

PROGRESO INDEPENDENT SCHOOL DISTRICT

JOB DESCRIPTION **POLICE CHIEF** *Progreso ISD Police Department*

REPORTS TO:	Superintendent
DEPARTMENT:	Police Department / Safety and Security
SUPERVISES:	All police department personnel and assigned support staff
EMPLOYMENT STATUS:	Exempt
PAY GRADE / DUTY DAYS:	As approved in the District's compensation plan
DATE REVISED:	August 2026

DEPARTMENT FORMATION NOTICE. The Progreso ISD Police Department is in formation and, as of the date of this job description, has not yet been chartered or otherwise approved and assigned an agency number by the Texas Commission on Law Enforcement (TCOLE). The Police Chief will have a central, hands-on role in creating the department, completing the chartering and authorization process, and preparing the department for lawful operations.

PRIMARY PURPOSE

Serve as the District's senior law enforcement administrator and provide executive leadership for the creation, authorization, and operation of the Progreso ISD Police Department. Working under the direction of the Superintendent and in coordination with the Board of Trustees, legal counsel, the District's police-department consultant, TCOLE, and local law enforcement partners, the Police Chief will design and implement a professional, student-centered, legally compliant school district police department. After the department is authorized to operate, the Police Chief will direct all department operations and personnel and will remain accountable to and report directly to the Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Department Formation, Chartering, and Activation

- Lead and actively participate in the complete process of creating and chartering the Progreso ISD Police Department, including all planning, documentation, training,

application, inspection, correction, and approval steps required by TCOLE and other governmental entities.

- Work with the Superintendent, Board of Trustees, legal counsel, and retained consultants to develop and maintain a written startup plan, timeline, responsibility matrix, and readiness checklist for lawful department activation.
- Complete or coordinate all required new-agency training and prepare, submit, and monitor the application for a TCOLE agency number and authorization to operate, together with all required supporting materials and fees.
- Develop for District and Board consideration the department's mission, jurisdiction, scope of on-duty and off-duty law enforcement activities, chain of command, organizational chart, staffing model, position descriptions, and implementation schedule.
- Prepare a sustainable line-item operating budget and multiyear resource plan addressing personnel, training, insurance, facilities, equipment, vehicles, communications, technology, records, evidence storage, and other operational needs.
- Develop, recommend, and implement all required general orders, standard operating procedures, and legally mandated or TCOLE-required policies, including applicable model policies, before department activation.
- Plan and establish compliant facilities and systems for administration, secure records, evidence and property, weapons, communications and dispatch, public access, complaints and compliments, and emergency and nonemergency reporting.
- Identify, procure, inventory, and maintain compliant vehicles, radios, body armor, uniforms, firearms, less-lethal equipment, body-worn cameras, information systems, and other resources needed for safe and lawful operations.
- Develop and negotiate, subject to District approval, memoranda of understanding and interlocal or operational agreements with agencies having overlapping jurisdiction and with partners providing dispatch, communications, detention, juvenile referral, evidence, laboratory, mutual-aid, or emergency-response services.
- Coordinate TCOLE review and on-site inspection activities, promptly address identified deficiencies, and provide the Superintendent regular written status reports concerning readiness, risks, budget, and anticipated activation.
- Ensure that the department does not exercise independent law enforcement agency authority or appoint personnel under a District police commission until all required Board actions, TCOLE approvals, and other legal prerequisites have been satisfied.
- Convert all approved startup plans, consultant work product, and Board directives into durable department systems, records, training, and daily operating practices.

Leadership, Governance, and Administration

- Serve as chief administrator of the police department and provide lawful, ethical, accountable, and service-oriented leadership consistent with District goals and the educational environment.

- Report directly to the Superintendent; keep the Superintendent informed of significant incidents, emerging risks, department performance, legal or regulatory concerns, and matters requiring Board action.
- Advise the Superintendent and Board on school-based law enforcement, security operations, staffing, emergency preparedness, threat prevention, policy, budget, equipment, and interagency coordination.
- Direct department operations; establish command protocols; deploy personnel; assign duties; maintain appropriate coverage; and remain available or ensure command availability for critical incidents outside normal business hours.
- Administer the department budget, purchasing, contracts, inventory, grants, and resources in compliance with District procedures and applicable procurement, grant, and fiscal requirements.
- Establish measurable goals, service standards, performance indicators, and regular reporting for department activities, response, training, complaints, use of force, safety initiatives, and compliance.
- Maintain all required agency registrations, reports, certifications, audits, submissions, and records, including those required by TCOLE, the Texas Education Agency, the Department of Public Safety, the Texas School Safety Center, and other authorities.
- Ensure timely and accurate reporting of appointments, separations, training, license status, and other personnel matters through applicable TCOLE systems, and maintain complete and auditable credentialing files.
- Designate or coordinate legally required department functions, including training, records, evidence, internal affairs, public information, crime reporting, and other administrative responsibilities.
- Monitor changes in law, regulation, TCOLE standards, school safety requirements, and professional practice; promptly recommend and implement necessary operational or policy changes.

