

**NEW:**

**Revised:**

**03/19/2025**

**7/01/2025**

Submitted:

**03/18/2025**

**6/10/2025**

JOB TITLE:	<b>OFFICER SCHOOL SAFETY SCHOOL RESOURCE OFFICER</b>
DIVISION	<b>OPERATIONS JCPS POLICE DEPARTMENT</b>
SALARY SCHEDULE/GRADE:	1C, GRADE OSS
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	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~~ JCPS Police Department

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 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

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

#### PHYSICAL DEMANDS

This work is conducted in an office, school, warehouse, production/assembly line setting, and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, and crawling. The following physical activities are required occasionally (up to 50% of the workweek): bending, crouching, driving, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

#### 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

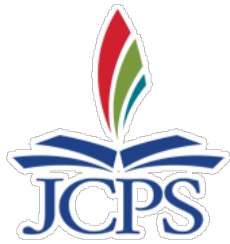
Successful completion of a law enforcement background check

#### DESIRABLE QUALIFICATIONS

Knowledge of school system policies and procedures

SRO basic training

Experience in a diverse workplace



Revised:  
7/01/2025

Submitted:  
6/10/2025

JOB TITLE:	SCHOOL RESOURCE OFFICER
DIVISION	JCPS POLICE DEPARTMENT
SALARY SCHEDULE/GRADE:	1C, GRADE OSS
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	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 JCPS Police Department
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 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
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

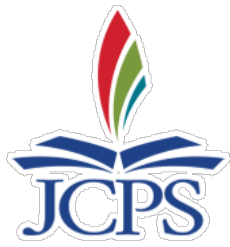
### PHYSICAL DEMANDS

This work is conducted in an office, school, warehouse, production/assembly line setting, and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, and crawling. The following physical activities are required occasionally (up to 50% of the workweek): bending, crouching, driving, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

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
Successful completion of a law enforcement background check

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



NEW:  
REVISED:  
5/10/2025  
7/1/2025

Submitted:  
4/29/2025  
06/10/225

JOB TITLE:	OPERATOR RADIO (SECURITY)
DIVISION	CHIEF OF STAFF JCPS POLICE DEPARTMENT
SALARY SCHEDULE/GRADE:	IB, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAE

#### SCOPE OF RESPONSIBILITIES

Performs emergency and non-emergency school safety communications. Accurately transmits and receives public safety emergency and informational calls, dispatches school safety units and maintenance vehicles. Monitors computer alarm and energy management system.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Operates a multi-channel, two-way radio base system, public safety radio systems, and other peripheral equipment such as computer-aided dispatch to receive and dispatch coded complaint calls, and service runs to public safety field units

Verifies situations requiring immediate action

Advises responding field units of relevant information regarding public safety and broadcasts all supplemental data necessary to assist field units and communicates changes in conditions and situations which impede departmental response calls

Records all radio communications, keeps log of various types including personnel who enter closed schools, and all burglar alarms

Receives emergency and non-emergency calls telephone communication at ~~the C.B. Young Service Center~~ headquarters and refers information to proper authorities

Alerts maintenance personnel regarding alarms and emergency call outs

Monitors computer systems of security and energy management

Maintains working relationship with Metro Safe and local emergency response agencies

Determines need for emergency callout of Board employees during abnormal hours

Receives all incoming communication for Board of Education during abnormal hours

Performs other duties as assigned by supervisor

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

Regular, predictable performance is required for all performance responsibilities.

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction.

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

### PHYSICAL DEMANDS

This work is completed in an office setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): crouching, lifting up to 20 lbs., pushing up to 20 lbs., and pulling up to 20 lbs. The following physical activities are required occasionally (up to 50% of the workweek): bending, driving, standing, and walking. Feeling, grasping, and reaching are required frequently (up to 75% of the workweek). Hearing, repetitive motions with hands, talking, and visual acuity is required constantly (up to 100% of the workweek).

### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D

Twenty-one (21) years of age

Driver's License

Certified Kentucky Telecommunicator issues by Department of Criminal Justice Training

At least one successful year of radio operations experience

Two (2) years of experience in keyboarding and computer skills

Must receive Telecommunicator certification issues by the Department of Criminal Justice Training within six months of employment

Effective communication skills

Experience in a diverse workplace

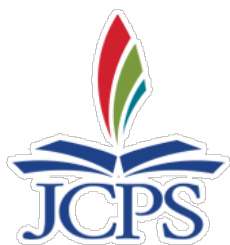
Successful completion of a law enforcement background check

### DESIRABLE QUALIFICATIONS

Three years successful radio operations experience

Department of Criminal Justice and Training Kentucky Telecommunicator

Certificate, Word processing skills



REVISED:  
7/1/2025

Submitted:  
06/10/225

JOB TITLE:	OPERATOR RADIO (SECURITY)
DIVISION	JCPS POLICE DEPARTMENT
SALARY SCHEDULE/GRADE:	IB, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAE

#### SCOPE OF RESPONSIBILITIES

Performs emergency and non-emergency school safety communications. Accurately transmits and receives public safety emergency and informational calls, dispatches school safety units and maintenance vehicles. Monitors computer alarm and energy management system.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Operates a multi-channel, two-way radio base system, public safety radio systems, and other peripheral equipment such as computer-aided dispatch to receive and dispatch coded complaint calls, and service runs to public safety field units

Verifies situations requiring immediate action

Advises responding field units of relevant information regarding public safety and broadcasts all supplemental data necessary to assist field units and communicates changes in conditions and situations which impede departmental response calls

Records all radio communications, keeps log of various types including personnel who enter closed schools, and all burglar alarms

Receives emergency and non-emergency calls telephone communication at headquarters and refers information to proper authorities

Alerts maintenance personnel regarding alarms and emergency call outs

Monitors computer systems of security and energy management

Maintains working relationship with Metro Safe and local emergency response agencies

Determines need for emergency callout of Board employees during abnormal hours

Receives all incoming communication for Board of Education during abnormal hours

Performs other duties as assigned by supervisor

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

Regular, predictable performance is required for all performance responsibilities.

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction.

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

#### PHYSICAL DEMANDS

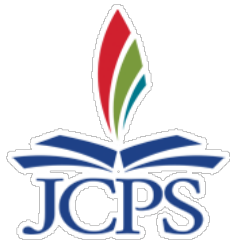
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MINIMUM QUALIFICATIONS
High School Diploma or G.E.D
Twenty-one (21) years of age
Driver's License
Certified Kentucky Telecommunicator issues by Department of Criminal Justice Training
At least one successful year of radio operations experience
Two (2) years of experience in keyboarding and computer skills
Must receive Telecommunicator certification issues by the Department of Criminal Justice Training within six months of employment
Effective communication skills
Experience in a diverse workplace
Successful completion of a law enforcement background check

DESIRABLE QUALIFICATIONS
Three years successful radio operations experience
Department of Criminal Justice and Training Kentucky Telecommunicator Certificate
Word processing skills





**NEW:** Submitted:  
**REVISED:** 03/26/2024  
 07/01/2024 06/10/225  
 07/01/2025

JOB TITLE:	SERGEANT
DIVISION	<del>CHIEF OF STAFF</del> JCPS POLICE DEPARTMENT
SALARY SCHEDULE/GRADE:	1C, GRADE OS
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	0
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.

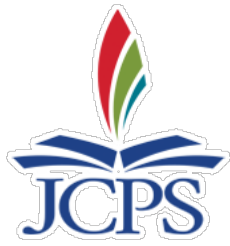
PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Supervises police officers and district security monitors within a sector
Provides technical assistance and instruction in proper police procedure and techniques, interpretation of laws, and rules of evidence
Checks and reviews activities, reports, and evidence collected by procedures and ordinances and to ensure proper description, documentation and coding
Monitors police radio channels to instruct subordinate officers on how to properly apply laws and procedures in unusual and/or emergency situations
Acts as a liaison for School Safety Administrators and local law enforcement
Schedules all police officers, district security monitors
Responsible for scheduling officers at the weapons detection system and acting as a backup at those locations
Provides back up for officers responding to serious events
Coordinates initial response to critical incidents
Monitors District properties
Provides after-hours liaison with local police departments, fire departments and other emergency service agencies
Conducts roll call training
Conducts JCPS mandated skills training
Inspects personnel and equipment
Prepares and completes accurate and thorough reports of crimes, vehicular accidents, and other incidents as necessary
Reviews Kentucky Uniform Reports
Gathers, prepares and presents evidence and testifies in court
Completes National Incident Based Reporting System reports and citations
Maintains confidentiality of records and information according to established procedures
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Assists with ongoing training programs provided for security personnel

Conducts evaluation on School Safety Officers and District Security Monitors
Performs all other duties as assigned by the supervisor
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS
<p>This work is conducted in an office, school, warehouse, production/assembly line setting, and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.</p> <p>This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, and crawling, The following physical activities are required occasionally (up to 50% of the workweek): bending, crouching, driving, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).</p>

MINIMUM QUALIFICATIONS
Possess State of Kentucky Special Law Enforcement commission
Must be 21 years of age
Effective communication skills
Valid driver's license
High School Diploma or GED
Three years of successful experience in area of security
Meets minimum entrance qualifications for School Resource Officer Commission
Meets qualifications for Peace Officer Professional Standards certification
Successful completion of a law enforcement background check

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



REVISED: 07/01/2025  
Submitted: 06/10/2025

JOB TITLE:	SERGEANT
DIVISION	JCPS POLICE DEPARTMENT
SALARY SCHEDULE/GRADE:	1C, GRADE OS
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	0
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
Supervises police officers and district security monitors within a sector
Provides technical assistance and instruction in proper police procedure and techniques, interpretation of laws, and rules of evidence
Checks and reviews activities, reports, and evidence collected by procedures and ordinances and to ensure proper description, documentation and coding
Monitors police radio channels to instruct subordinate officers on how to properly apply laws and procedures in unusual and/or emergency situations
Acts as a liaison for School Safety Administrators and local law enforcement
Schedules all police officers, district security monitors
Responsible for scheduling officers at the weapons detection system and acting as a backup at those locations
Provides back up for officers responding to serious events
Coordinates initial response to critical incidents
Monitors District properties
Provides after-hours liaison with local police departments, fire departments and other emergency service agencies
Conducts roll call training
Conducts JCPS mandated skills training
Inspects personnel and equipment
Prepares and completes accurate and thorough reports of crimes, vehicular accidents, and other incidents as necessary
Reviews Kentucky Uniform Reports
Gathers, prepares and presents evidence and testifies in court
Completes National Incident Based Reporting System reports and citations
Maintains confidentiality of records and information according to established procedures
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Assists with ongoing training programs provided for security personnel
Conducts evaluation on School Safety Officers and District Security Monitors
Performs all other duties as assigned by the supervisor
Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

#### PHYSICAL DEMANDS

This work is conducted in an office, school, warehouse, production/assembly line setting, and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

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#### MINIMUM QUALIFICATIONS

Possess State of Kentucky Special Law Enforcement commission

Must be 21 years of age

Effective communication skills

Valid driver's license

High School Diploma or GED

Three years of successful experience in area of security

Meets minimum entrance qualifications for School Resource Officer Commission

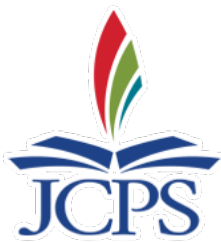
Meets qualifications for Peace Officer Professional Standards certification

Successful completion of a law enforcement background check

#### DESIRABLE QUALIFICATIONS

Knowledge of school system policies and procedures

Experience in a diverse workplace



NEW: Revised: Submitted:  
 07/01/2025 06/10/2025  
 11/15/2023 11/14/2023

JOB TITLE:	COORDINATOR DISTRICT SAFETY DISPATCH (SECURITY)
DIVISION	<del>CHIEF OF STAFF</del> JCPS POLICE DEPARTMENT
SALARY SCHEDULE/GRADE:	II, GRADE <del>5</del> 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8860
BARGAINING UNIT:	CLAB

#### SCOPE OF RESPONSIBILITIES

Coordinates, assigns, reviews, and manages daily activities of the district dispatch center. This includes the overall responsibility for the operations and effective functioning of the center, ensuring work quality and adherence to established policies and procedures. The coordinator provides leadership and direction for the dispatch center as a whole and performs related duties as required.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans, prioritizes, assigns, supervises, reviews, and coordinates the day-to-day activities of the dispatch center
Oversees scheduling and provides adequate staffing for the dispatch center
Supervises and directs the work of all employees of the center to ensure proper performance of duties and adherence to rules and regulations
Develops, administers, implements, and enforces police and procedures
Conducts correspondence and maintains reports and records relating to the activities of the dispatch center and equipment
Participates in the selection of assigned staff, provides or coordinates staff training to maintain certification, and works with staff to maintain quality control
Reviews and evaluates radio and other telecommunication transmissions for investigative or training purposes
Prepares a variety of analytical and statistical reports and correspondence on operations and activities
Conducts quality assurance audits of dispatch protocols and systems
Successfully completes Telecommunicator Certification Course and functions as a telecommunicator as needed
Receives all incoming communication for Board of Education during abnormal hours
Performs 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 primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, reaching with the ability to lift, carry, push or pull light weights.~~

This work is completed in an office setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): crouching, lifting up to 20 lbs., pushing up to 20 lbs., and pulling up to 20 lbs. The following physical activities are required occasionally (up to 50% of the workweek): bending, driving, standing, and walking. Feeling, grasping, and reaching are required frequently (up to 75% of the workweek). Hearing, repetitive motions with hands, talking, and visual acuity is required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Twenty-one (21) years of age

Driver's License

Three years successful radio operations, emergency management, or crisis response experience

Must have success completed or must successfully complete within 6 months of hiring, the State approved Telecommunications Academy

Effective communication skills

Experience in a diverse workplace

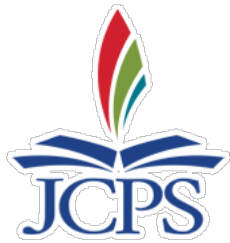
Successful completion of a law enforcement background check

#### DESIRABLE QUALIFICATIONS

Bachelor's degree in Communication, Emergency Management, Law Enforcement Field or work-related experience in the field

Kentucky Law Enforcement Council Telecommunicator Certification

Certified Kentucky Telecommunicator issued by Department of Criminal Justice and Training



REVISED: Submitted:  
7/01/2025 6/10/2025

JOB TITLE:	COORDINATOR DISTRICT SAFETY DISPATCH (SECURITY)
DIVISION	JCPS POLICE DEPARTMENT
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8860
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES
Coordinates, assigns, reviews, and manages daily activities of the district dispatch center. This includes the overall responsibility for the operations and effective functioning of the center, ensuring work quality and adherence to established policies and procedures. The coordinator provides leadership and direction for the dispatch center as a whole and performs related duties as required.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Plans, prioritizes, assigns, supervises, reviews, and coordinates the day-to-day activities of the dispatch center
Oversees scheduling and provides adequate staffing for the dispatch center
Supervises and directs the work of all employees of the center to ensure proper performance of duties and adherence to rules and regulations
Develops, administers, implements, and enforces police and procedures
Conducts correspondence and maintains reports and records relating to the activities of the dispatch center and equipment
Participates in the selection of assigned staff, provides or coordinates staff training to maintain certification, and works with staff to maintain quality control
Reviews and evaluates radio and other telecommunication transmissions for investigative or training purposes
Prepares a variety of analytical and statistical reports and correspondence on operations and activities
Conducts quality assurance audits of dispatch protocols and systems
Responds to and coordinates JCPS Police Departments' response to serious incidents and critical incidents
Conducts After Action Reviews on serious and critical incidents
Acts as a liaison with local and federal law enforcement agencies when requested
Works with and coordinates with local, state and federal agencies to investigate, prevent and respond to crime in the school systems
Successfully completes Telecommunicator Certification Course and functions as a telecommunicator as needed
Receives all incoming communication for Board of Education during abnormal hours
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
This work is completed in an office setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There

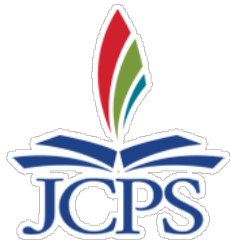
are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): crouching, lifting up to 20 lbs., pushing up to 20 lbs., and pulling up to 20 lbs. The following physical activities are required occasionally (up to 50% of the workweek): bending, driving, standing, and walking. Feeling, grasping, and reaching are required frequently (up to 75% of the workweek). Hearing, repetitive motions with hands, talking, and visual acuity is required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Must be 21 years of age
Effective communication skills
Valid driver's license
Must have successfully completed or must successfully complete within 6 months of hiring, the State approved Telecommunications Academy
Three years successful radio operations, emergency management, or crisis response experience
Experience in a diverse workplace
Successful completion of a law enforcement background check

DESIRABLE QUALIFICATIONS
Bachelor's degree in Communication, Emergency Management, Law Enforcement Field or work-related experience in the field
Kentucky Law Enforcement Council Telecommunicator





**NEW:** Submitted:  
 Revised: 03/26/2024  
 07/01/2024 6/10/2025  
 7/01/2025

JOB TITLE:	LIEUTENANT-SCHOOL SAFETY
DIVISION	<del>CHIEF OF STAFF</del> JCPS POLICE DEPARTMENT
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Responsible for the safety, security and positive relationship with students, faculty, and staff of designated schools within sector of operations. Operational, investigative, and administrative authority over a set group of SSO/Sergeants within the Security and Investigations Unit.

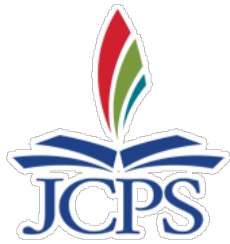
PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Supervises sergeants within a sector
Monitors subordinates runs to ensure that all are responded to in a timely manner and ensure proper assistance is received when handling emergencies
Responds to major incidents
Reviews subordinates' reports, activities and performance to ensure compliance with Police standard operating procedures, laws, and ordinances
Provides technical assistance, advice, and instruction regarding proper Police procedures, techniques, and methods including federal, state, and local laws
Monitors staffing levels to ensure there is sufficient Police protection
Investigates alleged misconduct or criminal activity of police officers reported by the public
Develops and issues assignments, plans, procedures, and protocols to accomplish identified tasks
Approves scheduling
Responds to and coordinates <del>SIU</del> JCPS Police Departments' response to serious incidents and critical incidents
Conducts After Action Reviews on serious and critical incidents
Acts as a liaison with local and federal law enforcement agencies when requested
Works with and coordinates with local, state and federal agencies to investigate, prevent and respond to crime in the school systems
Conducts evaluations on sergeants, officers and district security monitors
Works with schools to comply with state mandates under the State School Marshall
Creates checklists and plans for critical incidents
Reviews all National Incident Based Reporting System reports and citations for completeness
Acts as an administrator for Kentucky State Police Kentucky Open Portal System
Maintains evidence gathered during investigations and evidence records
Writes standard operating procedures for the <del>Security and Investigations Unit</del> JCPS Police Department
Conducts JCPS mandated training

Coordinates and implements training as directed by JCPS PD in line with best practices and in coordination with local, state and federal authorities
Prepares and reports inspections for the Kentucky Law Enforcement Council when directed
Performs other duties as assigned by supervisor
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS
<p>This work is conducted in an office, school, warehouse, production/assembly line setting, and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.</p> <p>This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, and crawling, The following physical activities are required occasionally (up to 50% of the workweek): bending, crouching, driving, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).</p>

MINIMUM QUALIFICATIONS
Must be 21 years of age
Effective communication skills
Valid driver's license
High School Diploma or GED
Three years of successful experience in area of security
Meets minimum entrance qualifications for School Resource officer Commission
Meets qualifications for Peace Officer Professional Standards Certification
Successful completion of law enforcement background check

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



Revised: 7/01/2025  
Submitted: 6/10/2025

JOB TITLE:	LIEUTENANT-SCHOOL SAFETY
DIVISION	JCPS POLICE DEPARTMENT
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Responsible for the safety, security and positive relationship with students, faculty, and staff of designated schools within sector of operations. Operational, investigative, and administrative authority over a set group of SSO/Sergeants within the Security and Investigations Unit.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Supervises sergeants within a sector
Monitors subordinates runs to ensure that all are responded to in a timely manner and ensure proper assistance is received when handling emergencies
Responds to major incidents
Reviews subordinates' reports, activities and performance to ensure compliance with Police standard operating procedures, laws, and ordinances
Provides technical assistance, advice, and instruction regarding proper Police procedures, techniques, and methods including federal, state, and local laws
Monitors staffing levels to ensure there is sufficient Police protection
Investigates alleged misconduct or criminal activity of police officers reported by the public
Develops and issues assignments, plans, procedures, and protocols to accomplish identified tasks
Approves scheduling
Responds to and coordinates JCPS Police Departments' response to serious incidents and critical incidents
Conducts After Action Reviews on serious and critical incidents
Acts as a liaison with local and federal law enforcement agencies when requested
Works with and coordinates with local, state and federal agencies to investigate, prevent and respond to crime in the school systems
Conducts evaluations on sergeants, officers and district security monitors
Works with schools to comply with state mandates under the State School Marshall
Creates checklists and plans for critical incidents
Reviews all National Incident Based Reporting System reports and citations for completeness
Acts as an administrator for Kentucky State Police Kentucky Open Portal System
Maintains evidence gathered during investigations and evidence records
Writes standard operating procedures for the JCPS Police Department
Conducts JCPS mandated training
Coordinates and implements training as directed by JCPS PD in line with best practices and in coordination with local, state and federal authorities
Prepares and reports inspections for the Kentucky Law Enforcement Council when directed

Performs other duties as assigned by supervisor
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

#### PHYSICAL DEMANDS

This work is conducted in an office, school, warehouse, production/assembly line setting, and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

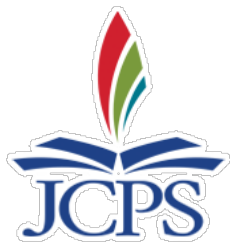
This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, and crawling, The following physical activities are required occasionally (up to 50% of the workweek): bending, crouching, driving, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

Must be 21 years of age
Effective communication skills
Valid driver's license
High School Diploma or GED
Three years of successful experience in area of security
Meets minimum entrance qualifications for School Resource officer Commission
Meets qualifications for Peace Officer Professional Standards Certification
Successful completion of law enforcement background check

#### DESIRABLE QUALIFICATIONS

Knowledge of school system policies and procedures
Experience in a diverse workplace



**NEW:**

Revised:

07/17/2019

07/01/2025

Submitted:

07/16/2019

06/10/2025

JOB TITLE:	MONITOR DISTRICT SECURITY
DIVISION	OPERATIONS SERVICES JCPS POLICE DEPARTMENT
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8754
BARGAINING UNIT:	CLAJ

#### SCOPE OF RESPONSIBILITIES

Participates in monitoring District property and facilities, maintains order and acceptable conduct among students, and provides protection for students and faculty by patrolling school grounds.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Conducts routine security inspections of all District property within assigned area of operations

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

Responds to calls for assistance as directed by security personnel

Transports personnel and materials as directed by security personnel

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

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

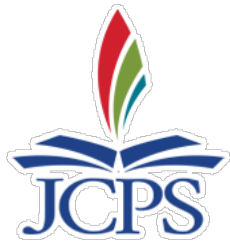
Meets minimum entrance qualifications for Special Law Enforcement Officer

Successful completion of law enforcement background check

#### DESIRABLE QUALIFICATIONS

Knowledge of school system policies and procedures

Experience in a diverse workplace



Revised: 07/01/2025  
Submitted: 06/10/2025

JOB TITLE:	MONITOR DISTRICT SECURITY
DIVISION	JCPS POLICE DEPARTMENT
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8754
BARGAINING UNIT:	CLAJ

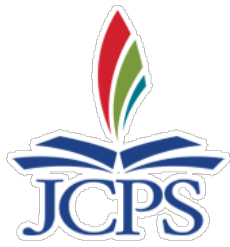
SCOPE OF RESPONSIBILITIES
Participates in monitoring District property and facilities, maintains order and acceptable conduct among students, and provides protection for students and faculty by patrolling school grounds.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Conducts routine security inspections of all District property within assigned area of operations
Reports incidents to appropriate personnel and prepares reports of incidents which occur on District property
Responds to calls for assistance as directed by security personnel
Transports personnel and materials as directed by security personnel
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
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 Special Law Enforcement Officer
Successful completion of law enforcement background check

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



REVISED:  
07/01/2025  
07/01/2025

Submitted:  
03/26/2024  
06/10/2025

JOB TITLE:	SUPERVISOR INTERNAL SECURITY (MAJOR)
DIVISION	<del>CHIEF OF STAFF</del> JCPS POLICE DEPARTMENT
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8254
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Assists the <del>Executive Administrator (EA) Security and Investigations</del> Chief of Police in matters pertaining to district and school safety and security. Administers operational, investigative, and security activities, to include violations of District policies and procedures, and state, and federal criminal, and civil violations. Maintains operational, investigative, and administrative authority for assigned group of staff (Sergeant and School <del>Safety Resource</del> Officers) within the Security and Investigations unit.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Manages District investigations to include coordinating daily operating procedures for, and supervising assigned staff
Acts as liaison with Louisville Metro, state and federal law enforcement agencies to investigate, prevent, and respond to crime in or out of the school system
Coordinates, schedules, and facilitates mandated training with Department of Criminal Justice, Kentucky Law Enforcement Cabinet, State School Marshall, and allied agencies training
Assigns School <del>District Resource</del> Officers to designated sector assignments and schedules appropriate staffing levels
Initiates investigations of criminal, civil and administrative cases at direction of EA Security and Investigations
Develops Training schedules and programs for department including JCPS mandated training
Ensures all sworn officers meet and maintain certification and Peace Officer Professional Standards training requirements for certification
Ensures Department maintains all Criminal Justice Information Systems (CJIS) Certifications
Serves as Department Evidence and Contraband custodian responsible for appropriate disposal of property in coordination with local, state, and federal law enforcement agencies
Maintains department weapons and radio equipment to ensure adequate resources are available for optimal performance
Ensures all employees perform effectively to include reporting, response, and law enforcement procedure for school district
Provides technical assistance and training on law enforcement procedures, techniques, and methods including federal, state, and local laws
Investigates alleged misconduct or criminal activity of officers reported by the public
Approves overall department scheduling and deployment of law enforcement resources as required/requested by the <del>EA Security and Investigations</del> Chief of Police
Responds, coordinates, and supervises JCPS safety and security response to serious and critical incidents
Conducts After Action Reviews on serious and critical incidents
Conducts evaluations of assigned personnel

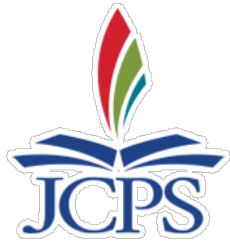
Coordinates with schools to comply with state mandates under the State School Marshall
Serves as Supervisor of JCPS <del>Security and Investigations</del> Police Department when directed by the <del>EA Security and Investigations</del> Chief of Police during their absence
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS
<p>This work is conducted in an office, school, warehouse, production/assembly line setting, and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.</p> <p>This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, and crawling. The following physical activities are required occasionally (up to 50% of the workweek): bending, crouching, driving, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).</p>

MINIMUM QUALIFICATIONS
Bachelor's degree
Five (5) years of successful experience in security and investigatory activities
Meets requirements for POPS and commissioning as a Special Law Enforcement Officer as defined by the Commonwealth of Kentucky or equivalent
Valid driver's license
Effective communication skills
Successful completion of law enforcement background check

DESIRABLE QUALIFICATIONS
Supervisory experience in law enforcement
Advance preparation in law enforcement
Experience in a diverse workplace





REVISED: Submitted:  
07/01/2025 06/10/2025

JOB TITLE:	SUPERVISOR INTERNAL SECURITY (MAJOR)
DIVISION	JCPS POLICE DEPARTMENT
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8254
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Assists the Chief of Police in matters pertaining to district and school safety and security. Administers operational, investigative, and security activities, to include violations of District policies and procedures, and state, and federal criminal, and civil violations. Maintains operational, investigative, and administrative authority for assigned group of staff (Sergeant and School Resource Officers) within the Security and Investigations unit.

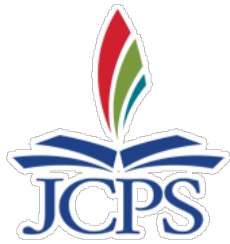
PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Manages District investigations to include coordinating daily operating procedures for, and supervising assigned staff
Acts as liaison with Louisville Metro, state and federal law enforcement agencies to investigate, prevent, and respond to crime in or out of the school system
Coordinates, schedules, and facilitates mandated training with Department of Criminal Justice, Kentucky Law Enforcement Cabinet, State School Marshall, and allied agencies training
Assigns School Resource Officers to designated sector assignments and schedules appropriate staffing levels
Initiates investigations of criminal, civil and administrative cases at direction of EA Security and Investigations
Develops Training schedules and programs for department including JCPS mandated training
Ensures all sworn officers meet and maintain certification and Peace Officer Professional Standards training requirements for certification
Ensures Department maintains all Criminal Justice Information Systems (CJIS) Certifications
Serves as Department Evidence and Contraband custodian responsible for appropriate disposal of property in coordination with local, state, and federal law enforcement agencies
Maintains department weapons and radio equipment to ensure adequate resources are available for optimal performance
Ensures all employees perform effectively to include reporting, response, and law enforcement procedure for school district
Provides technical assistance and training on law enforcement procedures, techniques, and methods including federal, state, and local laws
Investigates alleged misconduct or criminal activity of officers reported by the public
Approves overall department scheduling and deployment of law enforcement resources as required/requested by the Chief of Police
Responds, coordinates, and supervises JCPS safety and security response to serious and critical incidents
Conducts After Action Reviews on serious and critical incidents
Conducts evaluations of assigned personnel

Coordinates with schools to comply with state mandates under the State School Marshall
Serves as Supervisor of JCPS Police Department when directed by the Chief of Police during their absence
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS
<p>This work is conducted in an office, school, warehouse, production/assembly line setting, and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.</p> <p>This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, and crawling. The following physical activities are required occasionally (up to 50% of the workweek): bending, crouching, driving, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).</p>

MINIMUM QUALIFICATIONS
Bachelor's degree
Five (5) years of successful experience in security and investigatory activities
Meets requirements for POPS and commissioning as a Special Law Enforcement Officer as defined by the Commonwealth of Kentucky or equivalent
Valid driver's license
Effective communication skills
Successful completion of law enforcement background check

DESIRABLE QUALIFICATIONS
Supervisory experience in law enforcement
Advance preparation in law enforcement
Experience in a diverse workplace



REVISED:                      Submitted:  
 04/17/2025                      04/16/2024  
 07/01/2025                      06/10/2025

JOB TITLE:	DETECTIVE
DIVISION	<del>CHIEF OF STAFF</del> JCPS POLICE DEPARTMENT
SALARY SCHEDULE/GRADE:	IC, OSS
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAJ

SCOPE OF RESPONSIBILITIES
Monitors security operations in assigned schools. Plans, organizes, and conducts investigations of cases involving District students, staff, and property. Provides special security at locations where a unique event has occurred or has the potential to occur.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Investigates crimes committed against the District, its staff, students, and visitors while at school or on property owned, used, or leased by the District.
Evaluates and determines security needs of students, staff, and facilities during periods of elevated threats and assists in producing security plans for District facilities and develop solutions for physical and internal security situations
Acts as liaison with Law Enforcement and other emergency service agencies and the schools
Establishes and maintains a working relationship with police districts and the community around specific school sites
Prepares Kentucky Uniform Reports and compiles, analyzes, and presents statistical information as requested
Investigates staff misconduct as requested by the administration
Provides individual security services as directed by the administration
Maintains current knowledge of the Kentucky Revised Statutes and crime trends as well as current technological trends in security
Prepares case files for criminal prosecution, maintaining legal chain of custody for evidence
Investigates criminal complaints throughout the district involving students, staff, and faculty. Any criminal complaint on school property.
Performs all other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS
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This work is conducted in an office, school, warehouse, production/assembly line setting, and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, and crawling, The following physical activities are required occasionally (up to 50% of the workweek): bending, crouching, driving, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

High school diploma or G.E.D.

Current commission as a Special Law Enforcement Officer or equivalent

Three years of experience in security investigations

Valid driver's license

Effective communication skills

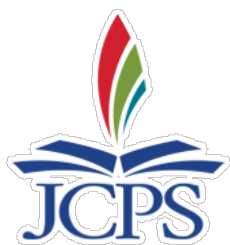
Successful completion of law enforcement background check

#### DESIRABLE QUALIFICATIONS

Bachelor's degree with emphasis in criminal justice

Training in advanced police investigative techniques including fingerprinting and photography

Experience in a diverse workplace



REVISED:  
07/01/2025

Submitted:  
06/10/2025

JOB TITLE:	DETECTIVE
DIVISION	JCPS POLICE DEPARTMENT
SALARY SCHEDULE/GRADE:	IC, OSS
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAJ

#### SCOPE OF RESPONSIBILITIES

Monitors security operations in assigned schools. Plans, organizes, and conducts investigations of cases involving District students, staff, and property. Provides special security at locations where a unique event has occurred or has the potential to occur.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Investigates crimes committed against the District, its staff, students, and visitors while at school or on property owned, used, or leased by the District.

Evaluates and determines security needs of students, staff, and facilities during periods of elevated threats and assists in producing security plans for District facilities and develop solutions for physical and internal security situations

Acts as liaison with Law Enforcement and other emergency service agencies and the schools

Establishes and maintains a working relationship with police districts and the community around specific school sites

Prepares Kentucky Uniform Reports and compiles, analyzes, and presents statistical information as requested

Investigates staff misconduct as requested by the administration

Provides individual security services as directed by the administration

Maintains current knowledge of the Kentucky Revised Statutes and crime trends as well as current technological trends in security

Prepares case files for criminal prosecution, maintaining legal chain of custody for evidence

Investigates criminal complaints throughout the district involving students, staff, and faculty. Any criminal complaint on school property.

Performs all other duties as assigned by supervisor

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

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

#### PHYSICAL DEMANDS

This work is conducted in an office, school, warehouse, production/assembly line setting, and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, and crawling. The following physical activities are required occasionally (up to 50% of the workweek): bending, crouching, driving, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
High school diploma or G.E.D.
Current commission as a Special Law Enforcement Officer or equivalent
Three years of experience in security investigations
Valid driver's license
Effective communication skills
Successful completion of law enforcement background check

DESIRABLE QUALIFICATIONS
Bachelor's degree with emphasis in criminal justice
Training in advanced police investigative techniques including fingerprinting and photography
Experience in a diverse workplace



NEW-  
REVISED

07/01/2019  
7/1/2025

Submitted:

