



# SUPREME COURT OF ARKANSAS

## SUPREME COURT POLICE CHIEF

<b>Job Title</b>	Supreme Court Police Chief	<b>Grade</b>	LES05
<b>Division</b>	Supreme Court of Arkansas	<b>Closing Date</b>	Until filled

### **POSITION SUMMARY:**

The Chief of Police, Supreme Court of Arkansas Police Department is responsible for the executive leadership, administration, and operational oversight of the Supreme Court Police Officers assigned to the Justice Building. The Chief ensures the safety and security of the Justice Building, its occupants, and visitors, and oversees enforcement of Justice Building rules and all applicable federal, state, and local laws.

This position serves as the primary law enforcement executive for the Arkansas Supreme Court, Court of Appeals, and the Administrative Office of the Courts (AOC), and maintains regular professional contact with Justices, judges, court staff, executive leadership, and partner law enforcement agencies. The position is governed by federal and state law, Arkansas Court Security Act provisions, and Court policy.

### **JOB DUTIES:**

- Executive Leadership and Command
  - Provide overall command and leadership of the Supreme Court Police Department.
  - Establish departmental vision, priorities, and performance expectations.
- Security Operations Oversight
  - Direct all security operations for the Justice Building, including access control, visitor screening, and emergency response.
  - Oversee operation and maintenance of security systems, including CCTV, x-ray machines, metal detectors, alarms, and access control technology.
  - Ensure protocols are followed for security breaches, suspicious items, and emergency incidents.
- Policy, Compliance, and Risk Management
  - Ensure compliance with federal, state, and local laws and Court policies.
  - Review security incidents and ensure proper documentation and follow-up.
- Personnel Management
  - Recruit, hire, train, evaluate, and discipline sworn officers.
  - Schedule staffing and manage shift assignments, on-call responsibilities, and special events.
  - Manage leave time and payroll timesheets.
  - Ensure officers maintain required certifications, firearms qualifications, and training.
- Communications and Technology Oversight
  - Ensure effective use of communication systems, including police radios, telephones, and mobile devices.
  - Coordinate information flow between officers, court officials, and external agencies.
  - Oversee records, reporting systems, and use of technology to support operations.
- Interagency and Court Relations
  - Serve as the primary law enforcement liaison with Justices, judges, AOC leadership, court staff, and external law enforcement agencies.
  - Coordinate security planning for judicial proceedings, special events, and travel involving Justices.
  - Represent the department on committees, task forces, and interagency meetings.
- Administrative and Strategic Functions

- Oversee procurement, maintenance, and inventory of equipment, firearms, and vehicles.
- Maintain availability for emergency response and on-call responsibilities.
- Conduct or oversee routine and special security inspections of the Justice Building and grounds.
- Perform other duties as assigned by Court leadership.

**QUALIFICATIONS:**

- **Education**
  - Current Arkansas Law Enforcement Basic/General Certification required.
- **Experience**
  - Minimum fifteen years of law enforcement experience required.
  - Clean driving record required.
  - Court Security Officer/Bailiff experience preferred.
  - Experience in court security, judicial branch operations, or executive protection preferred.
- **Knowledge, Skills, Abilities**
  - Thorough knowledge of public safety methods, techniques, and best practices.
  - Strong understanding of the Arkansas court system and judicial environment.
  - Skilled in the use of Microsoft Office and law enforcement information systems.
  - Ability to manage multiple priorities and complex security operations.
  - Ability to communicate clearly and professionally in writing and verbally.
  - Ability to establish and maintain trusted relationships with Justices, judges, court staff, and law enforcement partners.
  - Ability to work weekends, evenings, and respond to emergencies as required.
  - Ability to patrol buildings and grounds, traverse stairs, and respond to physically demanding situations.
  - Must be able to carry and maintain a firearm.

To be considered, applicants must submit a cover letter, resume, and three professional references via email to Shumeka Young at [SCCareers@arcourts.gov](mailto:SCCareers@arcourts.gov).