

**GODDARD USD 265**  
**CLASSIFIED JOB DESCRIPTION**

<b>POSITION:</b>	Chief of Police
<b>RESPONSIBLE TO:</b>	Superintendent of Schools
<b>EVALUATED BY:</b>	Superintendent of Schools
<b>TERMS OF EMPLOYMENT:</b>	Classified contract 12 months
<b>PURPOSE OF POSITION:</b>	Organize procedures and personnel to insure the safety and security of all school district students, staff members, school grounds, property and buildings.

**SUMMARY:**

1. This is commissioned, administrative and managerial law enforcement work providing police protection at School District facilities.
2. Establishes administrative policy and procedures, implementing programs, fiscal control and budgeting and directing day-to-day operational activities.
3. Enforcement of laws, rules, policies and regulations applying to the State of Kansas, School District, surrounding municipalities and units of government.

**ESSENTIAL DUTIES:**

1. Security of all district grounds, property, and buildings is a primary responsibility. All board of education property should be checked with consistency before, during and after regular school hours to insure safety for students and staff members.
2. Contact with each school principal or his / her designee as needed to check on student, teacher, staff, parent or patron needs. Follow-up with appropriate building administrator regarding support given or information received concerning any special needs or requests.
3. Supervise and participate in the investigation of reports of crime, prepare appropriate internal, State and Federal reports, conduct investigations and prepare pertinent documents to insure accurate reporting in accordance with uniform criminal reporting procedures.
4. Provide assistance to USD 265 administrators on issues involving other law enforcement agencies conducting criminal investigations involving USD 265.

5. Maintain control and coordination of school district fire and security alarm systems, and school districts electronic lock systems. Coordinate response to such alarms with USD 265 Police Department and other public safety agencies.
6. Coordinate the use and hiring of outside security personnel for extra curricular activities.

#### **EXAMPLES OF WORK PERFORMED:**

1. Assumes full command of day-to-day police operations by evaluating and reviewing activities of Police Officers insuring consistency of operations.
2. Formulates policies, makes policy and procedural decisions. Interprets policies for specific situations and implements law enforcement regulations.
3. Reviews and screens reports for conformity with established procedures and compliance with Privacy Act.
4. Receives and supervises investigations of complaints.
5. Supervises and coordinates investigation of major crimes on and off School District property; coordinates joint investigation with other law enforcement agencies as necessary, plans and coordinates deployment of personnel based upon analysis of crime trends and other factors
6. Maintains safe care and control of authorized equipment and vehicles including firearms.
7. Prepares departmental goals and objectives, monitors departmental budget and financial status, and coordinates maintenance of police vehicles and other assigned school district property.
8. Uses a variety of communications skills and special techniques to interact formally and informally with community groups and individuals.

#### **OTHER DUTIES (Others may be assigned):**

1. Coordinate and participate in the implementation and instruction of the D.A.R.E. (Drug Abuse Resistance Education) program for fifth grade students.
2. Perform other duties as prescribed and directed by the Superintendent of Schools.
3. A classified employee may be transferred at any time to any job which he/she is qualified to perform and when the transfer is deemed to be in the best interest of the district.

#### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:**

1. Knowledge of the rules and regulations of the police department, pertinent Board of Education Policies and City ordinances and regulations, and State and Federal laws.
2. Knowledge of the geography of the School District and adjoining areas and locations requiring special police attention.
3. Knowledge of management principles and methods including those related to office, purchasing and fiscal practices as well as personnel practices.
4. Knowledge of principals, practices, and procedures of police work.
5. Knowledge of administrative principals and methods.

6. Knowledge of first aid and skill in its application.
7. Knowledge of the rights of criminal accused.
8. Knowledge of criminal investigations techniques.
9. Knowledge of general law enforcement procedures.
10. Knowledge of the laws governing search and seizure
11. Knowledge of State and Federal criminal law.
12. Knowledge of interviewing and interrogation techniques.
13. Knowledge of surveillance techniques.
14. Knowledge of the harmful effects and dangers of drug usage.
15. Knowledge of state and local motor vehicle laws.
16. Knowledge of the principals of supervision.

**REQUIRED QUALIFICATIONS:**

1. High School diploma or equivalent. Some college preferred, degree desirable, but not required.
2. Such experience and training as the Superintendent of Schools may find appropriate and acceptable.
3. State of Kansas law enforcement certification.
4. Demonstrated aptitude and competence for assigned responsibilities.

**ATTENDANCE REQUIREMENTS:**

As required by the Superintendent of Schools.

**PHYSICAL REQUIREMENTS / ENVIRONMENTAL CONDITIONS:**

1. Requirements may include, but are not limited to, prolonged standing and or sitting, physical strength to move, lift, pull or push heavy objects up to and including the weight of a human being, to include heavy objects or materials. The flexibility and agility for bending, stooping and reaching.
2. Job may require some travel.
3. Must be able to work efficiently and with the ability to maintain poise and control under noisy, crowded and stressful situations and environments.
4. Will be required to work in any and all weather / temperature and lighting conditions.

**PERFORMANCE STANDARDS / EVALUATION:**

1. Must support school district mission, goals and objectives.
2. Must meet all job standards in a time sensitive manner as determined by the Superintendent of Schools.
3. Must meet all district safety requirements.
4. A performance evaluation will be conducted according to district policy by the employee's supervisor or their designee.

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Employee's Signature

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Date

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Supervisor's Signature

Date