

PINELLAS COUNTY SCHOOLS
FLORIDA

PCSB: 0166
Pay Grade: C09

FLSA: Exempt

CHIEF OF SCHOOLS POLICE

MAJOR FUNCTION:

This is administrative public safety work within the School District directing the Campus Police Department. Plans, directs and controls patrol, criminal investigation and related services and activities and supervises the training, assignment and discipline of all department members. Consults with the Associate Superintendent for Institutional Services concerning plans and policies to be observed in School Police operations and except for general administrative direction, works independently in carrying out Schools Police functions.

DUTIES AND RESPONSIBILITIES:

- In consultation with the Associate Superintendent for Institutional Services and with the assistance of subordinate officers, formulates and prescribes departmental policies, work methods and procedures; appraises conditions of work in the department and takes necessary steps to improve Schools Police operations.
- Assures optimum 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; disciplines members of Schools Police force; 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 related work as required.

MINIMUM QUALIFICATIONS:

Completion of two (2) years of college or graduation from the FBI National Academy or a nationally accredited police institute, supplemented by training in police science and administration. Plus three (3) years supervisory and two (2) years command level experience in police work. Other requirements as stated by Florida Criminal Standards & Training Commission or any equivalent combination of law enforcement training and experience.

PREFERRED:

Bachelor's degree in Criminal Justice, Criminology, or a related field, as well as experience in school safety, to include School Resource Officer Programs.

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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.

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.

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<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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 keyboard to enter and transform words or data					X
21. Using a video display terminal					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 - ADM