



**Job Title:** Deputy Police Chief

**Department:** Campus Police and Security Services Department

**Reports To:** Campus Police Chief

**Grade:** BG-08

**Number of Days:** 12 Months

**Security Access:** All sites

**Current Date:** February 26, 2015

**Overtime Status:** Exempt

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**Position Summary:** The Deputy Police Chief is the second in command within the rank structure of the TPS Police Department and an essential member of the management team. The Deputy Police Chief 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.

**Qualifications/Job Requirements:**

**Education:**

- Bachelors' Degree from an accredited college or university.

**Specialized Knowledge, Licenses, etc.:**

- Must maintain CLEET certification
- Must maintain an Oklahoma Class "D" driver's license.
- Must have successfully completed the Incident Command System training.

**Experience:**

- A minimum of 10 years of law enforcement experience with at least 2 years in a supervisory position

**Specific Training/Skills:**

- 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 (If Applicable):**

- 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.

**Other:**

- 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.
- On Call status as directed

**Scope of Authority (If Applicable):**

- All personnel employed by the Tulsa Public Schools Campus Police and Security Services Department and those under contract to the district for providing security services.

**Customer Contacts:**

- Internal: Faculty, staff and employees of the Tulsa Public School District
- External: Students, parents and community members who utilize our educational system and/or facilities.

**Duties and Responsibilities:**

- Serves as the Campus Police Chief in his absence.
- Maintains a comprehensive knowledge of relevant federal, state, and local laws and ordinances; to include applicable school board policies and procedures.
- Enforces federal, state, city and district laws/ordinances/policies.
- Serves 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.
- Conducts and reviews performance evaluations for assigned subordinates.
- Recommends appropriate disciplinary measures.
- Accountable for manpower planning for divisions and Department.
- Assists in the process of hiring, interviewing and in the background investigation of persons considered for employment within the Department.
- Develops, schedules and keeps records for training for department personnel, particularly training declared as mandatory by CLEET or by statute.
- Assists in the development and maintaining division and departmental budgets.
- Maintains an inventory of all equipment issued to department personnel and will be in charge of storage, maintenance, repair or replacement of any departmental issued equipment.
- Maintains and coordinates assignment, service and deployment of the Department Vehicle Fleet.
- Serves as the representative of the Department when necessary at public functions, meetings or events where a representative of the Department is expected or required.
- Interacts with other agencies as required.

- Attends certain special functions, specific athletic events or other occasions where security issues are of concern even when such functions are after hours.
- Is 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 with the Tulsa Police Department Districts and School Resource Officers
- Will be the primary contact for complaints by school officials pertaining to TPS PD Uniformed Employees.
- Will serve as the back up to the PD Investigator in the maintenance of the Evidence/Property Room.
- Responds to emergency calls.
- Responds to the scene of crimes and accidents as required.
- Serves on assigned boards and committees as directed.
- Performs various duties required of the Chief as needed.

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.