



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Chief, Special Investigative Unit (SIU) of Police, Broward District Schools Police Department
JOB CODE: A-021
CLASSIFICATION: Exempt
SALARY BAND: D
BARGAINING UNIT: ESMAB
REPORTS TO: Chief of Staff – Safety & Security Officer
CONTRACT YEAR: Twelve Months

POSITION GOAL: Ensure that Broward County Public Schools District is a safe and secure environment with ethical, law-abiding, and high performing employees.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Chief, Special Investigative Unit of Police, Broward District Schools Police Department shall carry out the essential performance responsibilities listed below:

- ~~oversee~~ Oversee all investigative actions and refer students and/or employees to the appropriate community human services agencies or local, county, state, and federal enforcement agencies for further action.
- ~~serve~~ Serve as liaison with Professional Practices Services and the Education Practices Commission, State Department of Education and law enforcement agencies at all levels.
- ~~represent~~ Represent the ~~district~~ District in all matters related to employee discipline and termination before the Division of Administrative Hearings.
- ~~oversee the process of conducting background security checks on employees, vendors, and volunteers to ensure the safety and security of students and employees of Broward County Schools.~~
- ~~provide~~ Provide training to administrators related to employee ~~assessment~~ misconduct, campus security, employee due process rights and related rules, regulations and statutes.
- ~~provide~~ Provide assistance and direction to school and district District personnel on matters requiring investigation of employees.
- ~~assure~~ Ensure compliance with rules, regulations, and statutes related to teacher ~~assessment procedures~~ misconduct, discipline and termination procedures of employees.
- ~~coordinate~~ Coordinate the formulation and implementation of policies and procedures related to the safety and security of all Broward County Public Schools' students and employees ~~in the school district.~~
- ~~advise~~ Advise ~~district~~ District administrators on matters related to security.
- ~~initiate~~ Initiate and oversee innovative and preventative programs related to school and district District security and crime prevention, such as serving as ~~the district's liaison with law enforcement agencies~~ a representative to the Broward County Police Chief's Association, by coordinating and overseeing the School Resource Officers (SRO's) program and the services provided under the Resident on Campus Security (ROCS) Program.
- ~~perform~~ Perform and promote all activities in compliance with the equal employment and non-discrimination policies of ~~the~~ The School Board of Broward County, Florida.
- ~~participate~~ Participate in the training programs offered to enhance the individual's skills and proficiency related to the job responsibilities.
- ~~review~~ Review current developments, literature and technical sources of information related to job responsibilities.
- ~~ensure~~ Ensure adherence to ~~good~~ safety rules and procedures.
- ~~follow~~ Follow ~~Federal~~ federal and ~~State~~ state laws, as well as School Board policies
- ~~perform~~ Perform other duties as assigned, ~~consistent with the goals and objectives of this position,~~ by the Chief - Safety and Security Officer or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution in Public Administration, Criminal Justice, Law or related field of study.
- ~~Degree major in one of the following: Public Administration, Criminal Justice, Law, or of like experiences.~~
- A Minimum minimum of eight (8) years, within the last twelve (12) years, of progressively more responsible sworn law enforcement officer experience, which must include at least five (5) years in an executive, ~~†~~ managerial ~~†~~, or administrative level position with supervisory responsibility.
- Possess and maintain a valid Florida Department of Law Enforcement (FDLE) Certification.
- Prior experience in ~~department management, including~~ fiscal management, staffing, and performance management, strategic planning, and resource allocation.
- ~~Requires advanced~~ Advanced conflict resolution and investigative skills as demonstrated by prior experience.
- ~~Certification in Administration and Supervision or Educational Leadership or degree major in one of the following: Administration and Supervision, Educational Leadership, Public Administration, Criminal Justice, Law, or of like experiences.~~
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- ~~Minimum of six (6) years, within the last ten (10) year, of progressively more responsible experience in personnel administration, school administration, or law enforcement which must include at least five (5) years in an executive/managerial/ administrative level position with supervisory responsibility.~~
- Demonstrated working knowledge of current Florida legislation, law, ~~and~~ State Board of Education Administrative Rules; ~~sworn law enforcement officer and labor/and~~ collective bargaining experience.
- Bilingual skills.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Works with employees, at all levels of the organization, students, School Board members, parents, the community, local, state, and federal officials, legal experts, and bargaining unit officials to accomplish the responsibilities of the position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

PUBLIC RECORDS EXEMPTION:

Positions assigned to this job description are public records exempt according to provisions of FL§119.071.

Revised: 5/20/97 &
Adopted: 6/17/97
Realigned: 4/13/99; 4/01/03
Title Change: 5/01/2001
Board Adopted: 12/16/03
Revised: 5/19/06
Revised: 12/15/09
Title Change: 09/05/2012
2013-2014 Organizational Chart
Board approved: 5/20/14
Board adopted: 6/24/14