

# Dumas ISD Chief Of Police Job Description

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

**Wage/Hour Status:** Nonexempt

**Reports to:** Superintendent

**Pay Grade:** 12

**Dept./School:** Police Department

**Date Revised:** 6/3/10

## **Primary Purpose:**

Direct and manage district police department. Coordinate daily operations of department to provide safe environment for students and staff. Maintain and enforce municipal, county, and state ordinances and laws as well as policies, directives, and standards of district.

## **Qualifications:**

### **Education/Certification:**

High School Diploma or GED

College hours in Criminal Justice is recommended

Successfully completed all required Law Enforcement Training

Advanced Texas Peace Officer Proficiency Certificate, issued by Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE)

Active law enforcement experience preferred

Valid Texas driver's license

### **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

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

Knowledge of Municipal Court

Knowledge of Student Crime Stoppers Program

### **Experience:**

6 years law enforcement experience is recommended

## **Major Responsibilities and Duties:**

### **Law Enforcement**

1. Ensure enforcement of all laws including municipal ordinances, county ordinances, and state laws within board policy and jurisdiction of district.
2. Oversee investigation of criminal activities that occur within jurisdiction of district or support other agencies conducting investigation.

### **Department Management**

3. Direct the daily operations of the district police department to ensure effective law enforcement and coordinate activities with other department directors and campus principals.



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4. Work cooperatively with other staff to develop and implement proactive security programs, gang management plans, and other safety programs.
5. Investigate and make recommendations on all complaints and accusations made against district police officers or staff.
6. Be aware of recent court rulings pertaining to police activity and ensure compliance of district police officers to minimize liability.

## **Consultation**

7. Participate on committees and task forces as a district representative.
8. Serve as district liaison to local law enforcement agencies and juvenile authorities.

## **Safety**

9. Develop procedures for safe handling and use of firearms.

## **Personnel Management**

10. Supervise and schedule police officers and staff assigned to department.
11. Prepare, review, and revise police department job descriptions.
12. Develop training options and improvement plans.
13. Evaluate job performance of employees to ensure effectiveness.
14. Make sound recommendations about personnel selection, placement, transfer, retention, and dismissal.

## **Administration**

15. Maintain property room for storage of weapons, contraband, etc., confiscated on district property.
16. Ensure that department operations are cost-effective and funds are well-managed.
17. Compile budgets and cost estimates based on documented department needs.
18. Recommend policies to improve department.
19. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
20. Supervise the district's Energy Management Program while serving as part-time Energy Manager. Compile, maintain, and file all physical and computerized reports, records, and other documents that pertain to the districts utilities.

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## Supervisory Responsibilities:

Supervise and evaluate performance of police officers.

## Equipment Used:

All equipment issued by the department; district vehicle and all equipment assigned to the district vehicle

## Working Conditions:

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

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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 by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

