department

Date: May 21, 2025

PRIMARY PURPOSE: The Duncanville ISD Deputy Chief of Police is responsible for assisting the Chief of Police in the direction and management of all functions of the district police department, in addition to performing the full range duties of a police officer. The position coordinates the daily operations of the police department to provide a safe educational environment for students and staff. The position is responsible for maintaining and enforcing municipal and county ordinances and state law as well, as policies, directives, and standards of the DISD.

QUALIFICATIONS:

Education/Certification:

- Bachelor's degree from an accredited university (preferred in criminal justice administration or related field), (master's degree preferred)
- Graduation from a law enforcement leadership program (ex. FBI National Academy, Senior Management Institute for Police (SMIP), ILEA Management College, and LEMIT)
- Texas Commission on Law Enforcement (TCOLE) Licensed Peace Officer or the ability to complete TCOLE licensure requirements within three months of hire date.
- TCOLE Master Peace Officer Certification or equivalent by the state POST where currently licensed
- Completion of all National Incident Management System (NIMS) courses applicable to this position or obtain within 3 months of hire
- Valid Driver's License with excellent driving record (must be able to obtain a Texas license if driver's license is out of state)

Experience:

- A minimum of ten years of experience in law enforcement, including at least five years of experience as a law enforcement officer and two years of experience in a law enforcement command-level position
- Five years' experience in a command-level position (preferred)
- Direct experience managing civilian security personnel (preferred)
- Experience in a command-level position within a school district police department (preferred)
- Experience in the application of law enforcement policies, procedures, operations, and federal and state guidelines
- Collaboration with community stakeholders including applicable governing bodies (e.g., City Council, School Board, Board of Trustees, etc.)
- Coordination of emergency management operations to include planning and responding to emergencies and/or crisis situations (preferred)



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- Experience with the Texas School Safety Center (TEC Chapter 37) – school-based law enforcement model and/or working for an ISD police department or equivalent (preferred), and ALERRT (preferred)
- Experience with the Texas Education Agency (TEA) Safe and Supportive School Program (preferred)
- No criminal convictions above minor traffic violations

Major Responsibilities:

- Assist the Chief of Police in supporting the development and implementation of long- and short-term objectives and goals to enhance district-wide safety and security, aligned with the mission, vision, and values established by the Board of Trustees and Superintendent.
- Assist the Chief of Police in ensuring that police and security services are collaborative, proactive, and aligned with the district's educational goals and operational needs.
- Implement and maintain policies, procedures, and deployment strategies grounded in effective, school-based policing and security best practices.
- Work closely with campus administrators and staff to address and support campus-specific safety and security concerns using school-appropriate approaches.
- Assist in coordinating the district's emergency management functions, including preparation for and response to crises or emergency events.
- Serve as a liaison as directed by the Chief of Police to external law enforcement agencies and public safety partners at the federal, state, and local levels, fostering strong interagency relationships.
- Oversee police operations as assigned and ensure coordination and supervision of administrative, field and support personnel in accordance with department protocols.
- Assist in managing budgetary processes, including monitoring expenditures and supporting financial planning efforts in conjunction with district leadership.
- Assist the Chief of Police in supervising the maintenance of police records, property, and evidence, ensuring compliance with professional standards and legal requirements.
- Support recruitment, hiring, and onboarding of departmental personnel, ensuring adherence to district policies and diversity, equity, and inclusion goals.
- Monitor and facilitate ongoing professional training and certification for both sworn and non-sworn personnel, ensuring compliance with district and state mandates.
- Assist in the investigation and resolution of internal complaints and allegations involving police department staff, providing recommendations for action.
- Perform other duties and responsibilities as assigned by the Chief of Police or district leadership.

Law Enforcement:

- Review police reports, logs, and investigative case reports.
- Evaluate arrests based on circumstances and evidence to determine whether subject will be detained or placed in jail.
- Participate in investigating law violations, obtaining evidence, compiling information regarding crimes, preparing cases for filing of charges, testifying in court, and related activities.
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- Assist with investigating and making recommendations on all complaints and accusations made against district police officers or staff.
- Work cooperatively with other staff to develop and implement proactive security programs, gang management plans, and other safety programs.
- Stay abreast of recent court rulings pertaining to police activity and ensure proper administration of the law to minimize liability.
- Work cooperatively with other police agencies to share information and provide other assistance.

Safety

- Provide entry for contractors and be present as necessary for administrative activities requiring official police oversight.
- Provide for security and traffic control at athletic events, school closings or openings, or at any other time.
- Provide protection to or escort district personnel as needed.
- Operate all equipment including firearms according to established safety procedures.
- Use sound judgment and effectively communicate with and elicit information from emotionally distraught citizens.
- Follow district safety protocols and emergency procedures.

Administration

- Compile, maintain, and file all physical and computerized reports, records, and documents required, including affidavits for arrest, incident reports, and activity reports.
- Compile budget and cost estimates based on department need and ensure operations are cost effective and well managed.
- Oversee management of the property room for storage of weapons, contraband, and other items confiscated on district property.
- Coordinate vehicles and equipment maintenance and repair.

Supervisory Responsibilities: Directly supervises assigned 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 (15–44 pounds)



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

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.

Employee Signature _____ Date _____