

**Tri-County School Corporation  
Job Description**

**Job Title:** Classified – Police - Chief of Police  
**Reports To:** Superintendent  
**Approved By:** Board of Education

**Purpose Statement**

The primary duty of the Chief of Tri-County School Corporation (TCSC) Police Department (Chief) is to serve Tri-County Schools as a police officer and to enforce all municipal, state, and federal laws. The Chief is expected to create relationships with stakeholders (school administrators, parents, students, and the greater community), formulate crime prevention tactics, and make himself or herself available for meetings regarding law enforcement - related topics. The Chief shall supervise all School Resource Officers and security personnel hired or contracted by the district.

**Relationships**

It is most important that the Chief ensures himself/herself, all School Resource Officers (SROs), all hired/contracted Police Officers, and all security personnel become acquainted with school officials and understand school priorities and procedures, as well as state and local laws relevant to school safety and order. The Chief should also attend faculty meetings, assemblies, and shall visit classrooms. He/she will work with school officials in building positive relationships. The Chief shall conduct himself/herself in a manner that will reflect favorably on the School Corporation. Conduct above reproach is mandatory. He/she must be a positive role model, serving as a good example of the professional law enforcement officer. The Chief shall show respect for students and parents and display fairness and consistency in handling issues that occur.

**Essential Functions**

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all duties and responsibilities performed by this position.

1. The Chief shall supervise all School Resource Officers, Police Officers, and security personnel hired or contracted by the district.
2. The Chief shall build positive working relationships with school principals, staff, students, and parents to develop a positive law enforcement/education relationship.
3. The Chief shall not be involved in the enforcement of disciplinary infractions that do not constitute violations of the law.
4. The Chief or his/her designee shall investigate promptly and diligently all cases of criminal activity occurring at assigned schools.
5. The Chief shall work within the framework of the local school system to provide conflict resolution and corrective verbal redirection for students.

6. The Chief shall provide a positive, visible law enforcement presence within the school community by being appropriately dressed, in full uniform, and at all times identifiable as a police officer.
7. The Chief shall coordinate with School Resource Officers from neighboring communities to enhance program delivery and success.
8. The Chief or his/her designee shall act as a resource to students, teachers, staff, and parents for agencies that offer assistance to youths and their families (i.e., mental health clinics, drug treatment centers, wrap-around services, etc.).
9. The Chief, along with other SROs, Police Officers and security personnel, shall patrol school facilities (grounds, roads, buildings, etc.) for the purpose of providing administrative visibility, maintaining security, and deterring crime.
10. The Chief shall act as an advisor and provide assistance to school administrators regarding traffic control and parking issues on campus and the surrounding area.
11. The Chief or his/her designee shall work in coordination with school officials to present classroom instruction to staff and students on law enforcement related topics.
12. The Chief or his/her designee shall assist in the programs of drug awareness and drug prevention for the purpose of helping students, parents, employees, and the community in the difficult task of fighting drug abuse in our community.
13. The Chief shall review crime reports and other reports to assess crime and traffic problems or potential problems at assigned schools and the surrounding area.
14. The Chief or his/her designee shall provide coverage for special school functions including sporting events, performances, after-hours meetings, etc.
15. The Chief or his/her designee shall work with staff and students to resolve school safety issues.
16. The Chief shall assist in the development and updating of school emergency response plans.
17. The Chief shall be a liaison for the school, police, probation, and the community to keep all informed of activities of others who may be at risk or inclined to cause problems or commit crimes.
18. The Chief or his/her designee shall testify in court proceedings for the purpose of providing information and documentation of illegal activity.
19. The Chief shall work with administration, students and families to promote positive student conduct and optimal attendance.
20. The Chief or his/her designee shall assist, as directed by the School Administration, in investigations. School officials will relinquish authority IF necessary or needed.
21. The Chief shall perform other duties as assigned by the superintendent for the purpose of ensuring the effective and efficient functioning of the work unit.

### **Job Requirements**

1. Only Tier 1 Indiana Law Enforcement Academy Certified applicants are being accepted at this time,
2. School Resource Officer training preferred (must complete SRO training within one year of date of hire),
3. Required to attend annual Indiana School Safety Academy.
4. Valid driver's license

### **Uniform and Equipment**

The Chief will wear a school approved police officer uniform and drive a fully equipped patrol vehicle. More casual attire may be worn, with the permission of the Superintendent, when the Chief is participating in school activities that make wearing a uniform impractical.

The Chief will be provided with all necessary equipment related to job duties by the Tri-County School Corporation.

The Chief will be provided with a school district computer.

### **On-Duty Status**

The Chief normal work schedule shall be outlined in the Handbook for Classified Staff – Chief of TCSC School Police. He/she may adjust the work schedule, with approval of the Superintendent, in order to accommodate school activities and requests. The Chief is expected to leave information for school officials and his/her supervisor regarding his/her whereabouts when off campus. The Chief shall perform other duties, as assigned by the superintendent, or out of necessity as to fulfill the requirements of the position.

When school is not in session (i.e. holidays, summer vacation, etc.) the Chief will report to his/her supervisor for any special assignments.

### **Training**

The Chief will be required to meet all requirements set forth by the State of Indiana Law Enforcement Training Board, for continued patrol certification (firearm certification, physical ability, etc.). These required certifications will be offered to the Chief in the same manner as any other officer in the state of Indiana.

The Chief must maintain certification as a Tier 1 Officer, School Resource Officer, and as an Indiana School Safety Specialist.

### **Additional Requirements**

The Chief may be asked to meet additional requirements as set forth by the Tri-County School Corporation.