
Job Description –Chief of Police/Director of Security

Primary Function: Under the direction of the Superintendent, plans, coordinates, implements, and manages the District's safety processes and security systems. Oversees the District safety and security program and coordinates emergency operations response plan. Directs and manages the District police department. Coordinates daily operations of the department to provide a safe environment for students and staff and coordinates efforts with other law enforcement officers assigned to the school district by the city or county. Ensures enforcement of all federal, state, and local laws and ordinances.

Responsibilities/Duties:

Safety Program Management

- Oversees compliance in areas of health and safety for students, employees and visitors
- Coordinates district emergency operating plan
- Develops and maintains district, campus and department emergency plans and safety manuals
- Collaboratively supports the District's emergency response coordination
- Acts as a first responder in emergencies and crisis situations
- Works cooperatively with district staff to recommend proper safety equipment or procedures needed to provide a hazard-free workplace
- Conducts safety meetings and safety training for all employees
- Performs facilities inspections, including district buildings and playgrounds
- Monitors safety and security issues, creating work orders with the District work order software to resolve problems district-wide
- Coordinates the selection and purchase of safety supplies, materials and training from outside source as needed
- Coordinates with district locksmith for repair services and provide guidance on key control procedures
- Collaborates with district and campus staff who oversee safety protocols
- Develops department safety procedures including procedures for safe handling and use of firearms
- Patrols district property to protect all students, staff, and visitors from physical harm and prevent property loss due to theft or vandalism
- Hires, trains and oversees district crossing guards
- Follows the District Emergency Response Guide and Emergency Operations Procedures (EOP)

Technical

- Oversees the planning, management and coordination of access control & video monitoring systems and related operations
- Maintains district-wide door facilities access schedules and campus door access schedules, vacation schedules and other schedules related to the automated opening or securing of access doors
- Defines and develops operational priorities, standards, policies, and implementation plans for access control and video monitoring projects

- Researches and evaluates emerging access control and video monitoring technology such as new hardware, software and management tools relating to access control, facilities, access card and key control, security, and campus one-card programs
- Oversees day to day management of existing safety and security installations and visitor management systems
- Validates video retention policies and procedures
- Coordinates with district Sr. Network Engineer for installation, repair and procedures on safety, security and visitor management systems

Operations

- Directs the daily operations of the District police department to ensure effective law enforcement
- Coordinates and collaborates enforcement activities with other department directors and campus principals and works cooperatively to develop and implement preventative policing, police programs, gang management plans, and other safety programs
- Investigates and makes recommendations on all complaints and accusations made against district police officers or staff
- Effectively communicates and coordinates with internal and external stakeholders to ensure all parties are well-informed and proper review and approval is received
- Develops and implements sound procedures and strategies to improve program effectiveness
- Compiles, maintains, and files all physical and computerized reports, records and other documents required
- Complies with policies established by federal and state law, State Board of Education rules, Texas Commission on Law Enforcement and local board policy

Organizational Management

- Develops and presents in-service training for department and LTISD employees as appropriate
- Assists with the preparation of required department reports and requests
- Manages campus Behavioral Threat Assessment teams and responds to all possible threats to assist campus administrators
- Serves as the District's expert in law enforcement, emergency management, and school safety on all eleven district teams
- Updates the District's Emergency Operation Plan annually or as needed
- Manages the inventory and restocking of emergency supplies at all campuses

Law Enforcement

- Ensures enforcement of all laws and ordinances within the scope of board policy and the jurisdiction of the district
- Oversees investigation of criminal activities that occur within the District's jurisdiction and supports other agencies conducting investigations
- Serves as district liaison to state and local law enforcement agencies and juvenile authorities and represents the District on assigned committees and task forces

Personnel Management

- Selects, trains, supervises, and evaluates staff and makes sound recommendations relative to assignment, retention, discipline, and dismissal
- Coordinates all HR functions with the Assistant Superintendent of HR and follows/aligns practices with existing HR procedures and regulations
- Collaborates, communicates, and coordinates with the Superintendent and Assistant Superintendent of HR

- Evaluates the job performance of employees to ensure effectiveness following district procedures
- Works with the Assistant Superintendent of HR to develop, review, and revise police department job descriptions

Administration

- Maintains secured property room for storage of weapons and contraband confiscated on district property
- Compiles and administers department budget based on documented needs and ensures that operations are cost-effective and funds are managed wisely
- Compiles, maintains, and files all reports, records, and other documents as required

