

**KEMP INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Chief of Police

**SCHOOL:** District Wide

**REPORTS TO:** Superintendent

**POSTED:** 2/25/2019

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**Primary Purpose:**

Candidate must be a fully commissioned police officer. Work well with and provide aid to administration and student body of Kemp Independent School District. Generally work to reduce crime through the education and promotion of positive police/student relations. Direct and manage the district police department. Coordinate daily operations of the 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

Texas Peace Officer license issued by Texas Commission on Law Enforcement (TCOLE) Clear and valid Texas driver's license

School Guardian Plan Training

**Special Knowledge/Skills:**

Knowledge of overall operations of a police department

Knowledge of criminal investigations, police report writing and criminal law

Ability to manage budget and personnel

Training and ability to subdue offenders, including use of firearms and handcuffs

Bondable as required by the Texas Education Code §37.081(h)

Strong public relations, organizational, communication, and interpersonal skills

**Experience:**

3 to 5 years law enforcement experience in supervisory or command capacity

**Major Responsibilities and Duties:**

**Department Management**

1. Direct the daily operations of the district police department to ensure effective law enforcement.
2. Coordinate enforcement activities with other department directors, campus principals and work cooperatively to develop and implement preventative 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.

**Law Enforcement**

4. Ensure enforcement of all laws including municipal ordinances, county ordinances, and state laws within board policy and jurisdiction of district.
5. Oversee investigation of criminal activities that occur within the district's jurisdiction and support other agencies conducting investigations.
6. Collect and preserve evidence for criminal investigations including witness statements and physical evidence.
7. Serve as district liaison to state and local law enforcement agencies and juvenile authorities and represent the district on assigned committees and task forces.
8. Testify in court as needed.

**Safety**

9. Develop department safety procedures including procedures for safe handling and use of firearms.

**Administration**

10. Maintain property room for storage of weapons and contraband confiscated on district property.
11. Compile and administer department budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.
12. Compile, maintain, and file all reports, records and other documents required.

**Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of police officers, and additional security staff.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** District vehicle, firearms, handcuffs, alarm system, security equipment, two-way radio, fire extinguisher, and standard office equipment including computer and peripherals.

**Posture:** Prolonged sitting and standing

**Motion:** Strenuous walking and climbing; frequent keyboarding and use of mouse; frequent driving.

**Lifting:** Moderate lifting and carrying (15-44 pounds)

**Environment:** Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather), moderate exposure to noise, frequent districtwide travel

**Other:** Specific hearing and visual requirements. May be subject to adverse and hazardous working conditions, including violent and armed confrontations. Ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously.

**Mental Demands:** Maintain emotional control under stress; prolonged hours; on call 24 hours a day.

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**Application Procedures:**

Apply online at [www.teacherjobnet.org](http://www.teacherjobnet.org)

For more information please contact:

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