

Policy III.3000.D, Appointment of Police Chief

Purpose

This policy establishes the authority, responsibilities, and appointment of the Chief of Police for the San Jacinto College Police Department, and provides for the leadership, administration, and operational oversight of the Police Department in accordance with applicable federal and state law, Board policy, and the administrative direction of the Chancellor.

Policy

The Chief of Police shall be appointed by the Board of Trustees upon the recommendation of the Chancellor.

The Chancellor as the chief executive officer has the authority and ultimate responsibility for operations and security for the College's campuses. The Chancellor administers the operations of the police department through the Chief of Police. The Chief of Police is accountable to the Chancellor and shall perform all duties in accordance with applicable federal and state laws, Board policies, administrative regulations, directives, and guidance issued by the Chancellor or the Chancellor's designee. The Chancellor or designee shall provide day-to-day operational oversight of the police department and ensure that the operations of the department, as managed by the Chief of Police, are efficient, effective, and subject to appropriate internal controls.

As a condition of employment, the Chief of Police shall maintain the required peace officer licensure and certifications and successfully complete all training required by the Texas Commission on Law Enforcement (TCOLE).

Subject to applicable law, Board policy, College administrative regulations, and oversight by the Chancellor or designee, the Chief of Police is responsible for the administration, management, and operation of the San Jacinto College Police Department. This responsibility includes directing departmental operations, overseeing personnel, training, discipline, staffing, scheduling, and resource management, and ensuring the effective delivery of law enforcement services that support the College's educational mission.

The Chief of Police shall develop, maintain, and implement departmental procedures, directives, manuals, and other operational guidance necessary to carry out related Board policies and support the effective operation of the Police Department. Such procedures are subject to the review and approval of the Chancellor or the Chancellor's designee, as appropriate. Departmental procedures shall address operational, administrative, and legal requirements necessary for the effective management of the Police Department including compliance with applicable federal and state laws, standards established by the Texas Commission on Law Enforcement (TCOLE), and other College policies and procedures.

Subject to review by the Chancellor or designee, the Chief of Police shall implement written procedures and orders regarding the following:

- a. Use of force;
- b. Vehicle pursuit;
- c. Professional conduct of officers;
- d. Domestic abuse protocols;
- e. Response to missing persons;
- f. Supervision of part-time officers;
- g. Impartial policing;
- h. Medical and psychological examination of licensees;
- i. Active shooters, including a detailed written policy based on current best practices for responding to an active shooter incident at a primary or secondary school facility and a recommendation for the frequency at which simulated emergency drills should be conducted;
- j. Barricaded subjects;
- k. Evidence collection and handling;
- l. Eyewitness identification;
- m. Misconduct investigations;
- n. Hiring a license holder;
- o. Personnel files;
- p. Uniform and dress code;
- q. Training required to maintain licensure; and
- r. Outside and off-duty employment.

The Chief of Police may issue written or verbal directives, orders, procedures, and operational instructions that are consistent with applicable law, Board policy, and administrative directives issued by the Chancellor or the Chancellor's designee.

The Chief of Police will determine that all officers are able to safely and effectively perform the essential job functions. The Chief of Police may require a fit for duty review upon identifying factors that indicate an officer may no longer be able to perform job-related functions safely and effectively. These factors should be based on objective evidence and a reasonable basis that the cause may be attributable to a medical or psychological condition or impairment. The Chief of Police shall notify TCOLE of any failed medical or psychological examination as required by law.

Authority

The Board of Trustees is authorized under the Texas Education Code to establish and maintain a Police Department and appoint a Chief of Police to administer its operations.

The Chief of Police serves under the authority of the Board of Trustees through the Chancellor and is responsible for ensuring that the Police Department operates in compliance with applicable federal and state law, Board policy, College procedures, and standards established by the Texas Commission on Law Enforcement (TCOLE).

This policy supports the College's commitment to providing professional law enforcement services, maintaining a safe campus environment, and ensuring effective leadership, accountability, and operational excellence within the Police Department.

Associated Procedures

None

Date of Board Approval	This policy became effective as of August 10, 2026, under the Chancellor's authority granted by the Board under Policy III.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change will follow the standard policy review process of two readings at regularly scheduled meetings of the Board with first reading on August 10, 2026, and approval anticipated on September 14, 2026.
Effective Date	This policy became effective as of August 10, 2026, under the Chancellor's authority granted by the Board under Policy III.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change will follow the standard policy review process of two readings at regularly scheduled meetings of the Board with first reading on August 10, 2026, and approval anticipated on September 14, 2026.
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Chief of Police