



Flour Bluff Independent School District Job Description

JOB TITLE: Chief of Police

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 227

REPORTS TO: Superintendent

DATE REVISED: 06/2025

PRIMARY PURPOSE:

- Establish and administer security regulations and procedures to protect students, staff, and property. Supervise and oversee and adequately staffed, trained, and equipped force of certified police officers. Ensure enforcement of all federal, state, and local laws and ordinances, and coordinate with outside law enforcement agencies.

QUALIFICATIONS:

Minimum Education/Certification:

- Associate degree preferred.
- Texas Peace Officer license issued by Texas Commission on Law Enforcement (TCOLE)
- Successful completion of training required by Texas Education Code (TEC) §96.641 and Texas Occupation Code
- 1701.2633***
- Clear and valid Texas driver's license.
- Initial chief training must be completed within two years of appointment***

Special Knowledge/Skills:

- Advanced knowledge of overall operations of a police department.
- Advanced knowledge of criminal investigations, police report writing, and criminal law.
- Ability to manage budget and personnel.

- Training and ability to subdue offenders, including use of firearms and handcuffs.
- Bondable as required by TEC §37.081(h).
- Strong public relations, organizational, communication, and interpersonal skills.

Experience:

- Ten years' experience as a fully commissioned police officer.
- Five years' law enforcement experience in supervisory or command capacity.

MAJOR RESPONSIBILITIES AND DUTIES:

ROLE 1: DEPARTMENT MANAGEMENT

1. Works closely with the Superintendent to develop and execute strategic plans that prioritize safety and security.
2. Direct the daily operations of the district police department to ensure effective law enforcement.
3. Coordinate enforcement activities with outside law enforcement agencies, other department directors, and campus principals and work cooperatively to develop and implement preventative security programs, gang management plans, and other safety programs.
4. Investigate and make recommendations on all complaints and accusations made against district police officers or staff.

ROLE 2: LAW ENFORCEMENT

1. Ensure enforcement of all laws and ordinances within the scope of board policy and the jurisdiction of district.
2. Oversee investigation of criminal activities occurring within the district's jurisdiction and support other agencies conducting investigations.
3. Serve as district liaison to state and local law enforcement agencies and juvenile authorities and represent the district on assigned committees and task forces.

ROLE 3: SAFETY

1. Develop department safety procedures including procedures for safe handling and use of firearms.
2. Follow district safety protocols and emergency procedures.
3. Provide guidance to campuses and administration for emergency procedure drills. Plan and coordinate drills with all instructional and noninstructional facilities to ensure readiness when needed.
4. Serve as chair for the school safety and security committee.

ROLE 4: PERSONNEL MANAGEMENT

1. Select, train, supervise, and evaluate staff and make sound recommendations relative to assignment, retention, discipline, and dismissal.
2. Evaluate job performance of employees to ensure effectiveness.
3. Prepare, review, and revise police department job descriptions.

ROLE 5: ADMINISTRATION

1. Work jointly with and provide guidance to the district safety and security director in the development, planning, and implementation of the districtwide school safety and security program.
2. Maintain property room for storage of weapons and contraband confiscated on district property.
3. Compile and administer department budget based on documented needs and ensure operations are cost-effective and funds are managed wisely.
4. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including affidavits for arrest, incident reports, and activity reports.
5. Stay abreast of and implement federal and state laws and regulations, local board policy, and insurance regulations and ensure compliance.
6. Compile, maintain, and file reports, records, audits, and other documents as required.
7. Perform other duties as assigned.

ROLE 6: SUPERVISORY RESPONSIBILITIES:

1. Supervise, evaluate, and recommend the hiring and firing of police officers, security guards, and department clerical staff.
2. Attends board meetings, prepare, and deliver written and oral presentations regarding security and safety issues to the board, staff, and community, as required.
3. May oversee the school marshal program and serve as liaison to the school resource officer program.

**Note: A commissioned peace officer can only be supervised by a commissioned peace officer.*

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

District vehicle, firearm, handcuffs, alarm system, security equipment, two-way radio, alarm system and other security equipment, fire extinguisher, and standard office equipment including computer and peripherals.

Posture:

Prolonged sitting and standing.

Motion:

Strenuous walking and climbing; frequent keyboarding and use of mouse; frequent driving.

Lifting:

Moderate lifting and carrying (less than 15 pounds).

Environment:

Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather).
Frequent districtwide travel.

Other:

Specific hearing and visual requirements. May be subject to adverse and hazardous working conditions, including violent and armed confrontations. Ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously.

Mental Demands: Maintain emotional control under stress; prolonged hours; on call 24 hours a day.