



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Assistant Police Chief

Reports to: Chief of Police
Department: Police Department
Number of Days: 12 Months
Compensation: BL 5
Overtime Status: Exempt
Date Job Revised: July 24, 2008

Position Summary: The Assistant Chief of Police is the second in command within the rank structure of the TPS Police Department and an essential member of the management team. The Assistant Chief is expected to serve in the place of the Chief of Police whenever necessary.

Qualifications/Job Requirements:

Education:

- Bachelors Degree from an accredited college or university.

Specialized Knowledge, Licenses, etc:

- Must be an Oklahoma State certified police officer by CLEET. AN Oklahoma Drivers License

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 all socio-economic groups. 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.

Physical Requirements (If Applicable):

- Must be able to pass the prescribed agility test. Pass is measured by the ability to complete at least one complete step in all of the following:
 - ✓ Sit-ups
 - ✓ Push-ups
 - ✓ Able to run/walk 1.5 miles without stopping
 - ✓ Able to lift 50 pounds
 - ✓ Able to finish the cone agility course as set
 - ✓ Able to shoot a qualifying course of fire on the CLEET approved firing range test

Other:

- Must be able to pass a thorough background check and an oral board examination

Scope of Authority (If Applicable):

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

Customer Contacts:

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

Duties and Responsibilities:

- Assist in the process of hiring, interviewing and in the background investigation of persons considered for employment within TPS Campus PD.
- Develop, schedule and keep records for training for department personnel, particularly training declared as mandatory by CLEET or by statute.

- Maintain an inventory of all equipment issued to department personnel and will be in charge of storage, maintenance, repair or replacement of any TPS/PD issued equipment.
- Maintain and coordinate assignment, service and deployment of the Department Vehicle Fleet.
- Serve as the Chief of Police in his absence.
- Serve as the representative of the Department when necessary at public functions, meetings or events where a representative of the TPS PD is expected or required.
- Is considered the primary field supervisor for all Uniformed Personnel 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.
- Is expected to be present at certain special functions, specific athletic events or circumstances where security issues are of concern even when such functions are after hours.
- The Assistant Chief is responsible for coordination of the following programs within the TPS system as it may relate to the TPS Police 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.
 - Operation Aware.
 - Liaison with the TPD School Resource Officers.
- Will be the primary contact for complaints by school officials pertaining to TPS PD Uniformed Employees.
- Will serve as an assisting supervisor to the Electronic Monitoring and Communications personnel when necessary.
- Will serve as the back up to the PD Investigator in the maintenance of the Evidence/Property Room.
- This is an administrative salary exempt position and as a result, overtime pay is not allowed.