



# JEFFERSON COUNTY PUBLIC SCHOOLS POLICE DEPARTMENT

<b>SOP # 1.01</b>	<b>PROCEDURE MANUAL (Purpose of)</b>
<i>This procedure is for internal use only and does not enlarge an employee's civil liability in any way. The procedure should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this procedure, if proven, can only be for the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable State Statutes:	
KACP Standard:	
Date Implemented: 8/1/2025	Review Date:8/1/2025

## I. PROCEDURE MANUAL

This manual is an official publication of the Jefferson County Public Schools Police Department (Department). It is issued with the authority of the Chief of Police and contains the procedures and regulations of the Department~~-this department~~. It will be the responsibility of every Department~~police department~~ employee to have knowledge of all procedures and regulations contained in this manual.

## II. PURPOSE

These procedures and regulations are intended to supplement the Jefferson County Public Schools personnel policies and administrative procedures~~Personnel Policies~~ and are established to direct all Department personnel in carrying out their duties and responsibilities. Violations of any of the contents contained in the manual may be grounds for disciplinary action.

## III. PROCEDURES

- A. **Access to the Manual** - All Department employees ~~of the police department~~, will be provided access to a printed copy of the manual. All Department~~employees of the police~~

~~department,~~ will also be provided a web-based copy of the manual published on each employee's "SharePoint" platform and "PowerDMS" platform.

- B. **Security of the Manual** – All printed manuals within the ~~Department shall~~ ~~department will~~ be kept secure. Any information which could hamper the ~~Department's~~ ~~department's~~ operations will be kept strictly confidential. Strict confidentiality is especially important with regard to information on emergency response to criminal activity. Loss of a manual or any of its parts will immediately be reported to a supervisor. All requests for information on manual contents will be referred to the office of the Chief of Police.
- C. **Updating the Manual** – ~~Department employees shall~~ ~~Employees will~~ receive email notification of new policies or modified old policies that have been added. It ~~shall will~~ be the responsibility of the employee to review the assigned policies by their due date. New policies or modifications to old policies ~~shall will~~ immediately be assigned to each employee for review and acknowledgement of understanding. It ~~shall will~~ be the responsibility of the employee to review the assigned policies by their due date.
- E. **Use of the Manual** - Employees ~~shall will~~ consult this manual if they have any questions as to their responsibilities or as to proper procedures. If, upon consulting the manual, ~~an the~~ employee's question is still not resolved, a supervisor or commanding officer should be consulted.

*End of Policies and Procedures Manual (Purpose of) Policy*



# JEFFERSON COUNTY PUBLIC SCHOOLS POLICE DEPARTMENT

<b>SOP # 1.02</b>	<b>ORGANIZATIONAL CHART</b>
<p><i>This procedure is for internal use only and does not enlarge an employee’s civil liability in any way. The procedure should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this procedure, if proven, can only be for the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
<p>Applicable State Statutes:</p>	
<p>KACP Standard:</p>	
Date Implemented: 8/1/2025	Review Date: 8/1/2025

## I. ORGANIZATIONAL CHART

The Jefferson County Public Schools Police Department organizational chart illustrates the reporting relationships and hierarchy within the agency. It helps clarify roles and responsibilities, facilitating effective communication and management. Overall, it is essential for organization and operational clarity.

See attached Jefferson County Public Schools Police Department Organizational Chart.

*End of Organizational Chart*



# JEFFERSON COUNTY PUBLIC SCHOOLS POLICE DEPARTMENT

<b>SOP # 1.04</b>	<b>WRITTEN DIRECTIVES</b>
<p><i>This procedure is for internal use only and does not enlarge an employee’s civil liability in any way. The procedure should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this procedure, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
<p>Applicable State Statutes:</p>	
<p>KACP Accreditation Standard: 4.6</p>	
Date Implemented: 8/1/2025	Review Date: 8/1/2025

**I. WRITTEN DIRECTIVES**

The JCPS Police Department shall establish written directives for the development and promulgation outlining our policies, procedures, and regulations.

**II. PROCEDURE**

- B. Any written directives or modification to written directives must be approved by the Chief of Police or designee.
- C. Written directives shall ~~will~~ be reviewed and consulted by command staff prior to implementation.
- D. Written directives shall ~~will~~ be reviewed annually to see if modification is needed.
- E. Updated policy and procedures manuals shall ~~will~~ be kept in binder and electronic form, and

stored in a readily accessible place for viewing and review.

F. Personnel Responsibility of Employees

1. Acknowledgment of receipt and review of directives by signature.
2. Placement of directives into personal issued manuals and computer files.

