

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0166
Pay Grade: C09

FLSA: Exempt

| CHIEF OF SCHOOLS POLICE |
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| <u>REPORTS TO:</u> Director, Safety and Security |
| <u>SUPERVISES:</u> Police Major Police Sergeants Police Officers School Safety Officers Campus Monitors Support Staff |
| <u>QUALIFICATIONS:</u> Completion of two (2) years of college from an accredited college or university or graduation from the FBI National Academy or a nationally accredited police institute, combined with training in police science and administration. Plus, three (3) years of supervisory and two (2) years <u>of</u> command-level experience in police work. Must meet all requirements set by Florida Criminal Standards & Training Commission or possess an equivalent combination of law enforcement training and experience. Certification as a law enforcement officer is required as mandated in Florida Statutes. |
| <u>PREFERRED:</u> Bachelor's degree from an accredited college or university in Criminal Justice, Criminology, or a related field, as well as experience in school safety, including School Resource Officer programs. |
| MAJOR FUNCTION |
| <p>The Chief of Schools Police provides leadership and oversight of the Schools Police department. The Chief of Schools Police is responsible for the daily management of law enforcement operations, including patrol, criminal investigations, emergency response, supervision, and assisting special risk personnel engaged in the pursuit, apprehension, and arrest of law violators or suspected violators ensuring the safety and security of the school community.</p> <p>The Chief of Schools Police oversees the training, assignments, and discipline of all department members through the development and implementation of policies, procedures, and strategic initiatives to enhance school safety. In collaboration with the Operations Division leadership, the Chief of Schools Police works collaboratively on districtwide security plans and ensures effective communication within the department and across the district. The Chief ensures all Schools Police functions align with district policies, applicable laws and regulations, and public safety best practices.</p> |
| ESSENTIAL RESPONSIBILITIES |
| <ul style="list-style-type: none"> Leads the Schools Police department ensuring effective and efficient practices to ensure school safety at all district campuses. Develops and monitors the implementation of Schools Police initiatives with a focus on program outcomes and return on investment. Develops and supports strategic partnerships and works collaboratively with internal and external stakeholders related to school safety. Fosters and promotes teamwork and communication within the department across the school district and with external law enforcement agencies. Develops and implements departmental policies, work methods, and procedures; appraises work conditions in the department and takes necessary steps to improve Schools Police operations. |

CHIEF OF SCHOOLS POLICE

ESSENTIAL RESPONSIBILITIES (CONTINUED)

- Ensures effective and efficient departmental activity in the enforcement of safety regulations and in furthering programs of crime prevention and criminal investigation; supervises the control and the expenditures of departmental appropriations and submits annual budget estimates and accompanying descriptions of needs.
- Plans and supervises the execution of intensive Schools Police training programs; cooperates with municipal, county, state, and federal officers when their activities and the activities of the Schools Police department are mutually involved.
- Develops departmental personnel rules, recommends promotions and other personnel changes, hires and recommends dismissal of employees when necessary.
- Attends civic club meetings, and other public gatherings upon request to explain the activities and functions of the Schools Police department and to establish and maintain favorable public relations.
- Applies knowledge of the principles and accepted practices and procedures of police science, administration, organization, and operations.
- Applies knowledge of the applicable municipal, county, state, and federal laws to be enforced and the use of police records and their application to the solution of police problems.
- Applies skill in the use and care of firearms and motor vehicles.
- Leads, assigns, directs, and supervises the work of subordinate officers.
- Establishes and maintains effective working relationships with school administrators and the public.
- Enforces laws, ordinances, and regulations with firmness, tact, and impartiality.
- Communicates clearly and concisely both orally and in writing.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

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

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

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 3/82; TITLE CHANGE BOARD APPROVED: 7/9/86; FORMAT REVISED: 3/88; ROUTINE UPDATE: 1/02; TITLE CHANGE & UPDATE: 4/03; BOARD APPROVED: 4/30/03; CHANGE JOB NUMBER & FROM P/T/S TO ADMIN: 1/04; FORMAT REVISED, ER 11/02/23; BOARD APPROVED: 11/14/23; REVISED: SUPERVISES, MQ, MF, ER 02/25 MV; BOARD APPROVED: 03/25; REVISED: RT 07/29/25

CHIEF OF SCHOOLS POLICE

| WORKING CONDITIONS & PHYSICAL EFFORT: | Seldom Or Never | Monthly | Weekly | Daily | Hourly |
|---|-----------------------|---------|--------|-------|--------|
| 1. Lift objects weighing up to 20 pounds | | | X | | |
| 2. Lift objects weighing 21 to 50 pounds | | | X | | |
| 3. Lift objects weighing 51 to 100 pounds | X | | | | |
| 4. Lift objects weighing more than 100 pounds | X | | | | |
| 5. Carry objects weighing up to 20 pounds | | | X | | |
| 6. Carry objects weighing 21 to 50 pounds | X | | | | |
| 7. Carry objects weighing 51 to 100 pounds | X | | | | |
| 8. Carry objects weighing 100 pounds or more | X | | | | |
| 9. Standing up to one hour at a time | | | | X | |
| 10. Standing up to two hours at a time | | | | X | |
| 11. Standing for more than two hours at a time | | X | | | |
| 12. Stooping and bending | | | X | | |
| 13. Ability to reach and grasp objects | | | | | X |
| 14. Manual dexterity or fine motor skills | | | | | X |
| 15. Color vision, the ability to identify and distinguish colors | | | | | X |
| 16. Ability to communicate orally | | | | | X |
| 17. Ability to hear | | | | | X |
| 18. Pushing or pulling carts or other such objects | X | | | | |
| 19. Proofreading and checking documents for accuracy | | | | | X |
| 20. Using a computer to enter and transform words or data | | | | | X |
| 21. Using various technology tools | | | | | X |
| 22. Working in a normal office environment with few physical discomforts | | | | | X |
| 23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions | | | X | | |
| 24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions | | X | | | |
| 25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls | | X | | | |
| 26. Operating automobile, vehicle, or van | | | | | X |
| 27. Other physical, mental or visual ability required by the job | | | | | X |

Chief Of Schools Police – Admin