



Job Title: Police Major

Department: Campus Police and Security Services Department
Reports To: Campus Police Chief
Grade: BG-04
Number of Days: 12 Months
Security Access: District
Current Date: May 11, 2017
Overtime Status: Exempt

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: The police major is the second in command within the rank structure of the TPS police department and an essential member of the management team. The police major is responsible for a wide variety of duties, acting as commander for all operational and administrative aspects of one or more divisions within the campus police and security services department involving the protection, safety and security of district employees, students and property and other related assigned duties.

Minimum Qualifications:

- Bachelor's degree from an accredited college or university
- Must maintain CLEET certification
- Must maintain an Oklahoma class D driver's license
- Must have successfully completed the incident command system training
- A minimum of 10 years of law enforcement experience with at least 2 years in a supervisory position

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Serve as the campus police chief in his absence
- Maintain a comprehensive knowledge of relevant federal, state, and local laws and ordinances; to include applicable school board policies and procedures
- Primary responsible for onboarding of new police and security officers, including training and acclimation to Campus Police department
- Primary responsible for remedial and refresher training for current police and security officers as required
- Enforce federal, state, city and district laws/ordinances/policies
- Conduct and review performance evaluations for assigned subordinates
- Recommend appropriate disciplinary measures
- Accountable for manpower planning for divisions and department
- Assist in the process of hiring, interviewing and in the background investigation of persons considered for employment within the department
- Responsible for schedules and keeps records for training for department personnel, particularly training declared as mandatory by CLEET or by statute
- Assist in the development and maintaining division and departmental budgets
- Primary oversight for inventory of all equipment issued to department personnel and will be in charge of storage, maintenance, repair or replacement of any departmental issued equipment
- Primary oversight and coordinate assignment, service and deployment of the department vehicle fleet
- Special events coordinator responsible for scheduling and staffing all special events as needed for athletics and schools afterhours events
- Will be on call 24/7 for emergency response if needed
- Primary oversight for investigations as needed
- Primary oversight for the *evidence room*, including disposal of evidence and inventory
- Maintain/track CLEET training records
- Must be able to pass a thorough background check and an oral board examination
- Must be able to work in both indoor and outdoor environments
- May be exposed to hazardous materials
- Subject to extended hours and emergency call back
- Serve as the representative of the department when necessary at public functions, meetings or events where a representative of the department is expected or required
- Interact with other agencies as required
- Attend certain special functions, specific athletic events and other occasions where security issues are of concern even when such functions are after hours

- Responsible for coordination of the following programs within the TPS system as it may relate to the Department:
 - K9 demonstrations, drug dog activities, and any other educational or prevention programs funded either by the district or through specific grants in conjunction with the safe school programs
- Liaison between the Tulsa police department divisions and school resource officers
- Will be the primary contact for complaints by school officials pertaining to TPS PD Uniformed Employees
- Respond to emergency calls
- Respond to the scene of crimes and accidents as required
- Serve on assigned boards and committees as directed
- Perform various duties required of the Chief as needed
- Perform other tasks, duties, or services consistent with this position as assigned

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to relate to and effectively communicate with diverse groups of individuals and stakeholders
- Must understand the role of a school resource officer and have the ability to diffuse situations where necessary and be able to respond appropriately when force is needed
- Ability to act as working supervisor and direct the activities of varied groups of officers and employees
- Physical requirements include the ability to defend others and self in combat; ability to lift or move people or heavy objects
- Vision, speech and hearing must be sufficient to perform essential tasks
- Must meet the physical standards for CLEET certification

Supervisory Responsibility:

- Will be the acting chief in absence of the police chief
- Serve as the primary supervisor for all personnel assigned to the division and will be expected to answer calls for service and assistance from uniformed personnel or TPS administrators
- Appraisal of field performance and correction of actions is expected whenever field personnel are in need of such

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Work in a school environment with a diverse population
- Extensive interaction with the public, specifically juveniles enrolled in the district
- Interact with other agencies in a multijurisdictional environment
- Deal with special needs students in a variety of situations
- Shift work with fluctuating schedule as necessary to meet the needs of the department and the district
- May be required to be in an "on call" status

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because

of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.