School Safety and Law Enforcement Operations

- Protect the safety and welfare of students, employees, visitors, and other persons within the department's jurisdiction and protect District property, consistent with the law and the scope of duties established by the Board.
- Direct prevention, patrol, response, investigation, arrest, citation, traffic, special-event, and other law enforcement activities authorized by law, Board policy, and District procedures.
- Develop and maintain active-threat, emergency-response, incident-command, evacuation, reunification, severe-weather, and continuity protocols in coordination with District administrators and emergency-response partners.
- Support the District's multihazard emergency operations planning, safety and security committee, threat assessment and safe and supportive school teams, required drills and exercises, campus mapping and walkthroughs, audits, and corrective-action processes.

- Ensure officers complete all school-based law enforcement, active-shooter response, firearms, de-escalation, crisis-intervention, student-interaction, and other training required by law, TCOLE rule, Board policy, or assignment.
- Maintain a clear distinction between law enforcement and school administration: do not assign or require officers to perform routine student discipline, school administrative tasks, or student contacts unrelated to lawful police duties, while permitting appropriate informal and community-building contact with students.
- Coordinate with campus behavior coordinators and administrators so behavioral and administrative matters remain with educational personnel unless lawful police intervention is warranted.
- Use developmentally appropriate, trauma-informed, culturally responsive, and de-escalation-centered practices when interacting with students, including students with disabilities or other special needs, without compromising lawful safety responsibilities.
- Maintain effective communication and operational coordination with municipal, county, state, and federal law enforcement, fire, emergency medical, emergency management, juvenile justice, and prosecutorial agencies.
- Serve as incident commander or department representative during critical incidents when appropriate and participate in after-action reviews, corrective actions, and community communications.

Personnel, Professional Standards, and Community Trust

- Recruit, screen, recommend, onboard, train, assign, supervise, evaluate, recognize, counsel, and, when necessary, recommend discipline or separation of department personnel in accordance with law and District authority.
- Ensure each applicant and license holder satisfies all licensing, background, fingerprinting, medical, psychological, drug-screening, education, training, proficiency, and documentation requirements before appointment or assignment.
- Maintain a fair, accessible, and well-documented process for receiving and investigating complaints and compliments; conduct or assign prompt, impartial internal investigations; and protect due process and confidential information.
- Establish and enforce high standards for integrity, impartial policing, professional conduct, use of force, reporting, evidence handling, confidentiality, attendance, appearance, and public service.
- Build constructive relationships with students, families, employees, community members, employee organizations, and partner agencies through visibility, education, respectful engagement, and transparent communication.
- Provide safety education, prevention programming, and staff training appropriate to the District's needs, and support a climate in which students and employees are comfortable reporting safety concerns.
- Respond appropriately to public information requests, subpoenas, litigation holds, media inquiries, and records-retention obligations in coordination with the Superintendent, District public information personnel, and legal counsel.

- Perform other duties assigned by the Superintendent that are consistent with the position, applicable law, and the role of a school district police chief.

QUALIFICATIONS

Minimum Education and Experience

- High school diploma or GED required; bachelor's degree from an accredited college or university in criminal justice, public administration, emergency management, education, or a related field preferred.
- At least eight years of progressively responsible, full-time law enforcement experience, including at least three years in a supervisory or command-level position. Experience establishing or materially reorganizing a law enforcement agency is strongly preferred.
- School district, school resource officer, juvenile law, emergency management, or other substantial experience in an educational environment preferred.
- Equivalent combinations of education, training, command experience, and demonstrated executive leadership may be considered to the extent permitted by law and District policy.

