

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

CHIEF OF POLICE /EXECUTIVE DIRECTOR, SAFETY AND SECURITY

SALARY SCHEDULE: ADMINISTRATIVE – [A] - E

COST CENTER: DEPARTMENT OF SAFETY AND SECURITY (9035)

QUALIFICATIONS:

- Bachelor’s degree from an accredited educational institution required. Master’s degree (preferred).
- Minimum ten (10) years experience in the law enforcement.
- Minimum five (5) years experience in a leadership/managerial role in law enforcement.
- Must possess Florida Law Enforcement Certification.
- Knowledge of key principles and best practices in the fields of law enforcement, crime prevention, homeland security, and school safety/security.
- Completion of the FBI National Academy or other similar major course of study (preferred).
- Possess a valid driver’s license.
- 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.

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- Ability to understand and work with a wide variety of school safety technologies and software programs.

REPORTS TO:

Assistant Superintendent-Chief Operating Officer

JOB OBJECTIVE:

To ensure that high-quality and ethical police services are provided to the students, staff and citizens of Sarasota County and maintain a safe and secure learning environment.

SUPERVISES:

Police Lieutenants
Police Sergeants
Police Detectives
Police Officers
Security Managers
Assigned Staff

PERFORMANCE RESPONSIBILITIES:

- Advise, update and make recommendations to the Assistant Superintendent-Chief Operating Officer on all matters related to the Sarasota County School District Police Department and its operations.
- Serve professionally and ethically as the Sarasota County School Police Department's senior police administrator.
- 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.
- 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.
- Ensure the department establishes comprehensive hiring and background investigation procedures.
- As necessary, serve on various federal, state, and local government committees, task forces and other groups.
- Supervise the daily operations and activities of all assigned law enforcement personnel.
- Work professionally and collaboratively with all district personnel. Respond to school needs, administrator and principal requests, and community inquires in a timely and effective manner.
- Ensure the police department designs and implements a comprehensive and modern approach to performing law enforcement, public safety, and school protection strategies.
- Develop and implement safety-related training for schools, school personnel, students, and staff.
- Develop the department's budget and track all expenditures. This includes establishing criteria for purchasing, maintaining and replacing police equipment.
- Coordinate and design protection/security strategies for large and special events held on school properties including travel.
- Direct and supervise the district's badging requirements and Visitor Management System (VIMS).
- Identify, implement, and evaluate, policies, procedures, and best practices associated with school safety/security, public safety, law enforcement, and emergency management.
- Direct and supervise the district's criminal history background screening of all employees, contractors, vendors, and volunteers.
- Direct and supervise the creation, implementation, and activities of Safety Committees and Threat Assessment Teams.
- Direct and supervise the annual physical audits, safety/security assessments, briefings and trainings of all schools and buildings in the District. Recommend corrective action to the superintendent as appropriate.
- Oversees the daily operation of the Criminal Justice Academy at Sarasota County Technical Institute. Coordinates with agencies throughout Sarasota County to ensure programing is meeting the needs of the various stakeholders.
- Assist the District to implement effective Drug Free Schools programs.
- Performs all other duties as assigned.
- 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

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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

