

# JOB DESCRIPTION

**Job Title** Chief Police Services  
**Reports to** Superintendent  
**Dept/School** Police

**Job Title Code** 115950  
**Wage/Hour Status** Exempt  
**Pay Grade** 604  
**Date Revised** April 7, 2021

## Primary Purpose

Direct and manage district police department and all District security activities including training of campus personnel. Coordinate daily operations of department to provide a safe and orderly environment for students and staff. Maintain and enforce municipal, county, and state ordinances and laws as well as policies, directives, and standards of district. Is visible and active at school, community, and District functions.

## Education/Certification

- Bachelor's Degree from an accredited University
- Valid Texas Peace Officer license issued by Texas Commission on Law Enforcement Office Standards and Education
- Valid driver's license

## Special Knowledge/Skills

- Direct management of a large budget
- Direct management experience of personnel to include certified police officers and non-certified support security personnel
- Experience and knowledge of police department procedures, operations, and State and Federal guidelines
- Experience in criminal investigations and criminal law
- Ability to write police reports, incident reports, and other reports required
- Ability to structure and train police personnel on their role in school police issues versus dealing with public issues
- Knowledge of current crime prevention methods
- Knowledge of El Paso County's criminal justice system
- Training and ability to subdue offenders, including use of firearms and handcuffs
- Bondable as required by Texas Education Code
- Strong organizational, communication, public relations, and interpersonal skills

## Experience

- Ten (10) years' experience as a police officer
- Five (5) years' experience in a supervisory capacity

## Major Responsibilities and Duties

1. Evaluate ability and training of staff.
2. Recruitment of dedicated, qualified individuals to serve as police officers for the district.
3. Create a comprehensive, on-going training program for all certified officers.
4. Promotion and nurturing of a strong relationship with other local law enforcement agencies in the area.
5. Establishment of clear guidelines and procedures that promote principles of school policing.
6. Create a comprehensive physical training program for all officers.
7. Establishment of a tactical policing plan to maximize District coverage with internal staff and collaborative support.
8. Create and promote student based, district-wide police awareness program.
9. Outsourcing of DARE, GREAT, and other special interest programs to maintain and promote student awareness.
10. Create campus security personnel training programs.

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11. Oversight of all police service activities with more emphasis on school police management and less on community related police issues such as traffic stops, etc.
12. Establish a clearly defined daily command structure to support daily operations, define duties of officers and support personnel.
13. Coordinate police services activities with other local and regional police agencies.
14. Work closely with other school departments to establish a comprehensive electronic security model for nighttime monitoring of facilities.
15. Ensure enforcement of all laws including municipal ordinances, county ordinances, and state laws within board policy and jurisdiction of district.
16. Oversee investigation of criminal activities that occur within jurisdiction of district or support other agencies conducting investigation.
17. Work cooperatively with other staff to develop and implement proactive security programs, gang management plans, and other safety programs.
18. Investigate and make recommendations on all complaints and accusations made against district police officers or staff.
19. Keep abreast of recent court rulings pertaining to police activity and ensures compliance of district police officers to minimize liability.
20. Serve as district liaison to local law enforcement agencies and juvenile authorities.
21. Develop procedures for safe handling and use of firearms.
22. Compile, maintain, and file all reports, records, and other documents required.
23. Compile budgets and cost estimates based on documented department needs.
24. Evaluate job performance of employees and make recommendations about personnel selection, placement, transfer, retention, and dismissal.
25. Ensure proper radio communications procedures in accordance with FCC rules and regulations.
26. Perform other duties as assigned by the Superintendent.

### Supervisory Responsibilities

Supervise assigned personnel

### Physical and Mental Job Requirements

#### Mental Demands/Physical Demands/Environmental Factors

- 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 varied climate conditions; drive in different areas of the district at odd hours; on call 24 hours a day.

### Terms of Employment

250 days; salary to be established by the Board of Trustees

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.

Approved: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
 Job Title: \_\_\_\_\_



EL PASO  
INDEPENDENT  
SCHOOL DISTRICT

# JOB DESCRIPTION

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.