

CLOVIS UNIFIED SCHOOL DISTRICT

Position: Chief Police Services

Salary Grade: 50

Salary Schedule: Classified Management

Department: Education Services

Reports to/Evaluated by: Assistant Superintendent of Education Services

FLSA: Exempt

SUMMARY

The Chief of Police Services serves as the sworn department chief and manager over District Police Services. This role involves performing school site patrol, district patrol, and traffic enforcement on district facilities, as well as managing specialized department-wide work. This is a sworn director-level classification responsible for the overall activities of the District Police Services, providing direction and supervision over all police personnel, and acting as a resource to officers during their shifts and in planning special assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, direct, coordinate, and evaluate the overall functions and operations of the District's Police Services, ensuring alignment with the mission, vision, and values determined by stakeholders and executive management of the District. Develop comprehensive goals and objectives for police services.
- Provide full supervision over subordinate supervisors, including Police Sergeants.
- Develop and manage the budget for police services, encompassing purchasing, fiscal, and financial activities.
- Develop and implement new and revised policies and procedures for police services to maintain efficiency and compliance.
- Respond to and manage emergency or critical incidents occurring within or around the District area by directing staff, coordinating with other agencies, and allocating resources effectively.
- Develop and provide overall training goals, plans, and directives to all police services staff, including the development and presentation of training courses and programs.
- Oversee the training of new officers on District and departmental policies, procedures, and activities to ensure thorough understanding and adherence.
- Develop and deliver presentations to the community and respond to media inquiries as necessary, acting as a representative of District Police Services.
- Deploy officers to site assignments in accordance with the needs of the District, optimizing coverage and response times.

- Oversee traffic and criminal investigations and cases involving the District, ensuring proper procedures and legal compliance.
- Review crime, incident, and arrest reports for accuracy and completeness.
- Prepare management- and executive-level reports for District administration, providing clear and concise summaries of police activities and outcomes.
- Prepare, review, and approve performance evaluations, administer discipline, and oversee employee development. Recommend commendations and disciplinary actions for police officers based on performance and conduct.
- Conduct background investigations and interviews of prospective candidates for employment as police officers.
- Evaluate operations and activities, recommending and implementing improvements and modifications. Prepare background reports as required.

QUALIFICATIONS

- **Knowledge of:** Comprehensive knowledge of police administration, including budgeting, personnel management, policy development, and operational planning. In-depth understanding of criminal law, traffic laws, and law enforcement procedures, particularly as they apply to a school district environment. Familiarity with emergency response protocols, incident command systems, and inter-agency coordination. Knowledge of effective training methodologies and presentation techniques for law enforcement personnel and the community. Understanding of best practices in community policing and public relations.
- **Ability to:** Effectively plan, direct, coordinate, and evaluate complex police operations. Provide strong leadership and supervision to a team of law enforcement professionals, fostering a collaborative and effective work environment. Develop and manage a budget responsibly, allocating resources efficiently. Develop and implement clear, concise, and effective policies and procedures. Respond calmly and decisively to critical incidents, making sound judgments under pressure. Develop and deliver engaging and informative presentations to diverse audiences. Conduct thorough investigations and prepare accurate and comprehensive reports. Analyze data and evaluate operational effectiveness, implementing necessary improvements. Build and maintain positive relationships with District staff, students, parents, and external law enforcement agencies.
- **Education and Experience:** Any combination of education and experience that would likely provide the required knowledge and abilities is¹ qualifying. A typical way to obtain the knowledge and abilities would be a Bachelor's degree in criminal justice, public administration, or a closely related field, and extensive progressively responsible experience in law enforcement, including significant supervisory or command experience. Prior experience within a school police department or working closely with educational institutions is highly desirable.

- **Working Conditions:** This position involves working in various environments, including office settings, school campuses, and outdoor locations. It may require responding to emergencies at any time, including nights, weekends, and holidays. The role involves exposure to potentially dangerous situations and individuals, requiring adherence to safety protocols and the use of appropriate protective equipment. Frequent standing, walking, driving, and occasional physical exertion may be required. The ability to work under pressure and manage stressful situations effectively is essential.