

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Chief, Police Services	REPORTS TO:	Superintendent of Public Education
DEPARTMENT:	School Police Services	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	044
REVISED:	July 29, 2014		

BASIC FUNCTION:

Plan, develop, implement, and direct all security plans and programs for the District; organize and direct a staff of sworn officers and other personnel engaged in providing district-wide security and protective services.

***E* = Essential Functions**

REPRESENTATIVE DUTIES:

Serve as the District's Chief of Police pursuant to California Penal Code section 830.1 et.seq, and as authorized by Education Code section 38000. ***E***

Lead administration and strategic planning of District police and security services, crime prevention, traffic control, and emergency management for students, faculty, and school communities at large. ***E***

Lead a team of law enforcement and security professionals in providing security and emergency preparedness strategies for administrators and staff. ***E***

Plan, organize, control, and direct a variety of programs and activities related to the law enforcement functions associated with school safety and security, including but not limited to school police services, livescan fingerprinting, and campus security and supervision. ***E***

Implement processes and procedures for police services and livescan fingerprinting that are compliant with federal and state law to further enhance a peaceful and safe environment that is conducive to teaching and learning. ***E***

Plan, organize, control, and direct policy and procedure related to district-wide school safety and security, including but not limited to managing the District's Emergency Operations Center (EOC), acting as a liaison between county agencies and the District, and communicating with the county's EOC for trainings and emergencies. ***E***

Lead and manage all confidential and sensitive internal investigations as required by the Superintendent, including but not limited to administrative coordination of criminal investigations, prosecution, and potential discipline, leading up to termination or expulsion of individuals from the District. ***E***

Lead and direct the development and continued enhancement of school emergency response planning by providing technical expertise regarding safety and security measures within and between various District departments and staff. ***E***

Lead and direct school site safety and security reviews; provide recommendations and crime prevention strategies for current and future capital improvement projects. ***E***

Lead and direct assigned personnel to develop and sustain the finest standards of service while remaining accountable for the actions of the organization. ***E***

Lead the department in achieving goals that support the District's mission through the implementation of internal controls and high standards. ***E***

Keep abreast of all activities of the department to make sure the Superintendent is adequately informed. *E*

Lead by personal example and ensure all department members conduct their activities in accordance with all applicable laws, district standards, policies, and safety practices. *E*

Work with other District departments in constructing an annual budget, the hiring and promotion of employees, and the designation of employees into special assignments in accordance with district policy. *E*

Lead and direct the identification, analysis, response, and assessment of problem-solving techniques, in accordance with the Community Policing philosophy. *E*

Direct the preparation and preservation of a variety of narrative and statistical reports, records, and files pursuant to federal, state, and local law. *E*

Provide leadership development and emergency response training for District administrators and staff who will have a role and responsibility during an emergency pursuant to the District's emergency procedures. *E*

Provide administrative coordination for all training and evaluating materials related to law enforcement as prescribed by law, including but not limited to continued development training for department personnel, formulation and development of law enforcement and security techniques, and procedures. *E*

Provide administrative oversight and coordination for all technology related to law enforcement and public safety/security, including but not limited to IP based video and audio monitoring, radio frequency communications, E-911 protocol, fire and intrusion monitoring, and internet crimes subject to criminal investigation and prosecution. *E*

Provide administrative oversight and leadership in the training and evaluating of performance for assigned personnel; the development and implementation of work schedules; the advertising, interviewing and selection of assigned personnel; and any recommended transfers, reassignments, or termination. *E*

Develop and implement short and long term strategies to achieve program goals. *E*

Advise and present to the Superintendent, and Board of Education on all matters related to District safety and security, including but not limited to emergency operations and response, assignment of personnel, assessment of statistical crime data, or any other identified trend or problem requiring corrective action. *E*

Advise and/or respond to the Superintendent, or Board of Education on regulations, policies, and procedures related to law enforcement or school safety and security; representing the District on committees, task forces, and ad hoc groups as required to coordinate functions of assigned areas of responsibility. *E*

Advise the Superintendent or Board of Education on all legislative matters pending and/or signed into law related to school safety and security, and make recommendations for modifications, opposition or support on legislative measures. *E*

Act on behalf of the District to communicate with a variety of media, including but not limited to press conferences, television and radio interviews, public forums, talk-shows, and print interviews related to matters of law enforcement and public safety. *E*

Engage a variety of groups, both internal and external to the District, including but not limited to community groups, parent groups, PTA's, business groups, elected officials, and youth groups to provide and receive input on ongoing public safety and security concerns. *E*

Maintain current knowledge of applicable provisions of federal, state, and local law. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to graduation from an accredited university with a bachelor's degree in criminal justice, public administration, or related field and eight years law enforcement supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

A valid California Peace Officers Standards and Training (POST) Management Certificate. Graduation from the National Federal Bureau of Investigation (FBI) Academy or POST Command College is desirable.

Prior to appointment, State law requires the successful passing of a thorough background check, chemical substance and medical testing, psychological testing, and possession of a valid California Drivers license. Existing law requires U.S. citizenship.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organizational development principles and practices.
Theories, techniques and methodologies related to leading and managing a contemporary law enforcement agency.
Contemporary IP based technology systems, applications, and operations for safety and security.
Leadership, supervision, training, and administration principles and practices.
Budget preparation and control.
Federal, State, and local laws, codes, regulations, policies, and procedures mandated for public safety agencies.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Provide leadership and direction in the planning, organizing, and directing of law enforcement and security in the protection of life and property.
Communicate a mission with established goals, responsibilities, and objectives.
Ability to work as a leader within a diverse community and develop community relations.
Ensure compliance with Peace Officer Standards Training (POST) regulations.
Work collaboratively with all district stakeholders.
Hire, train and evaluate the performance of assigned staff.
Initiate concepts to identify problems, analyze solutions, implement change, and assess outcomes.
Initiate quick and sound decisions under stressful conditions, which may affect the health and welfare of others.
Maintain current knowledge of applicable mandates.
Effectively represent the District before the public and media.
Take individual initiative, accept responsibility and be held accountable.
Interpret, apply, and explain rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships.
Operate a computer and assigned office equipment.
Plan and organize work to meet schedules and time lines.
Prepare comprehensive narratives and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.
Represent the police department at County Chiefs and Sheriffs Association meetings.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; driving a vehicle to conduct work. Must be able to perform assigned duties within emergency and stressful environments.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports. Must be able to perform and qualify with a firearm pursuant to State law.

HAZARDS:

Contact with dissatisfied or abusive individuals.

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