Police Operations Management

- Establishes standards for the department based on accepted practices in each specific area of operation
- Meets with campus and central office administration on security, safety, and law enforcement matters
- Serves as liaison between Department and Administration, law enforcement agencies, and community
- Coordinates police activities with campus activities and campus/department activities
- Responds to specific requests from other agencies or departments and organizes department resources to meet requests

Communication and Community Relations

- Demonstrates awareness of district and community needs and initiates activities to meet identified needs
- Presents a positive image of the department at all times, being positive and supportive of its staff in all communications and interactions both internally and externally
- Keeps the superintendent abreast of legal issues and department activities
- Communicates, collaborates and works with other area law enforcement officials; specifically, meet regularly with the Travis County Sheriff's Office, Lakeway Chief of Police, and Bee Cave Chief of Police
- Communicates, coordinates, and collaborates with the superintendent, his/her designee, executive staff, and campus principals regularly

Supervisory Responsibilities

- Supervises, evaluates, and recommends the hiring and firing of police officers and department staff under your jurisdiction

Other

- Demonstrates behavior that is professional, ethical and responsible
- Demonstrates a high level of personal integrity, a collaborative leadership style, and high ethical standards
- Keeps informed of and complies with state, district, and campus policies affecting schools, including daily attendance, punctuality, and confidentiality
- Complies with the Texas Educator's Code of Ethics Teamwork, Coordination, Collaboration, and District Procedures
- Follows all district procedures, regulations, and policies

- Collaborates, coordinates, and works as a team with all other administrators to ensure that Police department policies, procedures, and general orders are in line with other department and district policies, procedures, and regulations
- Follows all safety and security procedures
- Works effectively within a team
- Maintains confidentiality
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- Management of safety programs, especially maintaining a safe environment in a school setting
- Security and law enforcement practices
- Electronic security solutions and equipment including: magnetic locks, electric strikes, electrified handle sets, electric hinges, access card readers, motion sensors, request to exit (REX) buttons, power supplies, wireless controllers/readers, door controllers, cameras and low-voltage wiring
- Basic blueprints, schematics, manuals, wiring diagrams, and other specifications procedures
- Overall operations of a police department
- Criminal investigations, police report writing, and criminal law
- Training and ability to subdue offenders, including the use of firearms and handcuffs
- Strong public relations, organizational, communication, and interpersonal skills
- Local government administrative structure, policies, and administrative procedures
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Methods of collecting and organizing data and information
- Operation of a computer and assigned software
- District and department policies and procedures
- Relevant federal and state laws and requirements

Ability to:

- Make decisions that have a significant impact under stressful situations
- Analyze and interpret problems assigned and present results with clarity and precision
- Conduct on site safety inspections of all district facilities
- Manage budget and personnel
- Work with students, parents, faculty, and community
- Problem-solve, think critically, and manage conflict under stress of time constraints and emotional witnesses/victims
- Collaborate, coordinate, and work as a team member with other ISO leaders
- Control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously
- Effectively communicate and conduct training classes, exemplify interpersonal skills
- Utilize strong organizational skills
- Demonstrated proficiency in English grammar, usage, and writing
- Demonstrated ability in prioritizing and completing tasks on an ongoing basis
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance

- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

Education/Licenses/Experience: Bachelor's degree. Training in school safety and crisis planning. Texas Commission on Law Enforcement (TCOLE) Approved Academy Graduate. Texas Peace Officer License issued by Texas Commission on Law Enforcement (TCOLE). SRO training completed before employment or equivalent advanced training by the National Association of School Resources Officers. Meet and maintain liability eligibility. Valid and clear Texas driver's license. Master Peace Officer Certification preferred. Ten years of law enforcement experience in a supervisory or command capacity managing 10 or more officers preferred. Demonstrated community activities preferred. Past officer trainer experience preferred.

Working Conditions:

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

Physical Demands/Environmental Factors: Frequent walking, standing, bending/stooping, reaching, pushing/pulling, and twisting; repetitive hand motions including frequent keyboarding and use of mouse and technology hardware; frequent reaching; work at computer stations; travel within the District; on call 24 hours a day; may be exposed to adverse and hazardous working conditions, including violent and armed confrontations in extreme cases; may involve routine exposure to blood or bodily fluids; regular attendance is required for this position

Lifting/carrying - Lifting 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer; fire extinguisher

Calendar and Salary Range: 225 work days. See current hiring pay grade on the Administration Compensation Plan.

Revised: 12.11.2023

The foregoing statements describe the general function 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.

Employee Signature

Date