

STOCKTON UNIFIED SCHOOL DISTRICT

**CHIEF OF POLICE**

**DEFINITION**

Coordinate and administer the police department program for the District; plan, organize and evaluate the District Police Department; provide instruction and training for subordinates; establish liaison with law enforcement agencies and other public and private agencies; ensure the enforcement of all pertinent laws and regulations of the city, county, state and school district for the protection of persons and property; to perform related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the Superintendent of Schools and exercises direct supervision over police department assigned staff.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). This description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification but, are intended to accurately reflect the principle job elements). Duties may include, but are not limited to the following:**

Plan, organize, direct and control police services effort to preserve and protect district students, personnel, buildings, facilities and equipment. (E)

Provide leadership and direction to the planning, organization and evaluation of the District Police Department.

Supervise and evaluate the performance of assigned personnel; interview and select new employees; recommend disciplinary action and termination of staff as appropriate. (E)

Develop and implement security plans and patrol activities for school sites and district facilities; schedule and coordinate security for special events, meetings and athletic activities in cooperation with K-12 school administrators. (E)

Manage District fingerprint program, and maintain and provide appropriate records.

Identifies need for, plan and conduct community relations programs to obtain public support and citizen cooperation in department programs and procedures. (E)

Advise school administrators on security and protective measures and conducts in-service programs for school site personnel. (E)

Establish and direct command post communication system during crisis or emergency situation. (E)

Provide for continuing departmental staff training programs in police/security techniques and procedures.

Develop and adjust work schedules to provide efficient and maximum around-the-clock security services. (E)

Maintain familiarity with provisions of the education code, penal code, municipal code, safety code, F.C.C. and other official regulations affecting activities of the school district.

Prepare written, oral and statistical reports as requested.

Perform related duties as assigned.

## **QUALIFICATIONS:**

### Knowledge of:

- Law enforcement and security methods including investigative procedures and techniques
- Pertinent federal, state, city, county and District rules, regulations and policies including laws of arrest, search and seizure, legal rights of citizens, court procedures, testifying in court, custody of persons and rules of evidence
- Modern police methods, procedures and equipment
- Use and maintenance of firearms
- Traffic laws and vehicle control procedures
- School District organization, operations, policies and objectives
- Intrusion and fire alarm systems
- Applicable sections of the California Education, Government, Penal and Safety Codes and juvenile law
- Emergency preparedness programs
- Techniques of investigation
- Regulations pertaining to the protection of buildings and grounds
- Regulatory requirement governing the use of radio broadcasting equipment
- Human relation skills, especially treating staff, students and parents in a caring, responsive and professional manner; provide the leadership that will cause staff members to treat students and parents in such a manner

### Ability to:

- Plan, organize and direct the operations of the District Police Department
- Protect and preserve the students, personnel and property of a large, multi-site school district
- Interpret, apply and enforce pertinent laws, rules and regulations
- Interrogate suspects and interview complainants and witnesses
- Direct investigations and make arrests and detect and prevent criminal activity
- Recommend improvements in department operations and changes in policies and procedures
- Prepare clear, concise and comprehensive verbal, written and statistical reports
- Plan, coordinate and supervise staff training programs
- Work independently with little direction
- Meet schedules and time direction
- Meet schedules and time lines
- Supervise and evaluate personnel
- Work confidentially with discretion
- Formulate policies and procedures
- Prepare and administer the department budget
- Work with juveniles in a school setting
- Testify clearly and concisely as a witness
- Work night, overtime, and/or irregular hours
- Physical capability sufficient to perform job duties

### Education and Experience:

- Bachelor of Art degree in police science or criminal justice administration
- Five (5) years progressively responsible experience in police or security work
- Master degree and experience with the Juvenile Division is desirable

**License and Certificates:**

- Must possess a basic Police Officer Standards and Training (POST) certificate and must meet standards for supervisory and management positions as specified by POST
- Must possess an appropriate California Operator's License issued by the State of California Department of Motor Vehicles
- Valid certificates in First Aid and CPR within 60 days from the date of hire
- Must qualify with a firearm at a specified police or sheriff's shooting range periodically
- Chemical Agents certificates desirable

**Salary Placement**

Management Team Salary Schedule

Tier 8, Range 1

12-month work year

Board Approval: 10/06/95, 02/09/16, 02/26/19

Management re-alignment effective 03/01/19