*End of Written Directives Policy*



# JEFFERSON COUNTY PUBLIC SCHOOLS POLICE DEPARTMENT

<b>SOP # 1.05</b>	<b><u>CHIEF OF POLICE</u> <del>CHIEF EXECUTIVE OFFICER</del> AUTHORITY</b>
<p><i>This procedure is for internal use only and does not enlarge an employee's civil liability in any way. The procedure should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this procedure, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
Applicable State Statutes:	
KACP Accreditation Standard: 4.1, 8.1, 8.2	
Date Implemented: 8/1/2025	Review Date: 8/1/2025

## I. CHIEF EXECUTIVE OFFICER AUTHORITY

The Jefferson County Board of Education (JCBE) created the Jefferson County Public School Police Department (Department) and the position of Chief of Police. The Jefferson County Public Schools Police Department has established by authority of The Jefferson County Board of Education the office of Chief of Police. The Superintendent shall hire ~~appoint~~ the Chief of Police. The Chief of Police shall manage and direct ~~manages and directs~~ the operations of the ~~Police~~ Department and ensure ~~ensures~~ that all functions are legally, effectively, efficiently, and safely performed. The Chief of Police shall have and exercise all powers and duties assigned by statute, ordinance, and other delegated responsibilities. The Chief of Police shall be responsible for supervising and participating in the daily law enforcement activities of the ~~Police~~ Department and shall oversee its ~~the~~ administrative activities ~~of the police department~~.

## II. PROCEDURES

The Chief of Police shall:

- A. Ensure ~~Ensures~~ that all local, state, and federal ordinances, laws, and regulations ~~statutes~~ ~~from local to Federal levels~~ are enforced and the public peace and safety is maintained.

- B. Assume ~~Assumes~~ responsibility for all Departmental services and activities, including enforcement of ordinances, laws, and regulations ~~statutes, and ordinances~~, crime prevention, criminal investigations, emergency communications, and other related law enforcement activities.
- C. Direct, oversee, and participate ~~Directs, oversees and participates~~ in the development of the ~~Police~~ Department's goals, objectives, and work plan.
- D. Oversee the ~~Oversees~~ establishment, planning and supervision of the police training and skill evaluation programs.
- E. Provide ~~Provides~~ timely, accurate and thorough performance reviews for Department ~~department~~ employees performed by the Chief or their designee.
- F. Review the ~~Reviews~~ performance of the Department ~~department~~ and formulate ~~formulates~~ programs and procedures to alleviate deficiencies.
- G. Handle ~~Handles~~ grievances in accordance with Board Policy 03.26 Grievances (Classified) and Administrative Procedure 03.16 AP.1 Grievance Procedures;
- H. Maintain ~~maintains~~ departmental discipline and oversee ~~oversees~~ the conduct and general behavior of personnel, and, when appropriate, initiates internal investigations ~~when appropriate,~~ and direct ~~directs~~ corrective action in accordance with Department Procedure 01.XX Allegations of Employee Misconduct. ~~as needed~~
- I. Prepare a draft ~~Prepares and presents an~~ annual budget for the Department ~~department~~ for inclusion in the JCPS budget submitted to the JCBE; direct ~~directs~~ the implementation of Department's ~~department's~~ budget; plan for and review ~~plans for and reviews~~ specifications for new or replacement equipment; and purchase requests.
- J. Review and authorize ~~Responsible for reviewing and authorizing~~ invoices and statements for the payment by the ~~Jefferson County Public Schools Police~~ Department.
- K. Prepare and submit ~~Prepares and submits~~ periodic reports to the ~~Jefferson County Public Schools~~ Superintendent and the JCBE Board of Education members ~~members~~ regarding the Department's ~~department's~~ activities, and prepare ~~prepares~~ a variety of reports as appropriate or requested.

***End of Chief Executive Officer Authority Policy***



# JEFFERSON COUNTY PUBLIC SCHOOLS POLICE DEPARTMENT

<b>SOP # 1.06</b>	<b>COMMAND PROTOCOL</b>
<p><i>This procedure is for internal use only and does not enlarge an employee's civil liability in any way. The procedure should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this procedure, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
<p>Applicable State Statutes:</p>	
<p>KACP Accreditation Standard: 3.1, 4.3</p>	
Date Implemented: 8/1/2025	Review Date: 8/1/2025

## I. COMMAND PROTOCOL

Members of the Jefferson County Public Schools Police Department (Department) shall recognize and utilize established command protocol in situations involving personnel of different organizational components of the police department that are engaged in a single operation.

