

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### CHIEF OF POLICE

**SALARY SCHEDULE: ADMINISTRATIVE - E**

**COST CENTER: DEPARTMENT of SAFETY, SECURITY & EMERGENCY MANAGEMENT (9035)**

#### **QUALIFICATIONS:**

- (1) Master's degree from an accredited educational institution (preferred).
- (2) Minimum ten years' experience in the law enforcement field.
- (3) Minimum five years' experience as an administrator in law enforcement or a related field.
- (4) Florida Law Enforcement Certification.
- (5) Knowledge of key principles and best practices in the fields of law enforcement, crime prevention, homeland security, and school safety/security.
- (6) Completion of the FBI National Academy or other similar major course of study (preferred).
- (7) Possess a valid driver's license.
- (8) U.S. Citizen.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to oversee, supervise and effectively manage all matters related to police services. Demonstrate ethical and professional leadership characteristics with law enforcement and non-law enforcement personnel. Ability to maintain the highest personal and professional standards. Ability to assign, direct and supervise subordinates in a wide variety of department job functions and situations. Ability to create and foster partnerships with other law enforcement agencies and community stakeholders. Ability to support and uphold the District's vision for the police department.

Possess detailed knowledge of the latest trends and strategies in the police profession, especially those relating to school policing and public safety. Ability to understand and implement a system's approach to school policing. Ability to conduct strategic planning. Ability to design, implement and maintain school-based policing strategies, school safety programs, policies, standard operating procedures and related guiding documents. Ability to conduct risk, vulnerability and threat assessments and make appropriate recommendations. Ability to write and implement memoranda of understanding, mutual aid agreements, and other partnership agreements. Ability to create and manage highly effective training programs that enable the department to meet or exceed Florida State standards.

Possess comprehensive knowledge of and ability to interpret Florida Statutes, federal laws, local ordinances, and District policies. Must possess knowledge of and be able to apply critical thinking skills, analytical skills, problem solving skills, time management skills, interpersonal skills, and effective oral and written communication skills. Must be able to speak to large crowds and community groups. Ability to professionally and thoughtfully interact with superiors, subordinates, students of all ages, school administrators, district staff, parents, and a culturally and generationally diverse citizenry.

Ability to read, analyze and interpret professional periodicals, professional journals, technical procedures, governmental regulations and data. Ability to manage the department's financial budget. Ability to identify and establish priorities and ensure the department remains effective in a number of law enforcement domains. Ability to understand and work with a wide variety of school safety technologies and software programs.

#### **REPORTS TO:**

Executive Director of Safety, Security & Emergency Management

## CHIEF OF POLICE (continued)

### JOB GOAL

To ensure that the Sarasota County School Police Department provides high-quality and ethical police services to the citizens of Sarasota County and to the employees and students of the school district.

#### SUPERVISES:

Police Sergeants  
Police Detectives  
Police Officers  
Assigned Staff

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Advise, update and make recommendations to the Executive Director of Safety, Security & Emergency Management on all matters related to the Sarasota County School District Police Department and its operations.
- \* (2) Serve professionally and ethically as the Sarasota County School Police Department's senior police administrator.
- \* (3) Design, implement, supervise and manage all police functions, policies, procedures, administrative guidelines, guiding documents and training programs. This includes all hiring procedures for department personnel.
- \* (4) Ensure the department establishes comprehensive hiring and background investigation procedures. Hiring and background procedures must comply with guidance provided by the State of Florida Criminal Justice Standards and Training Commission and the Florida Department of Law Enforcement.
- \* (5) Supervise the daily operations and activities of all assigned law enforcement personnel.
- \* (6) Work professionally and collaboratively with all district personnel. This includes senior administrators, school principals, directors, staff, students, parents and other community stakeholders.
- \* (7) Ensure the police department designs and implements a comprehensive and modern approach to performing law enforcement, public safety, and school protection strategies. This includes ensuring the department implements a modern and comprehensive training program that addresses police positions at all levels and the unique nature of school-based policing.
- \* (8) Assist in the development of safety-related training for schools, school personnel, students, and certain positions such as front desk personnel, campus security monitors, cafeteria monitors, and other personnel.
- \* (9) Assist in the development of the department's budget and track all expenditures. This includes establishing criteria for purchasing, maintaining and replacing police equipment.
- \* (10) Ensure police department radio equipment comports with area communication systems and requirements.
- \* (11) Make and share decisions in a timely and effective manner.
- \* (12) Support and promote the overall vision of the School Board and Department of Safety, Security & Emergency Management.
- \* (13) Respond to school needs, administrator and principal requests, and community inquires in a timely and effective manner.
- \* (14) Promote practices that reflect forward thinking and law enforcement best practices. Direct and supervise all law enforcement activities and ensure that district law enforcement policies, practices, and standard operating procedures comport with federal, state, and local laws.
- \* (15) As necessary, and at the approval of the Executive Director of Safety, Security & Emergency Management, serve on various federal, state, and local government committees, task forces, and groups.
- \* (16) Coordinate and design protection/security strategies for large and special events held on school properties. These include — but are not limited to — graduations, athletic events, musical events, assemblies, protests, and walkouts. This also includes events that are sponsored by community groups and held on school properties.
- \* (17) Advise and make recommendations and necessary safety arrangements for school events that involve overseas travel.

## **CHIEF OF POLICE (continued)**

- \* (18) Assist and support the District's vision for physical security, access control, visitor management and other safety-related initiatives.
- \* (19) Identify, implement, and evaluate, policies, procedures, and best practices associated with school safety/security, public safety, law enforcement, and emergency management.
- \* (20) Serve as the senior police department administrator for the district.
- \* (21) Serve as the district's senior liaison between the school district and outside emergency response and law enforcement agencies. This includes federal and state agencies in the emergency services and homeland security professions.
- \* (22) Direct and supervise the district's criminal history background screening of all employees, contractors, vendors, and volunteers.
- \* (23) Direct and supervise the design, implementation, and activities of Safety Committees and Threat Assessment Teams.
- \* (24) Direct and supervise the required annual safety briefings and training at all schools and departments. Assist schools and departments to design and conduct annual safety briefings and training.
- \* (25) Direct and supervise the annual physical audits and safety/security assessments of all schools and buildings in the District. Recommend corrective action to the superintendent as appropriate.
- \* (26) Design and approves the safety, security and emergency response requirements for special events.
- \* (27) Oversees emergency management requirements associated with the opening of schools as shelters during emergencies.
- \* (28) Assist the District to implement effective Drug Free Schools programs.
- \* (29) Assist in grant writing procedures for securing additional monies.
- \* (30) Assist in the supervision of the on-site security guard residency at all district schools.
- \* (31) Assist and advise the school district relative to field trip security and safety.
- \* (32) Performs other safety, security, public safety, law enforcement, and emergency management duties as assigned.
- \* (33) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require a routine assignment during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require non-regular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be expensive in nature, with little advanced notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

### **PHYSICAL REQUIREMENTS:**

Indoors and outdoors. Police officers are expected to work in a number of varying weather and environmental conditions. A work day may include morning, day and night hours. A day's activities may include standing, walking, running, bending, climbing, stooping, pushing, pulling, lifting, reaching, and sitting. Normal dexterity, visual acuity (with or without corrective lenses), hearing, talking, shouting, and firm grasping are also required to carry out essential functions. At times, physical resistance from active subjects may be encountered. Police officers are expected to be able to operate efficiently throughout the entire Use of Force Continuum.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of work year and hours of employment shall be established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

## **Job Description Supplement No. 10**

\*Essential Performance Responsibilities