

State Job #7464

**CHIEF OF LAW ENFORCEMENT**

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<b>TITLE:</b>	Chief of Law Enforcement
<b>REPORTS TO:</b>	General Counsel
<b>SUPERVISES:</b>	Law Enforcement Personnel
<b>JOB FUNCTION:</b>	Develops implements, interprets, and monitors the needs and responses of the school district in the area of law enforcement, while maintaining a positive learning climate in our school district and a cooperative working relationship with other law enforcement groups affecting the school district and the community.

**MEASURES OF SUCCESS:**

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- Security in and about the premises of school district facilities is increased through the development and implementation of security methods
- Increase in coordinated security programs for improved safety
- Increase student, family, and community engagement to resolve issues or conflicts and build positive public relations
- Increase engagement with school administration and staff to foster positive relationships in order to identify and reduce safety concerns.

**DUTIES AND RESPONSIBILITIES:**

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- Responsible for the stationing and transferring of any and all members and employees of the Division under those policies and procedures as outlined in the DIVISION POLICY AND PROCEDURES MANUAL and for the issuing of general orders and special orders subject only to the policies and regulations of the Board of Education and the Superintendent of Schools.
- Promptly administers all policies and regulations on the Board of Education and the Superintendent of Schools and issues orders to the Division as may be required for proper law enforcement.
- Organizes, directs, and controls all resources of the Division for the most efficient discharge of its duty to preserve the peace, protect persons and property, and obeys and enforces all

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regulations of the Board of Education and Fayette County and all criminal laws of the Commonwealth of Kentucky and the United States of America.

- Develops the organizational structure of the Division in accordance with accepted professional standards through the establishment of sound span-of-control principles and the integration of related activities under the Senior Officers. Holds the Senior Officers accountable for effective conduct of such activities.
- Prepares and submits annual budget requests and maintains a complete and system of records of Divisional activities.
- Plans and executes law enforcement programs designed to prevent and repress crime, apprehend and prosecute offenders, recover property, and regulate non-criminal conduct. Modifies the program to combat current trends as revealed by analysis of records and reports.
- Collaborates with the Chief Operating Officer and the Director of Human Resources in devising acceptable standards and procedures for recruitment, selection, and promotion of Division personnel.
- Develops an adequate and progressive program of personnel training, as well as techniques for recognizing excellence in Division personnel.
- Works in collaboration with local, state, and federal law enforcement agencies to support District and Division objectives as communicated by the Chief Operating Officer and Superintendent.
- Establishes and maintains high ethical standards for Division personnel and exercise the vigilance necessary to sustain observance of such standards.
- Initiates investigations into all cases of alleged or apparent misconduct by Division personnel and coordinates special inquiries/investigations with the Superintendent and Board Attorney.
- Takes steps to be informed at all times of the affairs of the Division and assures that the duties of Division members are being properly discharged.
- Demonstrates the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at the novice level of proficiency.
- Maintains regular attendance.
- Performs other duties as assigned

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**PHYSICAL DEMANDS:**

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- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

**EDUCATION AND EXPERIENCE:**

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- Bachelor's Degree
- At least five (5) successful years in the areas of law enforcement or education, with at least 2 years in a supervisory capacity

**LICENSES AND OTHER REQUIREMENTS:**

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<p><i>Original Date:</i> _____</p> <p><i>Revision Date:</i> 01/1995</p> <p><i>Revision Date:</i> 02/2001</p> <p><i>Revision Date:</i> 06/2008</p> <p><i>Revision Date:</i> 07/2012</p> <p><i>Revision Date:</i> 02/2018</p>
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- Must qualify for (and hold after employment) the Special Law Enforcement Officers Commission pursuant to Kentucky Revised Statutes.
- Must hold POPS certification (Peace Officers Professional Standards) or eligible to become POPS certified upon acceptance of the position.
- Valid Kentucky driver's license; citizen of the United States; twenty-one years of age; no criminal record, excellent moral character; honorable discharge if having served in the Armed Forces; satisfactory medical condition; Special Law Enforcement Officers Commission.
- Required to have available and use personal vehicle for work related matters.