



**BAY DISTRICT SCHOOLS  
DEPARTMENT OF HUMAN RESOURCES  
JOB DESCRIPTION**

**TITLE: DISTRICT SAFETY and SECURITY POLICE CHIEF**

**QUALIFICATIONS:**

1. Five (5) years related field **OR** five (5) years administrative experience in the school district
2. Associate degree, two years of college or higher
3. Ability to communicate concisely with all levels of Administration, Law Enforcement Agencies, and the Media
4. Computer literate; able to use basic software programs and complete research
5. State of Florida Criminal Justice Standards and Training Commission Certificate as a Law Enforcement Officer

**PHYSICAL REQUIREMENTS: Medium**

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

**REPORTS TO:** As assigned by Bay District Organizational Structure.

**SUPERVISES:** As assigned by Bay District Organizational Structure.

**PERFORMANCE RESPONSIBILITIES:**

- ~~1. Coordinate and administers all district emergency management issues~~
2. Serves as Chief of Police for Bay District Schools Police Department, ~~and~~ Reserve unit and part-time police officers
3. Collaborates with Supervisor of Staff Development BDS School Safety Coordinator to coordinate and ~~deliver school safety training~~ administer all district emergency management issues, safety programs and policies.
- ~~4. Monitors safety deficiencies and makes recommendations for corrections~~
5. Works with safety committees to review and participate in development of school and district safety plans
6. Serves as district contact and public liaison for emergency incidents
7. Coordinates the acquisition of law enforcement vehicles, weapons, uniforms and other equipment as needed, including 1033 Government Acquisitions.
8. Works collaboratively with the health department, law enforcement, ~~canine handlers,~~ Bay County Emergency Operations Center County E.O.C., Red Cross, hazardous waste, and other public ~~and/or~~ district departments
9. Maintains audits and reports with FDLE and the FBI for NCIC, FCIC, DAVID and NIMS.
10. Serves as point of contact for FortifyFL, Alyssa's Alert and all Federal and State Crime Databases.
11. Monitors emergency weather alert systems and communicates to all stakeholders.
- ~~12. Maintains safety records and complete safety reports as required by the Florida Department of Education, Office of Safe Schools; i.e., SESIR reporting system, OPPAGA report, Safe Schools appropriations report~~
13. Coordinates safety issues for the Nelson building and all Ancillary sites
14. Reviews all Level II and VECHS Background Clearance Checks for employees, contractors, ~~and~~ vendors and chaperones.
15. Assists Risk Management, upon request, with the investigation of student accidents and injuries, property damage, employee injuries and transportation accidents or incidents
16. Monitors and reviews Crime Prevention Through Environmental Design as requested by the Facilities department
17. Reviews and Assists with the design, placement and installation of safety security cameras in schools and school buses. Supervises the monitoring, viewing, and collection and distribution of evidence to law enforcement and school administrators.
18. Acquires, oversees, and coordinates the acquisition and use of communication devices such as antennas, radios, base stations for emergency radios for ~~the~~ district and administrative staff including the incident command system
19. Identifies and applies for grants related to safety and security. Administers and performs all responsibilities for grants received in the department
20. Assists school personnel in the absence of their assigned SRD/SRO or District Police Officer
- ~~21. Provides monitoring for security coverage~~

~~22. Receives, reviews, and follows up on all inspection reports for fire safety and sanitation generated through the Facilities Department~~

23. Performs all other duties as assigned ~~by the Superintendent~~

**TERMS OF EMPLOYMENT:**

1. Successful completion of State and Federal Background check is required for employment.
2. **Twelve** (12) months. Paygrade as established by the School Board in current Salary **Placement** Schedule 2.

**EVALUATION:** Performance evaluated annually in accordance with School Board Policy.

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Reviewed by Dept. of Human Resources

Revision Approved: \_\_\_\_\_  
Adopted by Bay District School Board: March 28, 2017

**Bay District Schools is an Equal Opportunity Employer**

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