

## KATY INDEPENDENT SCHOOL DISTRICT

**Job Title:** Police – Chief  
**Reports To:** Superintendent of Schools  
**Duty Days:** 238 Days  
**Wage/Hour Status:** Exempt  
**Pay Grade:** B10  
**Pay Range:** \$119,766 - \$158,527  
**Date Revised:** 12/2024

### Qualifications:

#### Required:

- Possess a valid Texas Peace Officer License from the Texas Commission on Law Enforcement (TCOLE)
- Chief of Police certification as required by TCOLE and the Texas Education Code
- A valid Texas Master Peace Officer certificate from TCOLE
- Ten years of law enforcement experience including three years of management and supervisory responsibility, such as Captain, Commander, Assistant Chief, Deputy Chief, or Chief of Police
- Successful completion of training required by Texas Education Code (TEC) §96.641 and Texas Occupation Code §1701.2633\*
- Texas Class C Driver's License required with excellent driving record
- No history of criminal activity

#### Preferred:

- Experience with the TCOLE Professional Accreditation Certification program
- Experience with the Texas School Safety Center school-based law enforcement model and/or working for an ISD police department.
- Experience with the Texas Education Agency (TEA) Safe & Supportive School Program
- Experience in Emergency Management Operations
- Bachelor's degree

### Comprehensive knowledge in the following areas:

ALERT, NIMS, modern law enforcement, public safety, investigative practices, tactics, firearms safety, security systems, policies and procedures including federal, state, and local laws, regulations rules and ordinances applicable to law enforcement operations, criminal law/investigations, police report writing, organizational and management principles, budgeting and fiscal administration, public relations, communication, and interpersonal skills.

### Primary Purpose:

Serve as Chief of Police providing supervision and oversight to all police service operations and emergency management for Katy ISD. Possess skills, experience, and an interest in working directly within an educational environment. Provide the leadership necessary to deliver the techniques of an effective school resource officer program, security, law enforcement, and the specific requirements of meeting the needs of Katy ISD. Enforce laws to preserve public order and the public safety of all individuals.

## **Major Duties and Responsibilities:**

1. Plan, organize, control, and provide overall direction of the Katy ISD Police Department. Regular review of the effectiveness of the police department practices and school resource officer program.
2. Prioritize campus safety, including an armed presence on every campus daily.
3. Work closely with the Deputy Superintendent on school-based law enforcement initiatives including TEA required safe and supportive school programming.
4. Ensure enforcement of all laws including municipal ordinances, county ordinances, and state laws within board policy and jurisdiction of district.
5. Establish and maintain effective working relationships with officials, managers and law enforcement agencies, employees and the general public.
6. Develop and present clear written and oral communications and reports.
7. Oversee investigation of criminal activities that occur within jurisdiction of district or support other agencies conducting investigation.
8. Develop an ongoing relationship with the Human Resources Department for internal investigations involving employee misconduct that is considered unlawful behavior.
9. Direct the daily operations of the Katy ISD Police Department to ensure effective law enforcement and coordinate activities with other department directors and campus principals.
10. Keep the Superintendent, or in his absence the Deputy Superintendent, personally informed of all sensitive matters, critical items, and matters requiring immediate attention.
11. Routinely report administrative matters as necessary.
12. Work cooperatively with other staff to develop and implement proactive security programs, gang management plans, internet crime prevention, safety programs and the Office of Emergency Management.
13. Investigate and make recommendations on all complaints and accusations made against district police officers or staff.
14. Be aware of recent court rulings pertaining to police activity and ensure compliance of district police officers to minimize liability.
15. Participate on committees and task forces as a district representative.
16. Serve as district liaison to local law enforcement agencies and juvenile authorities.
17. Develop procedures for safe handling and use of firearms.
18. Establish and evaluate efficient scheduling of officers and staff assigned to department. Prioritize campus coverage above anything else.
19. Prepare, review, and revise police department job descriptions.
20. Develop training options and improvement plans. Create a schedule for annual training to all officers. Ensure every officer is in full compliance with all required training for school district peace officers.
21. Establish a positive work culture. Counsel, motivate, and maintain harmony within the department. Identify and resolve staff differences, conflicts, and deficiencies.
22. Evaluate job performance of employees to ensure effectiveness.
23. Make sound recommendations about personnel selection, placement, transfer, retention, and dismissal.
24. Lead the effort to reinforce the District wide safety and security culture.
25. Provide a network of security to meet the District's requirement for all regular and special events.
26. Provide routine and random patrols of all district property.

27. Monitor conditions throughout the region and send appropriate notifications to enable the District to prepare appropriately to any potential emergency.
28. Ensure safety and security are considered in all District design plans for new and renovated facilities.
29. Connect with the community through social media, informational meetings, and ambassadorship.
30. Work collaboratively with the District's Communication Department to establish effective procedures and protocols with goal of ensuring accurate and timely dissemination of information.

**Equipment Used:**

District vehicles, firearms, TASER (CEW), ballistic shields, handcuffs, alarm systems, security equipment, personal computer, and other technology related systems.

**Working Conditions:**

The Chief of Police position involves considerable dangerous, hazardous, and potentially life-threatening activities. Maintain emotional control under stress. Strenuous walking, standing, and climbing; ability to operate a motor vehicle; specific hearing and visual requirements; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously. May be subject to adverse and hazardous working conditions, including violent and armed confrontations. Work outdoors in varying climate conditions; drive in different areas of district at odd 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.