

**PILOT POINT INDEPENDENT SCHOOL DISTRICT**  
**Achieving Excellence Together**

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**Job Title:** Chief of Police\*

**Exemption Status/Test:** Exempt/Executive\*\*

**Reports to:** Superintendent

**Funding Source:**

**Dept./School:** Police Department

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**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.

**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 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:**

  5   years' experience as a fully commissioned police officer

  2   years' law enforcement experience in supervisory or command capacity

**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**

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

7. Develop department safety procedures including procedures for safe handling and use of firearms.
8. Develop district safety protocols, safety drills and emergency procedures.
9. Develop safety educational programs for our students, staff and community.
10. Develop and maintain the policies and protocols for our defender program
11. Train our Defender Program personnel yearly.
12. Order and maintain Defender Program safes and fire arms.
13. Develop and maintain the districts emergency operations plan and follow all guidelines for its submission to the state.

### **Personnel Management**

14. Select, train, supervise, and evaluate staff and make sound recommendations relative to assignment, retention, discipline, and dismissal.
15. Evaluate job performance of employees to ensure effectiveness.
16. Prepare, review, and revise police department job descriptions.

### **Administration**

17. Maintain property room for storage of weapons and contraband confiscated on district property.
18. Compile and administer department budget based on documented needs and ensure operations are cost-effective and funds are managed wisely.

19. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including affidavits for arrest, incident reports, and activity reports.

### **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 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.

### **Compensation and Benefits:**

Minimum Salary \$70,000

Take home police vehicle provided

Comp hours for summer leave for after hour school events

### **Contact:**

Dr. Harold Colson

Pilot Point ISD, 940-686-8700

829 S. Harrison St., Pilot Point TX 76258

*\*Districts employing police should reference Policies CKE (Legal), CKEA (LEGAL), and DBE (LEGAL) and adopt Policy CKE (LOCAL). The district must also have a memorandum of understanding outlining reasonable communication and coordination efforts between school police department and law enforcement agencies that have overlapping functions.*

*\*\*To meet the executive exemption test, the primary duty must be management **and** the employee must supervise at least two full-time employees.*

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

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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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