Licenses, Certifications, and Other Requirements

- Valid and active Texas peace officer license issued by TCOLE, in good standing and without a restriction that would prevent performance of the position's duties.
- TCOLE Advanced Peace Officer Proficiency Certificate required; Master Peace Officer Proficiency Certificate preferred.
- Must be eligible for appointment as the chief administrator of a Texas law enforcement agency and satisfy all TCOLE and statutory requirements applicable to the position.
- School-Based Law Enforcement Proficiency Certificate and required active-shooter response training must be completed before appointment or within the legally permitted period following commission or placement, as applicable.
- Must complete all initial and continuing education required for police chiefs, chief administrators, supervisors, and school-based law enforcement officers within the deadlines established by law and TCOLE.
- Valid Texas driver's license with a driving record that meets District standards; ability to operate District vehicles and maintain insurability.
- Must successfully complete all District and TCOLE-required background, criminal history, fingerprinting, medical, psychological, drug-screening, firearms, and other pre-employment or appointment requirements.
- Must maintain firearms proficiency and every license, certification, training requirement, and qualification necessary to serve continuously in the position.

KNOWLEDGE AND SKILLS

- Comprehensive knowledge of Texas criminal and juvenile law, school-based law enforcement, constitutional policing, civil rights, search and seizure, use of force,

investigations, evidence, records, emergency management, and applicable provisions of the Texas Education Code and Occupations Code.

- Working knowledge of TCOLE agency-creation and continuing-operation standards, licensing and reporting systems, model policies, personnel files, training requirements, audits, and chief-administrator responsibilities.
- Ability to create a police department from initial planning through lawful activation and to translate legal requirements into practical policies, budgets, facilities, staffing, training, equipment, and operating systems.
- Strong command, judgment, crisis-management, planning, budgeting, procurement, project-management, investigative, supervisory, and organizational skills.
- Ability to collaborate effectively with the Superintendent, Board, administrators, employees, students, families, legal counsel, consultants, regulators, first responders, and community partners.
- Excellent oral and written communication skills, including the ability to prepare policies, reports, presentations, training, grant materials, incident communications, and Board-level recommendations.
- Ability to exercise discretion, preserve confidentiality, manage sensitive information, and make sound decisions under emergency conditions and public scrutiny.
- Fluency in English required; ability to communicate effectively in Spanish is preferred.

WORKING CONDITIONS AND PHYSICAL DEMANDS

- Work is performed in offices, schools, vehicles, outdoor locations, emergency scenes, and other environments throughout the District and surrounding jurisdiction.
- Frequent districtwide travel; prolonged sitting, standing, walking, driving, and computer use; occasional running, climbing, bending, kneeling, lifting, restraining, or moving persons or objects as required by lawful duties.
- Must be able to perform the essential physical functions of a commissioned peace officer, safely operate required equipment and firearms, and respond effectively during emergencies, subject to reasonable accommodation required by law.
- Regular exposure to stressful, dangerous, emotionally charged, or potentially violent situations; possible exposure to adverse weather, traffic hazards, communicable illness, bloodborne pathogens, hazardous materials, loud noise, and other occupational risks.
- May work evenings, nights, weekends, holidays, extended hours, and irregular schedules and must be available for emergency response or command consultation as operational needs require.

SUPERVISORY RESPONSIBILITY

Directly or through subordinate supervisors, manages all commissioned and noncommissioned personnel assigned to the Progreso ISD Police Department. Supervisory authority is exercised in

accordance with law, Board policy, the District's administrative structure, and any delegation from the Superintendent.

EVALUATION

Performance will be evaluated by the Superintendent in accordance with Board policy, the District's evaluation procedures, the requirements of the position, and progress toward establishing and operating a compliant, effective, and trusted school district police department.

PRIMARY LEGAL AND POLICY FRAMEWORK

This position operates under applicable federal and Texas law, including the Texas Education Code, Chapter 37; Texas Occupations Code, Chapter 1701; TCOLE rules and standards; District Board policy, including the CKE policy series; and directives lawfully issued by the Superintendent and Board of Trustees, as each may be amended. References are descriptive and do not limit any duty imposed by law or policy.

POSITION NOTICE. This job description describes the general purpose and essential responsibilities of the position. It is not an exhaustive list of all duties, requirements, or working conditions. Progreso ISD may amend the description and assign related duties as permitted by law. Reasonable accommodations will be made for qualified individuals with disabilities unless doing so would impose an undue hardship or create a direct threat that cannot be eliminated by reasonable accommodation.

ACKNOWLEDGMENT

I acknowledge that I have received and reviewed this job description and understand the essential duties and expectations of the position. My signature confirms receipt and review and does not create a contract of employment or alter the District's lawful employment authority.

Employee Signature		Date