

# JOB DESCRIPTION

---

**JOB TITLE:** Chief – Miller Grove ISD Police Department

**REPORTS TO:** Superintendent of Schools

**WAGE/HOUR STATUS:** Exempt

---

## PRIMARY PURPOSE

Direct and manage the District Police Department by coordinating the daily operations to provide a safe environment for students and staff. Maintain and enforce county, state and federal laws as well as policies, directives and standards of the District.

## QUALIFICATIONS

### **Education / Certification:**

Bachelor's degree or equivalent law enforcement experience and certification from the Texas Commission on Law Enforcement ("TCOLE"). Minimum of an Advanced Texas Peace Officer's license; Master Peace Officer preferred. Successful graduation from the FBI National Academy preferred. Valid Texas Driver's License required.

### **Special Knowledge / Skills:**

- Ability to manage budget and personnel.
- Knowledge of overall operations of a police department.
- Knowledge of criminal investigations, police report writing, and criminal law.
- Computer literacy and extensive knowledge with multiple computer platforms, programs and systems.
- Training and ability to subdue offenders including use of firearms and handcuffs.
- Bondable as required by Texas Education Code §37.081(h).
- Strong communication, public relations, organizational and interpersonal skills.

### **Experience:**

Minimum of 10 years law enforcement experience including supervisory or command experience.

## MAJOR RESPONSIBILITIES AND DUTIES

### **Law Enforcement:**

1. Ensure enforcement of all laws including county ordinances, state and federal laws within board policy and jurisdiction of District.
2. Oversee investigation of criminal activities that occur within the jurisdiction of the District or support other agencies conducting the investigation.
3. Provide immediate response to crisis situations in the District.

### **Department Management:**

1. Direct the daily operations of the District Police Department to ensure effective law enforcement and coordinate activities with other department directors, campus principals, and other District administrators.
2. Work cooperatively with other staff to develop and implement proactive 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. Be aware of recent court rulings pertaining to police activity and ensure compliance of District Police Officers to minimize liability.

### **Consultation:**

1. Participate on committees and task forces as a District representative.
2. Serve as District liaison to local law enforcement agencies and juvenile authorities.

### **Safety:**

1. Develop procedures for safe handling and use of firearms.
2. Investigates the use of deterrent devices and systems to ensure safety in the schools.

### **Personnel Management:**

1. Supervise and schedule police officers and staff assigned to department.
2. Prepare, review and revise police department job descriptions and department policies.
3. Develop training options and improvements plans.
4. Evaluate job performance of employees to ensure effectiveness.
5. Make sound recommendations about personnel selection, placement, transfer, retention and dismissal.

### **Administration:**

1. Maintain property room for storage of weapons, contraband, evidence, found property and other items confiscated on district property.
2. Ensure that department operations are cost effective and funds are well-managed.
3. Compile budgets and cost estimates based on documented department needs.
4. Recommend policies and programs to improve department and the District.
5. Compile, maintain, and file all reports, records, and other documents required
6. Produce and distribute periodic reports of Police Department activities.

### **Supervisory Responsibilities:**

Supervise and evaluate performance of police officers, clerical staff, and other members of the department.

**Equipment Used:**

District vehicles, firearms, handcuffs, alarm systems, police equipment, radio system, personal computer and copier.

**WORKING CONDITIONS:**

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 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.

---

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.

NOTE: The availability of this position is contingent upon approval of the creation of the Miller Grove ISD Police Department by the Miller Grove Independent School District Board of Trustees and by the Texas Commission on Law Enforcement.