



**Job Title:** Police Chief

**Department:** Information and Operations

**Reports To:** Chief Operations Officer

**Grade:** BG-10

**Number of Days:** 12 Months

**Security Access:** All facilities

**Overtime Status:** Exempt

**Last Revised Date:** March 5, 2017

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

**Position Summary:** Under general direction, direct and supervise the district's police department. Support district and school staffs in the fulfillment of their responsibility to provide a safe environment for students to receive a strong quality education and a safe atmosphere for teachers and district personnel to work; arrests or causes to be arrested all offenders of the laws of the State of Oklahoma or the Constitution of the United States.

**Minimum Qualifications:**

- Bachelor's degree required; Master's degree preferred
- Minimum 8-10 years of progressive advancement and career experience

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Direct and manage the district's police department; investigates or causes to be investigated all offenses occurring to or upon district-owned property; enforce all general and criminal laws of the State of Oklahoma within the jurisdiction of the district
- Adhere to and follow Tulsa Public Schools policies and regulations as well as the policies and procedures of TPS campus police
- Assist and advise supervisor on all campus police and security matters
- Prepare and administer campus police plans
- Develop and recommend policies and procedures for the campus police regarding law enforcement and security
- Evaluate campus police and security programs on a continuing basis and recommends changes or modifications as necessary
- Supervise and coordinate security at all regular board meetings and at other public meetings and student events as directed, including off duty officers and traffic control officers
- Work closely with principals in the coordination of security programs
- Consult with site principals and director of maintenance on methods of increasing school and building security
- Establish appropriate procedures and routines for securing and checking district facilities during times and days when the facilities are not in use
- Work with assigned individual to acquire security equipment and campus police vehicles that are appropriate to the needs of the schools
- Develop and monitor campus police budget and approves requisitions for expenditures of equipment and supplies including officers' uniforms, weapons and other equipment
- Supervise and monitor procedures and security of evidence assigned to property room
- Conduct and report criminal background checks for new employees and other personnel investigations to talent management
- Conduct investigations, as assigned by the superintendent or designee, and process all criminal or civil charges with the appropriate authorities
- Develop, administer and coordinate an in-service training program, including CLEET continuous certification requirements, for campus police personnel and other staff members who have security responsibilities
- Serve as a resource person to principals and others, as requested, to address student groups on various aspects of school security
- Coordinate and serves as liaison with other law enforcement agencies and public safety authorities that may conduct investigations or other matters affecting security on district property
- Work closely with appropriate law enforcement agencies to enhance security procedures and special security problems that may occur

- Monitor and coordinate the supervision of all parking areas and activity events
- Supervise the district's fingerprinting process
- Perform all duties of a licensed peace officer as enumerated in the Oklahoma Code of Criminal Procedure within the jurisdiction of the district
- Enforce laws of the State of Oklahoma and district regulations for and on school buses, which are to be considered an extension of the classroom and subject to jurisdiction by district police officers
- Maintain a reporting system for the determination of burglary, theft, and vandalism losses to the district and all offenses reported to the police department
- Recruit police personnel, coordinate their work, evaluate their performance; develop and administer an in-service training program for police personnel and other staff members who have security responsibilities
- Assess effectiveness and efficiency of the district's police department on a continuing basis and recommend change as necessary to the chief information and operations officer; assist and advise the chief information and operations officer on all police matters
- Work with purchasing department to acquire security equipment that is appropriate to the needs of the schools; prepares and administers the Police Department budget
- Consult with the director of bonds and energy management in planning and designing new facilities to ensure reasonable security standards
- Establish and supervise appropriate procedures for regularly checking each district facility during hours when it is not in use
- Consult with and serve as liaison with other public safety officials regarding routine security procedures and special problems that may occur from time to time
- Consult with the building principals and other supervisory personnel concerning systems and procedures for safeguarding district-owned tools, equipment, and supplies
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Oklahoma CLEET certified as a sworn police officer or able to obtain such certification within 6 months
- Ability to manage budget and personnel
- Knowledge of overall operations of police department
- Knowledge of criminal investigations, police report writing, and criminal law
- Computer literacy and extensive knowledge with multiple computer platforms, programs, and systems
- Training and ability to subdue offenders including use of firearms and handcuffs
- Strong communication, public relations, organizational, and interpersonal skills
- Ability to handle the stress of a management position and exposure to injury and potentially life-threatening situations
- Occasional bending, stooping, reaching, twisting, and gripping
- Ability to react effectively in emergency situations, lift and carry bodies, push heavy objects including vehicles, physically restrain offenders, and take the life of another human being if necessary

- Sufficient vision to do extensive reading of a wide variety of specialized and/or technical information
- Sufficient hearing to converse in person, by telephone and by two-way radio; must be able to perform safely in emergency situations using two-way radios (base, mobile, and portable)

**Supervisory Responsibility:**

- All campus police and security services department personnel

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Work in a school environment with a diverse population
- Extensive interaction with the public, specifically juveniles enrolled in the district
- Interact with other agencies in a multijurisdictional environment
- Deal with special needs students in a variety of situations
- Shift work with fluctuating schedule as necessary to meet the needs of the department and the district
- May be required to be in an "on call" status

*Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.*

*Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.*