

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

DISTRICT POLICE CHIEF

QUALIFICATIONS:

- (1) Five (5) years of experience in a related field OR five (5) years administrative experience in the school district
- (2) High School Diploma or equivalent required, Associate degree or higher preferred
- (3) State of Florida Criminal Justice Standards and Training Commission Certificate as a Law Enforcement Officer
- (4) Computer literate with ability to use basic software programs and complete research appropriate to the position

KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Knowledge of federal laws, state statutes, and local ordinances
- (2) Knowledge of crime prevention techniques
- (3) Skill in the care and safe operation of a variety of firearms, impact weapons, and chemical agents
- (4) Ability to develop a working knowledge of Jackson County School Board rules, regulations, policies, and procedures pertaining to students and the school environment
- (5) Ability to communicate effectively with command staff, supervisors, school personnel, children (PreK-12), parents, and the general public
- (6) Ability to analyze situations quickly and objectively and determine proper courses of action within the established framework of policies and procedures
- (7) Ability to maintain composure under emergency situations; ability to work effectively under stressful conditions
- (8) Ability to learn and adapt to changing technologies and practices
- (9) Ability to exercise discretions, and handle interactions with school administrators, teachers, students, and parents with tact and sensitivity
- (10) Ability to communicate clearly with all levels of administration, law enforcement, media, parents, and students

REPORTS TO:

JCSB School Safety Specialist and Superintendent

JOB GOAL

To direct and supervise the Jackson County School District Police Officers assigned to schools and work with the School Safety Specialist in the implementation of policies, procedures, responsibilities, and reporting related to public school safety functions. to fulfil the goal of providing a safe and secure environment at all schools in the District.

SUPERVISES:

District Police Officers

PERFORMANCE RESPONSIBILITIES

- (1) Serves as Chief of Police for Jackson District School Board Police Department
- (2) Administers a comprehensive school police function, including but not limited to: law enforcement, criminal investigations, records management, emergency communications, youth and gang violence prevention and intervention, professional training and development, and student/community education

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District Police Chief (continued)

- (3) Administers the enforcement of and District compliance with local, state, and federal rules, regulations, and standards governing the law enforcement, safety, and security functions for the PreK-12 public education environment
- (4) Coordinates and administers all district emergency management issues
- (5) Collaborates with Director/Supervisor of Staff Development to coordinate and deliver school safety training
- (6) Monitors safety deficiencies and makes recommendations for corrections
- (7) Works with safety committees to review and participate in development of school and district safety plans
- (8) Works collaboratively with the health department, law enforcement, canine handlers, County E.O.C., Red Cross, hazardous waste, and other public or district departments
- (9) Maintains safety records and completes safety reports as determined by Jackson County School Board School Safety Specialist
- (10) Oversees and assists with the design and placement of safety security cameras in schools and school buses for the transportation department; and administers the monitoring, viewing, collecting as evidence and distribution to law enforcement and school administrators of the security camera's footage
- (11) Assists school personnel in the absence of their assigned SRO or District Police Officer
- (12) Provides monitoring for security coverage
- (13) Administers departmental policies, rules, regulations, and standard operating procedures accordingly
- (14) performs all other duties as assigned by the Superintendent of Schools

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as frequently as needed to move objects

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan:

Pay Grade 25-26, high school diploma – Associates degree

Pay Grade 27-30, BA/BS degree or higher

226 days

8 hours per day

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel