

REVISED:
01/28/2022
02/16/2022

Submitted:
01/27/2022
02/15/2022

JOB TITLE:	OFFICER SCHOOL SAFETY
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1C, GRADE 10 OSS
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8754 8091
BARGAINING UNIT:	CLAJ

SCOPE OF RESPONSIBILITIES

Supports an assigned set of schools and patrols those schools by car; is available to the assigned schools and participates in maintaining a safe and orderly school environment. Acts as a liaison between the school and local law enforcement. Participates in monitoring District property and facilities and provides protection for students and faculty by patrolling school grounds. Maintains proper training and certification to serve as an armed, sworn law enforcement officer.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Conducts routine security inspections of all District property within assigned area

Reports incidents to appropriate personnel and prepares reports of incidents which occur on District property

Responds to calls for assistance

Transports personnel and materials as directed by Security and Investigations

Guards specific locations as assigned

Secures windows/doors utilizing provided materials as needed

Conducts facility inspections of physical plant during inclement weather

Secures and maintains crime scenes until relieved by District security staff

Responds to emergencies in schools, District facilities, on buses, and serves as Incident Liaison with local law enforcement

Responds to and collaborates with Safety Administrator to maintain a safe environment

Provides support at extracurricular and school-sponsored events

Performs all other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving exposure to marked changes in temperatures and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School diploma or G.E.D

Must be 21 years of age

Effective communication skills

Valid driver's license
Meets minimum entrance qualifications for School Resource Officer commission to be hired in "Recruit" status
Meet qualifications for Peace Officer Professional Standards (POPS) certification to obtain "Officer" status

DESIRABLE QUALIFICATIONS
Knowledge of school system policies and procedures
SRO basic training
Experience in a diverse workplace



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MINIMUM QUALIFICATIONS

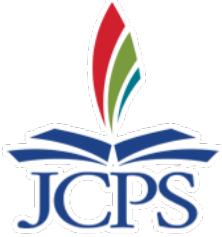
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REVISED: Submitted:
 01/28/2022 01/27/2022
 02/16/2022 02/15/2022

JOB TITLE:	OFFICER SECURITY
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IC, GRADE 44 OS
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8752 8175
BARGAINING UNIT:	CLAJ

SCOPE OF RESPONSIBILITIES

Performs a variety of security activities including enforcing state statutes, protection of property, apprehension and prosecution of offenders, regulation of non-criminal conduct, and enforcement of traffic and parking regulations.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates the services of the School Safety Officers and bus compound contract security personnel

Provides after-hours liaison with local police departments, fire departments and other emergency service agencies

Assists with ongoing training program provided for security personnel

Prepares and completes accurate and thorough reports of crimes, vehicular accidents, and other incidents as necessary

Monitors District properties

Ensures that all electronic patrol-documenting devices are being used properly

Monitors the work activities of unsupervised custodial personnel

Performs weekend, holiday and cold weather building checks

Compiles Kentucky Uniform Reports

Maintains confidentiality of records and information according to established procedures

Performs all other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

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MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Possess State of Kentucky Special Law Enforcement commission

Three (3) years of successful experience in area of security

Must be 21 years of age

Meets minimum entrance qualifications for School Resource Officer commission

Meet qualifications for Peace Officer Professional Standards (POPS) certification

Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Working knowledge of school system policies and procedures
Experience in a diverse workplace



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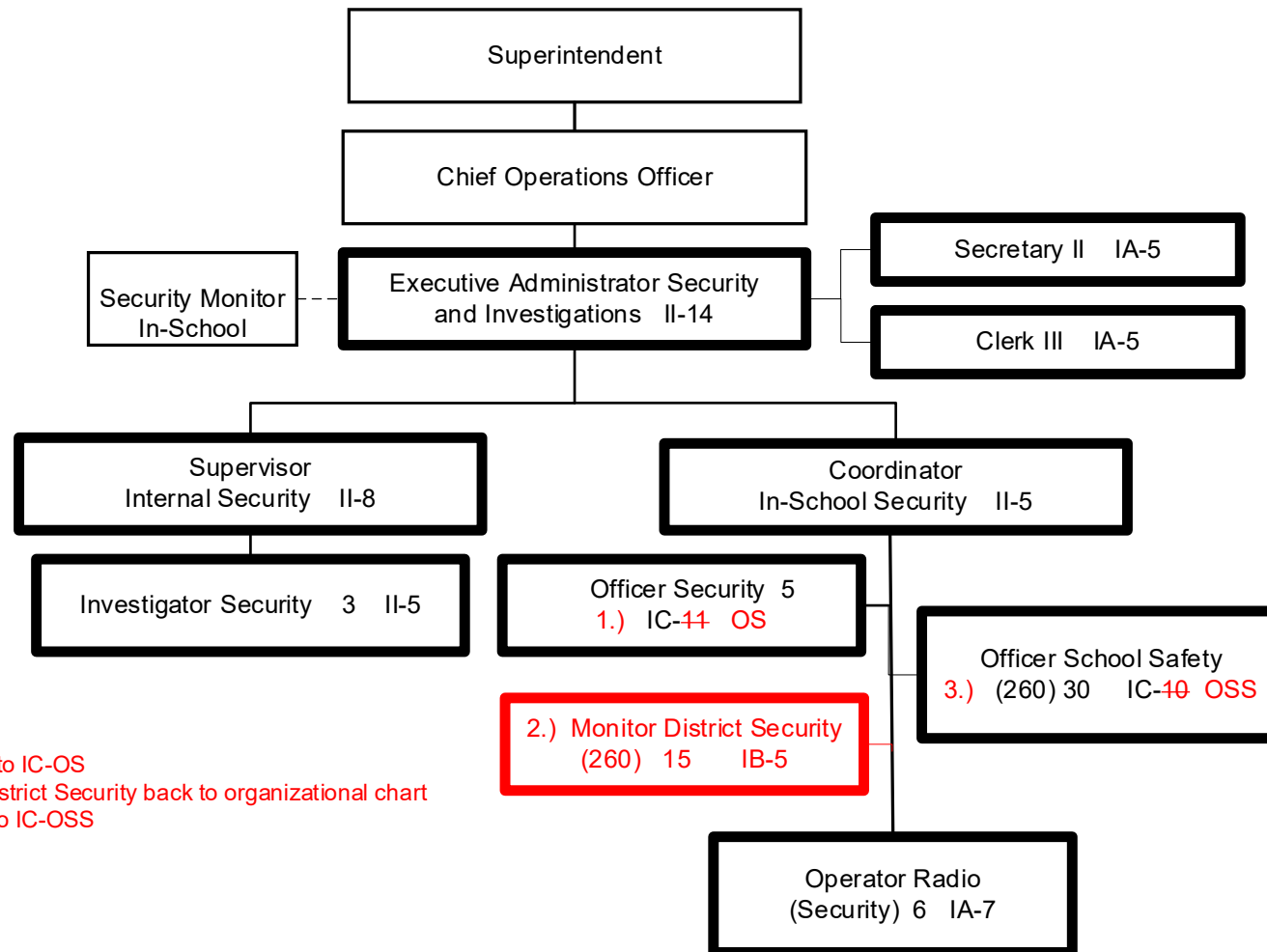
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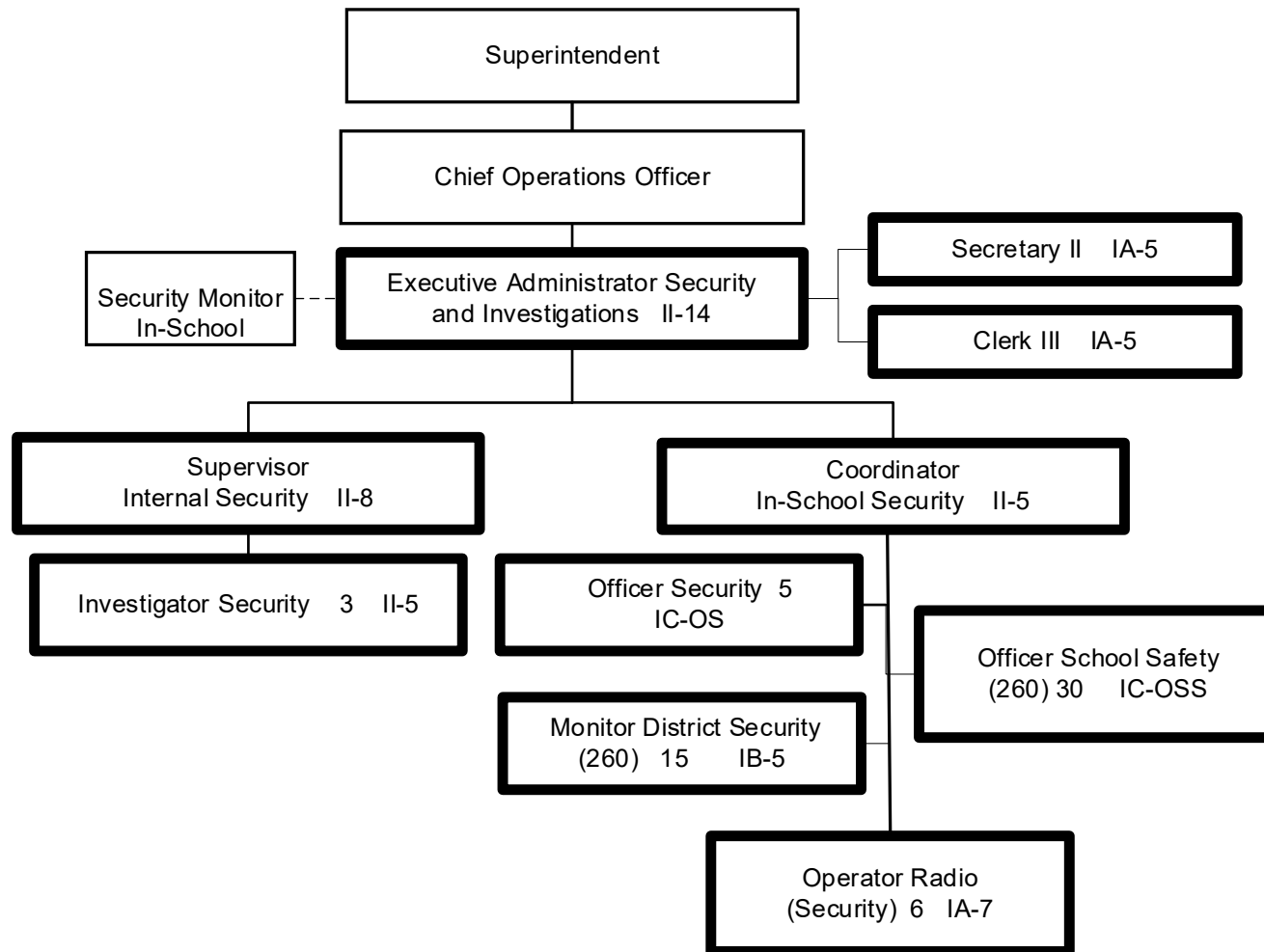
- 1.) Change Salary Schedule to IC-OS
- 2.) Add position of Monitor District Security back to organizational chart
- 3.) Change Salary Schedule to IC-OSS

Summary:

General Fund Positions: ~~54~~ 66
Categorical Fund Positions: 0

H-9

Submitted ~~01/27/2022~~ 02/15/2022
Effective ~~01/28/2022~~ 02/16/2022



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General Fund Positions: 66
Categorical Fund Positions: 0