



Chief of Campus Police Job Description

APR 07 2023

GC SCHOOL BOARD

Job Purpose

- To provide strategic leadership, oversight, and administration of the School District's Police Department.
- To ensure a safe and secure environment for students, staff, and visitors through effective law enforcement, emergency preparedness, and crime prevention strategies.
- To foster positive relationships with students, staff, parents, and the community through proactive policing and safety education.
- To serve as the district's primary liaison with local, state, and federal law enforcement agencies.

Knowledge, Skills, and Abilities

- Law Enforcement Expertise: Mastery of Mississippi criminal law, search and seizure protocols, and statutes specific to minors and school property.
- Emergency Management: Proficiency in NIMS (National Incident Management System) and ICS (Incident Command System) for crisis coordination.
- Security Systems: Knowledge of electronic surveillance, alarm systems, and other security technologies.
- Leadership & Supervision: Ability to recruit, train, supervise, and evaluate sworn officers and security personnel.
- Strategic Planning: Skill in developing departmental policies, standard operating procedures, and multi-hazard management plans.
- De-escalation & Crisis Intervention: Understanding of SRO best practices, trauma-informed care, and conflict resolution.
- Communication: Strong interpersonal and public speaking skills for interacting with students, staff, parents, law enforcement, and the media.
- Administrative Proficiency: Ability to manage budgets, inventory, grant applications, and operational reporting.

Minimum Qualifications

- Education: Bachelor's degree in Criminal Justice, Public Administration, or a related field (Master's degree or FBI National Academy graduation preferred).
- Certification: Certified Law Enforcement Officer in Mississippi with current BLEOST credentials.
- Experience: Minimum 10 years of progressive law enforcement experience, including 5 years in a supervisory or command-level role.
- Training: Completion of Police Officer Basic Course, School Resource Officer Basic Course, MDE Legal & Procedure Course, FEMA ICS-100 and ICS-200, IS-700 and IS-800, National Basic SRO Course, and 40 hours per year of MDE in-service training.
- Age: At least 24 years of age.
- Background: Must pass a comprehensive background check, psychological evaluation, drug screening, and child abuse registry check.
- Licensure: Valid Mississippi Driver's License and ability to maintain firearms proficiency.
- Experience: Prior work with adolescents preferred.

Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Plan, organize, supervise, and perform campus security operations to maintain a safe learning environment.
- Ensure the safety of students, staff, visitors, and school property in compliance with district policies and applicable laws.

- Develop and deliver safety education programs for students, staff, and parents, including emergency procedures and risk management training.
- Assign, supervise, and coordinate security patrols, monitoring entrances, exits, and campus grounds.
- Enforce district policies regarding student conduct, smoking, parking, loitering, trespassing, theft, vandalism, alcohol, and drug use.
- Respond to incidents, separate students during altercations, maintain crowd control, and report issues requiring further corrective action.
- Assist with investigations of school-related violations and coordinate with law enforcement as needed.
- Escort students and visitors safely within the campus as necessary.
- Oversee the training and evaluation of security staff, ensuring proper use of security measures, appropriate force, and adherence to district procedures.
- Manage departmental administration, including hiring, scheduling, evaluations, policy development, SOP creation, and budget oversight.
- Coordinate emergency preparedness drills and review the Comprehensive Multi-Hazard Management Plan annually.
- Serve as primary liaison with local, state, and federal law enforcement agencies, including the Sheriff's Department, Municipal Police, and Mississippi Bureau of Investigation (MBI).
- Oversee criminal investigations occurring on school property, ensuring proper evidence handling and legal compliance.
- Manage procurement and maintenance of patrol vehicles, uniforms, tactical gear, and surveillance equipment.
- Promote positive student-police interactions and implement safety awareness programs.
- Identify and apply for school safety grants to enhance district security resources.
- Perform other job-related duties as assigned by the Superintendent.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

Reports to: Superintendent

Supervises: School Resource Officers & Security Personnel

Terms of Employment: At Will / 240 Days

FLSA Status: Exempt

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature & Date
	Supervisor's Signature & Date