

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### DEPUTY CHIEF OF POLICE

**SALARY SCHEDULE: ADMINISTRATIVE – F**

**COST CENTER: DEPARTMENT OF SAFETY AND SECURITY (9035)**

**QUALIFICATIONS:**

- Bachelor's degree from an accredited educational institution required. Master's degree (preferred).
- Minimum ten (10) years experience in the law enforcement.
- Minimum five (5) years experience in a leadership/managerial role in law enforcement.
- Must possess Florida Law Enforcement Certification.
- Knowledge of key principles and best practices in the fields of law enforcement, crime prevention, homeland security, and school safety/security.
- Completion of the FBI National Academy or other similar major course of study (preferred).
- Possess a valid driver's license.
- U.S. Citizen.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to oversee, supervise and effectively manage all matters related to police services.
- Demonstrate ethical and professional leadership characteristics with law enforcement and non-law enforcement personnel.
- Ability to maintain the highest personal and professional standards.
- Ability to assign, direct and supervise subordinates in a wide variety of department job functions and situations.
- Ability to create and foster partnerships with other law enforcement agencies and community stakeholders. Ability to support and uphold the District's vision for the police department.
- Possess detailed knowledge of the latest trends and strategies in the police profession, especially those relating to school policing and public safety.
- Ability to understand and implement a system's approach to school policing.
- Ability to conduct strategic planning.
- Ability to design, implement and maintain school-based policing strategies, school safety programs, policies, standard operating procedures and related guiding documents.
- Ability to conduct risk, vulnerability and threat assessments and make appropriate recommendations.
- Ability to write and implement memoranda of understanding, mutual aid agreements, and other partnership agreements.
- Ability to create and manage highly effective training programs that enable the department to meet or exceed Florida State standards.
- Possess comprehensive knowledge of and ability to interpret Florida Statutes, federal laws, local ordinances, and District policies.
- Must possess knowledge of and be able to apply critical thinking skills, analytical skills, problem solving skills, time management skills, interpersonal skills, and effective oral and written communication skills.
- Must be able to speak to large crowds and community groups.
- Ability to professionally and thoughtfully interact with superiors, subordinates, students of all ages, school administrators, district staff, parents, and a culturally and generationally diverse citizenry.
- Ability to read, analyze and interpret professional periodicals, professional journals, technical procedures, governmental regulations and data.
- Ability to manage the department's financial budget.
- Ability to identify and establish priorities and ensure the department remains effective in a number of law enforcement domains.
- Ability to understand and work with a wide variety of school safety technologies and software programs.

## **Deputy Chief of Police (Continued)**

### **REPORTS TO:**

Chief of Police

### **JOB OBJECTIVE:**

To ensure that high-quality and ethical police services are provided to the students, staff and citizens of Sarasota County and maintain a safe and secure learning environment.

### **SUPERVISES:**

Police Sergeants  
Police Officers  
Security Managers  
Assigned Staff

### **PERFORMANCE RESPONSIBILITIES:**

- Advise, update and make recommendations to the Chief of Police and Superintendent on all matters related to the Sarasota County School District Police Department and its operations.
- Assist in directing and supervising all law enforcement activities and ensure that district law enforcement policies, practices, and standard operating procedures comport with federal, state and local laws.
- Supervise the daily operations and activities of all assigned law enforcement personnel.
- Work professionally and collaboratively with all district personnel. Respond to school needs, administrator and principal requests, and community inquiries in a timely and effective manner.
- Identify, implement, and evaluate, policies, procedures, and best practices associated with school safety/security, public safety, law enforcement, and emergency management.
- Assist in the daily operation of the Criminal Justice Academy at Sarasota County Technical College. Coordinates with agencies throughout Sarasota County to ensure programming is meeting the needs of the various stakeholders.
- Assumes command of the Sarasota County Schools Police Department when designated by the Police Chief and continues the continuity of vision of the Chief in the absence of the Chief.
- Assists in developing the department's mission, policies, procedures, rules, and regulations; and supports the Chief in implementing the same throughout the department.
- Oversees preparing and administering the department's operating and capital budgets.
- Recommends and participates in department personnel selection, placement, advancement, transfer, training, development, scheduling, safety, and discipline.
- Reviews employee problems and ensures the necessary steps are taken to maintain high morale, effectiveness, and efficiency.
- Represents the Department at meetings and other assigned activities as designated by the Police Chief.
- Responsible for activities and operations of designated phases of Police Department administration, including personnel, equipment, files and records, training, public relations, performance reviews, applicant interviews, and other duties as assigned by the Police Chief.
- Makes special studies and investigations as assigned by the Police Chief.
- Coordinates the activities of the Police Department with other agencies, both generally and in special investigations/arrests and operational activities as directed by the Police Chief.
- Issues orders and directives per the Police Chief for the benefit of the Sarasota County School District and the Police Department.
- Reviews and responds to complaints from the school district and Police Department personnel, monitors complex situations, and reports to the Police Chief on such matters.
- This class description intends to provide a representative summary of the types of duties and responsibilities required of classifications given this title. It shall not be construed as a declaration of any particular position's specific duties and responsibilities. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.
- Performs all other duties as assigned.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require a routine assignment during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require non-regular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be expensive in nature, with little advanced

**Deputy Chief of Police (Continued)**

notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

**PHYSICAL REQUIREMENTS:**

Indoors and outdoors. Police officers are expected to work in a number of varying weather and environmental conditions. A workday may include morning, day and night hours. A day's activities may include standing, walking, running, bending, climbing, stooping, pushing, pulling, lifting, reaching, and sitting. Normal dexterity, visual acuity (with or without corrective lenses), hearing, talking, shouting, and firm grasping are also required to carry out essential functions. At times, physical resistance from active subjects may be encountered. Police officers are expected to be able to operate efficiently throughout the entire Use of Force Continuum.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of work year and hours of employment shall be established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 10**



