



EMPLOYEE NAME: \_\_\_\_\_

Created: 2/13; Revised: 11/14; 6/15; 6/18; 4/25

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Chief of Police	<b>JOB CODE:</b> 380Z
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> Principal
<b>DEPARTMENT:</b> CCSD Police Department	<b>WORK DAYS:</b> 235
<b>REPORTS TO:</b> Deputy Superintendent, Operations	<b>PAY GRADE:</b> Based on HS Principal, Level 6, Steps 27-29
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides leadership, administrative, managerial and technical functions associated with directing the overall operations of the Police Department.	
<b>REVISION DATE(S):</b> 4/25	

#### REQUIREMENTS:

1.	Educational Level: Bachelor Degree in Law Enforcement Administration or a related field; or, any combination of education, training and experience which provides the required knowledge, skills and abilities required for the position
2.	Certification/License Required: POST Certified Peace Officer
3.	Experience: 15 years of progressively responsible experience to include 5 years of experience in a high-level management position in a Law Enforcement Agency required. Preferred Experience: FBI National Academy Graduate, Georgia Law Enforcement Command College, Georgia Law Enforcement Professional Management Program, POST Certified Management and Executive and Supervisory Training, Emergency Management experience, Homeland Security experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, planning, organization, investigation, safety and security assessment; supervision of law enforcement personnel; expertise and thorough knowledge of principles and practices of Public Administration and Constitutional Criminal Procedure and Criminal Code of Georgia; familiarity with budgeting procedures, multi-funded financing operations and routine administrative principles and practices, including goal setting and program budget development and implementation

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

#### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Plans, organizes, staffs, directs, coordinates, reports and budgets for all aspects of department operations.
3.	Monitors and communicates policies, procedures, and standards for the Department to identify and correct deficiencies or problems.
4.	Represents the Board of Education at various functions such as making speeches at civic and business associations, meeting with influential persons within the community, officials, citizens, and representatives of the press, to establish goodwill and resolve/respond to issues.
5.	Leads, develops and implements a comprehensive program to secure the safety and security of the district's students, faculty, staff and visitors on the CCSD campuses and facilities.
6.	Responds to public/parent concerns regarding safety and security and law enforcement issues.
7.	Makes recommendations concerning the purchase of equipment or supplies relating to district-wide safety and security needs.
8.	Represents Superintendent and Deputy Superintendent at school and community organizations as needed.
9.	Serves as a liaison between the District and Local, State and Federal Emergency response units/personnel.
10.	Reviews current state legislation to ensure compliance with state law, reviews school safety plans and emergency management procedures best practices, evaluates and refines school security measures.
11.	Provides early warnings of adverse weather or other conditions affecting safe operations of schools.
12.	Remains available for call on a 24-hour per day basis for emergency response.
13.	Performs other duties as assigned by Deputy Superintendent.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_