05/14/2019  
6/10/2025

JOB TITLE:	<del>EXECUTIVE ADMINISTRATOR SECURITY AND INVESTIGATIONS</del> CHIEF OF JEFFERSON COUNTY PUBLIC SCHOOLS POLICE DEPARTMENT (JCPS PD)
DIVISION	<del>OPERATIONS SERVICES</del> JEFFERSON COUNTY PUBLIC SCHOOLS POLICE DEPARTMENT
SALARY SCHEDULE/GRADE:	II, GRADE <del>14-18</del>
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	<del>8456-</del>
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Leads the Jefferson County Police Department, including the District Operations Center. Oversees the planning, development, implementation, training, assessment, and improvement of safety systems and processes to support a positive instructional environment for students in grades Pre-K through 12. Leads and oversees ~~Administers~~ investigation and security activities, including investigations that may involve violations of District policies and procedures, and state and federal criminal and civil violations. Provides direction and supervision to district-wide emergency planning and compliance. Collaborates with other district chiefs to provide proactive safety training for staff, specifically violence and controlled substance prevention. ~~Establishes and administers Districtwide emergency plans.~~

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

~~Initiates and conducts~~ Oversees the investigations team managing internal staff/student/visitor investigations of criminal, civil and administrative activities

Gathers, prepares, and presents evidence and testifies, as necessary

~~Monitors the effectiveness of policies in the department and initiates change~~

~~Monitors department monthly cost performance against budget and adjusts activities to meet budget restrictions~~

Administers the JCPS PD budget, including the acquisition of uniforms, cars, and other necessary equipment including replacement planning.

~~Administers~~ Creates and/or leads comprehensive training for security personnel, both in-school and central office, in security policies and procedures

~~Administers~~ Creates and/or administers District security activities, including contract services

Attends all meetings of the Board of Education and provides input.

~~Responsible for investigating and resolving~~ Oversees and ensures the investigation of serious conflicts involving District personnel

~~Reviews~~ Ensures security deployment ~~to ensure services are deployed to the areas with greatest need are~~ swift and effective

~~Coordinates facility and personnel in conjunction~~ Leads effective collaboration with the city and county during emergencies

Provides leadership and expertise in forming, guiding, advising, and evaluating all positions assigned to the

JCPS PD and DOC
Evaluates staff as <del>assigned</del> required
Performs other duties as assigned by <del>supervisor</del> the superintendent
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
<p><del>The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.</del></p> <p>This work is conducted in an office, school, warehouse, production/assembly line setting, and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.</p> <p>This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, and crawling, The following physical activities are required occasionally (up to 50% of the workweek): bending, crouching, driving, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).</p>

MINIMUM QUALIFICATIONS
Bachelor's degree
<del>Five (5)</del> Ten (10) years successful experience in security and investigatory activities
Effective communication skills
<del>Valid driver's license</del>
<del>Previous leadership position in a comparable organization</del>
<del>Current commission as a Special Law Enforcement Officer or equivalent</del>
Successful completion of law enforcement background check
<del>Meets requirements for POPS and commissioning as a Special Law Enforcement Officer as defined by the Commonwealth of Kentucky or equivalent</del>

DESIRABLE QUALIFICATIONS
Working knowledge of the District's administrative organization and functions
Experience in a diverse workplace





REVISED  
7/1/2025

Submitted:  
6/10/2025

JOB TITLE:	CHIEF OF JEFFERSON COUNTY PUBLIC SCHOOLS POLICE DEPARTMENT (JCPS PD)
DIVISION	JEFFERSON COUNTY PUBLIC SCHOOLS POLICE DEPARTMENT
SALARY SCHEDULE/GRADE:	II, GRADE 18
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Leads the Jefferson County Police Department, including the District Operations Center. Oversees the planning, development, implementation, training, assessment, and improvement of safety systems and processes to support a positive instructional environment for students in grades Pre-K through 12. Leads and oversees ~~Administers~~ investigation and security activities, including investigations that may involve violations of District policies and procedures, and state and federal criminal and civil violations. Provides direction and supervision to district-wide emergency planning and compliance. Collaborates with other district chiefs to provide practice safety training for staff, specifically violence and controlled substance prevention.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Oversees the investigations team managing internal staff/student/visitor investigations of criminal, civil and administrative activities

Gathers, prepares, and presents evidence and testifies, as necessary

Administers the JCPS PD budget, including the acquisition of uniforms, cars, and other necessary equipment including replacement planning.

Creates and/or leads comprehensive training for security personnel, both in-school and central office, in security policies and procedures

Creates and/or administers District security activities, including contract services

Attends all meetings of the Board of Education and provides input.

Oversees and ensures the investigation of serious conflicts involving District personnel

Ensures security deployment are swift and effective

Leads effective collaboration with the city and county during emergencies

Provides leadership and expertise in forming, guiding, advising, and evaluating all positions assigned to the JCPS PD and DOC

Evaluates staff as required

Performs other duties as assigned by the superintendent

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

#### PHYSICAL DEMANDS

This work is conducted in an office, school, warehouse, production/assembly line setting, and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, and crawling, The following physical activities are required occasionally (up to 50% of the workweek): bending, crouching, driving, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
Bachelor's degree
Ten (10) years successful experience in security and investigatory activities
Effective communication skills
Valid driver's license
Previous leadership position in a comparable organization
Current commission as a Special Law Enforcement Officer or equivalent
Successful completion of law enforcement background check
Meets requirements for POPS and commissioning as a Special Law Enforcement Officer as defined by the Commonwealth of Kentucky or equivalent

DESIRABLE QUALIFICATIONS
Working knowledge of the District's administrative organization and functions
Experience in a diverse workplace