



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Police Chief

Reports to: Superintendent
Department: Police
Number of Days: 12 Months
Compensation: BL 10
Overtime Status: Exempt
Date Job Revised: January 14, 2008

Position Summary: Under general direction, directs and supervises the district's police department. Supports district and school staffs in the fulfillment of their responsibility to provide a safe environment for students to receive a strong quality education and a safe atmosphere for teachers and district personnel to work; arrests or causes to be arrested all offenders of the laws of the State of Oklahoma or the Constitution of the United States.

Qualifications/Job Requirements:

Education:

- Bachelor's degree required, Master's degree preferred.

Specialized Knowledge, Licenses, etc:

- Oklahoma CLEET certified.

Experience:

- Minimum 8-10 years of progressive advancement and career experience.

Specific Training/Skills:

- Ability to manage budget and personnel.
- Knowledge of overall operations of police department.
- Knowledge of criminal investigations, police report writing, and criminal law.
- Computer literacy and extensive knowledge with multiple computer platforms, programs, and systems.
- Training and ability to subdue offenders including use of firearms and handcuffs.
- Strong communication, public relations, organizational, and interpersonal skills.

Physical Requirements:

- Ability to handle the stress of a management position and exposure to injury and potentially life threatening situations.
- Occasional bending, stooping, reaching, twisting, and gripping.
- Ability to react effectively in emergency situations, lift and carry bodies, push heavy objects including vehicles, physically restrain offenders, and take the life of another human being if necessary.
- Sufficient vision to do extensive reading of a wide variety of specialized and/or technical information.
- Sufficient hearing to converse in person, by telephone and by two way radio; must be able to perform safely in emergency situations using two way radios (base, mobile, and portable).

Customer Contacts:

- Internal: Principals, TPS Cabinet.
- External: Tulsa Police Department, Tulsa and Regional Counties Sheriff's Departments and District Attorneys.

Duties and Responsibilities:

- Directs and manages the district's police department; investigates or causes to be investigated all offenses occurring to or upon district-owned property; enforces all general and criminal laws of the State of Oklahoma within the jurisdiction of the district.

- Adheres to and follows Tulsa Public Schools Policies and Regulations as well as the policies and procedures of TPS Campus Police.
- Assists and advise supervisor on all campus police and security matters.
- Prepares and administers Campus Police plans.
- Develops and recommends policies and procedures for the Campus Police regarding law enforcement and security.
- Evaluates Campus Police and security programs on a continuing basis and recommends changes or modifications as necessary.
- Supervises and coordinates security at all regular Board meetings and at other public meetings and student events as directed, including off duty officers and traffic control officers.
- Works closely with principals in the coordination of security programs.
- Consults with site principals and Director of Maintenance on methods of increasing school and building security.
- Establishes appropriate procedures and routines for securing and checking district facilities during times and days when the facilities are not in use.
- Works with assigned individual to acquire security equipment and Campus Police vehicles that are appropriate to the needs of the schools.
- Develops and monitors campus police budget and approves requisitions for expenditures of equipment and supplies including officers uniforms, weapons and other equipment.
- Supervises and monitors procedures and security of evidence assigned to property room.
- Conducts and reports criminal background checks for new employees and other personnel investigations to Human Resources.
- Conducts investigations, as assigned by Superintendent or designee, and processes all criminal or civil charges with the appropriate authorities.
- Develops, administers and coordinates an in-service training program, including CLEET continuous certification requirements, for Campus Police personnel and other staff members who have security responsibilities.
- Serves as a resource person to principals and others, as requested, to address student groups on various aspects of school security.
- Coordinates and serves as liaison with other law enforcement agencies and public safety authorities that may conduct investigations or other matters affecting security on district property.
- Works closely with appropriate law enforcement agencies to enhance security procedures and special security problems that may occur.
- Monitors and coordinates the supervision of all parking areas and activity events.
- Supervises the district's fingerprinting process.
- Performs such other duties that may be assigned by the Superintendent or designee. Performs all duties of a licensed peace officer as enumerated in the Oklahoma Code of Criminal Procedure within the jurisdiction of the district.
- Enforces laws of the State of Oklahoma and district regulations for and on school buses, which are to be considered an extension of the classroom and subject to jurisdiction by district police officers.
- Maintains a reporting system for the determination of burglary, theft, and vandalism losses to the district and all offenses reported to the police department.
- Recruits police personnel, coordinates their work, evaluates their performance; develops and administers an in-service training program for police personnel and other staff members who have security responsibilities.
- Assesses effectiveness and efficiency of the district's police department on a continuing basis and recommends changes as necessary to the Associate Superintendent, Administration; assists and advises the Superintendent and Associate Superintendent on all police matters.
- Works with purchasing department to acquire security equipment that is appropriate to the needs of the schools; prepares and administers the Police Department budget.
- Consults with the Director of Bonds and Energy Management in planning and designing new facilities to ensure reasonable security standards.
- Establishes and supervises appropriate procedures for regularly checking each district facility during hours when it is not in use.

- Consults with and serves as liaison with other public safety officials regarding routine security procedures and special problems that may occur from time to time.
- Consults with the building principals and other supervisory personnel concerning systems and procedures for safeguarding district-owned tools, equipment, and supplies.