



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 0167  
Pay Grade: C07

FLSA: Exempt

<b>POLICE MAJOR</b>
<b>REPORTS TO:</b> Chief of Schools Police
<b>SUPERVISES:</b> Police Sergeants Police Officers School Safety Officers Campus Monitors Support Staff
<b>QUALIFICATIONS:</b> 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 of 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.
<b>PREFERRED:</b> 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.
<b>MAJOR FUNCTION</b>
This position involves administrative public safety leadership within the School District, overseeing the School Police department. The Police Major is responsible for planning, directing, and managing patrol operations, criminal investigations, and related law enforcement activities while supervising all department personnel's training, assignments, and discipline. The role collaborates with the Chief of Schools Police on policies and operational strategies for school law enforcement. The Major supervises and assists special risk personnel tasked with the pursuit, apprehension, and arrest of law violators or suspected violators, ensuring the safety and security of the school community.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• In consultation with the Chief of Schools Police and assistance of subordinate officers, assists in formulating departmental policies, work methods, and procedures; appraises work conditions in the department and takes necessary steps to improve Schools Police operations.</li> <li>• Assists the Chief of Schools Police with the control and the expenditures of departmental appropriations.</li> <li>• Assists in planning and supervising the execution of Schools Police training and School Security Officer programs; cooperates with municipal, county, state, and federal officers when their activities and the activities of the Schools Police department are mutually involved.</li> <li>• Serves as liaison between Schools Police and outside agencies responsible for the hiring, training, and oversight of the School Security Officer program.</li> <li>• Responsible for the oversight of the School Security Officer program.</li> <li>• Works in concert with the School Safety Administrator to plan, coordinate, and review all site-based active assailant drills.</li> <li>• 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.</li> <li>• Applies skill in the use and care of firearms and motor vehicles.</li> <li>• Leads, assigns, directs, and supervises the work of subordinate officers. Serves in the capacity of Chief of Schools Police in the absence of the Chief.</li> </ul>

**POLICE MAJOR**

<b>ESSENTIAL RESPONSIBILITIES (CONTINUED)</b>
<ul style="list-style-type: none"><li>• Establishes and maintains effective working relationships with school administrators and the public.</li><li>• Enforces laws, ordinances, and regulations with firmness, tact, and impartiality.</li><li>• Communicates clearly and concisely both orally and in writing.</li><li>• Performs other related duties as assigned.</li></ul>
<b>TERMS OF EMPLOYMENT</b>
<p><i>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.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>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.</i></p>
<b>HISTORY OF JOB CLASSIFICATION</b>
ISSUED: 01/04/19 LM; BOARD APPROVED: 01/29/19; REVISED: SUPERVISES, MQ, MF, ER 02/25 MV; BOARD APPROVED: 03/25

**POLICE MAJOR**

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

POLICE MAJOR – ADMIN