

**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Planning

DATE: 9/26/2016

TOPIC: Job Description

PREPARED BY: Jennifer Dyar

Recommended Action on: 9/26/2016

Action Item for Vote (REGULAR MEETING)

Superintendent Prior Approval: Yes

Recommendation/Motion: A motion is in order to approve the job descriptions for Law Enforcement Sergeant.

Background/Rationale: These job descriptions have been updated to more accurately reflect current job responsibilities.

Policy: 01.11 (General Powers and Duties of the Board)

Fiscal Impact: N/A

Attachments(s): Job descriptions

AN EQUAL OPPORTUNITY SCHOOL DISTRICT

Board of Education: Melissa Bacon, Chair • Amanda Ferguson, Vice Chair • Douglas Barnett • Daryl Love • Raymond Daniels

Superintendent Emmanuel Caulk

701 East Main Street, Lexington, Kentucky 40502 • Phone: 859.381.4100 • www.fcps.net

Mailing Address: 1126 Russell Cave Rd., Lexington, Kentucky 40505

LAW ENFORCEMENT SERGEANT

Class Code: 7821

TITLE: Law Enforcement Sergeant
Grade23

REPORTS TO: Designated Law Enforcement Supervisor

SUPERVISES: Law Enforcement Officers and designated Civilian Personnel

JOB FUNCTION: Plan, organize and coordinate a variety of law enforcement activities for an assigned school District including enforcing state statutes, protection of life and property, suppression of criminal activity, apprehension and prosecution of offenders, regulation of non- criminal conduct, preservation of public peace, enforcement of traffic and parking regulations and conduct investigations; supervise and evaluate the performance of assigned subordinates.

DUTIES AND RESPONSIBILITIES:

- Supervise and participate in a variety of law enforcement activities for an assigned school District; exercise authority consistent with statutory obligations and comply with lawful orders.
- Supervise and evaluate the performance of assigned subordinates; assist and provide resource information as needed to assure proper completion of assigned tasks; instruct and assign officers to investigate and suppress illegal activities.
- Prepare and complete accurate and thorough reports of crimes, vehicular accidents and other incidents as necessary; assure accuracy, clarity and neatness of typed and written reports; maintain accurate records of shift activities.
- Assure proper maintenance of the Division vehicles and other equipment.
- Assist other law enforcement officers as needed.
- Maintain confidentiality of records and information according to established procedures.
- Assist injured persons and determine appropriate action; respond to emergency situations.

- Attend and conduct parent conferences regarding student criminal or code of conduct violations as needed.

DUTIES AND RESPONSIBILITIES (CONT.):

- Prioritize school administrators' and staff requests for law enforcement coverage; develop and implement methods of increasing security in and about the premises of school district facilities and coordinate security programs; prepare officer assignment schedules for patrol, athletic events and extra-curricular events as needed.
- Provide proper referrals for incidents occurring outside the officer's area of authority or jurisdiction.
- Communicate with community, staff, parents and students to exchange information, coordinate activities and resolve issues or conflicts; maintain positive public relations.
- Perform other duties as assigned.
- Maintain regular attendance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Elements and appropriate application of state statutes.
- Geographic area, District facilities, school personnel and community members of assigned District.
- Applicable sections of the Kentucky Administrative Regulations and other applicable laws.
- Principles and practices of supervision and training.
- Oral and written communication skills.
- Public relations techniques.
- Interpersonal skills using tact, patience and courtesy.
- Laws, rules and regulations related to assigned activities.
- Basic first aid procedures.

ABILITY TO:

- Supervise a variety of law enforcement duties for an assigned District.
- Prepare and maintain accurate and complete reports of crimes, vehicular accidents and other incidents.
- Train, supervise and evaluate personnel.

- Plan and organize work.
- Prioritize and schedule work.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.

KNOWLEDGE AND ABILITIES (CONT.):

ABILITY TO:

- Determine appropriate action within clearly defined guidelines.
- Read, interpret, apply and explain rules, regulations, policies and procedures. Maintain confidentiality of records and information.
- Maintain current knowledge of effective law enforcement techniques and research.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years of related experience.
- **Minimum five (5) years of experience in Law Enforcement**

LICENSES AND OTHER REQUIREMENTS:

Original Date: 01/1999

Revision Date: 07/2011

Revision Date: 09/2016