## II. PROCEDURE

### Chain of Command

A. The chain of command is the clear line of authority from the Chief of Police to every member of the Department-organization. The chain of command facilitates effective decision making and organizational communication. Department employees Members shall utilize, recognize, and respect the chain of command as designated in the Order of Rank in all official actions. In certain instances, the chain of command may be bypassed. In doing so, an employee a member must be prepared to justify the departure from normal procedure.

B. Order of Rank for Officers:

1. Chief of Police

2. Major
3. Lieutenant
4. Sergeant
5. Officer in Charge (Designated by the Chief of Police or designee)

C. Order of Rank for Telecommunicators:

1. Chief of Police
2. Major
3. Lieutenant
4. Sergeant
5. District Safety Dispatch Coordinator

ˆ The Chain of Command for civilian employees will be determined by the Chief of Police.

D. Unity of Command

- a. Each ~~employee member~~ is accountable to only one direct supervisor at any given time. It is recognized that there may be times when a commanding officer is required ~~has~~ to give a lawful command to an employee ~~a member~~ who is outside of their normal chain of command. In these cases, the order shall be obeyed.

E. Section Command

- a. Each organizational component of the Department ~~department~~ shall have a supervisor responsible for the activities of the respective component and shall be accountable through the chain of command.

F. Incident Command Protocol

- a. Unless a specific policy or higher-ranking authority dictates otherwise, the officer in charge has command responsibility for field operations. In the absence of a supervisor, the first officer at the scene of an incident shall assume command until relieved.
- b. The officer in charge of any non-planned assignment shall be the first officer to arrive on the scene. That officer ~~He~~ shall remain in charge unless relieved by a ranking officer who will specifically advise the officer that they are being relieved. When two officers of equal rank arrive simultaneously at a scene and a conflict exists as to who is in charge, the officer in charge shall be the one with the most seniority.

G. Span of Control/ Supervisory Accountability

- a. To achieve effective direction, coordination, and control, a limit ~~shall~~ must be placed on the number of personnel who report directly to the Chief of Police and all other command and supervisory personnel. The nature of the assignment shall serve as criteria to determine the proper supervisory/subordinate ratio.

*End of Command Protocol Policy*



# JEFFERSON COUNTY PUBLIC SCHOOLS POLICE DEPARTMENT

<b>SOP # 1.07</b>	<b>CHAIN OF COMMAND</b>
<p><i>This procedure is for internal use only and does not enlarge an employee's civil liability in any way. The procedure should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this procedure, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
<p>Applicable State Statutes:</p>	
<p>KACP Accreditation Standard: 3.1, 4.2</p>	
Implemented: 8/1/2025	Review Date: 8/1/2025

**I. CHAIN OF COMMAND:**

The purpose of this policy is to establish a Chain of Command for the Jefferson County Public Schools Police Department.

A. The Chain of Command of sworn personnel in the absence of the Chief of Police shall be as follows:

1. Major
2. Lieutenant
3. Sergeant
4. Officer in Charge (Designated by the Chief of Police or designee)

B. The Chain of Command of Telecommunications personnel in absence of the Chief of Police shall be as follows:

6. Major
7. Lieutenant
8. Sergeant

9. District Safety Dispatch Coordinator

C. The Chain of Command for civilian employees will be determined by the Chief of Police.

(See Appendix A “Jefferson County Public Schools Police Department Organizational Chart”)

*End of Chain of Command Policy*



# JEFFERSON COUNTY PUBLIC SCHOOLS POLICE DEPARTMENT

<b>SOP # 1.08</b>	<b>JURISDICTION / MUTUAL AID</b>
<p><i>This procedure is for internal use only and does not enlarge an employee's civil liability in any way. The procedure should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this procedure, if proven, can only for the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
<p>Applicable State Statutes: K.R.S. 65-210-65.300</p>	
<p>KACP Accreditation Standard: 1.2</p>	
Date Implemented: 8/1/2025	Review Date: 8/1/2025

## I. JURISDICTION / MUTUAL AID

It is the policy of this agency to provide mutual aid to other law enforcement agencies to the extent allowable under Kentucky law.

## II. PURPOSE

The ~~purpose~~ Purpose of this policy is to outline the mandates governing jurisdiction of officers who are called to assist other agencies.

## III. PROCEDURE

Geographic Jurisdiction: The jurisdiction of the Jefferson County Public Schools Police Department (~~Department~~) is Jefferson County, Kentucky. However, ~~the Department's~~ our area of responsibility remains strictly the property of ~~the~~ Jefferson County Public Schools ~~System~~ (JCPS). Jurisdiction also extends to buses, bus compounds, administrative buildings, leased properties, rented properties, and school sanctioned events. Also included are streets immediately adjacent to the boundaries of JCPS property. Also included are adjacent streets limited to the fringe areas that form the boundary of JCPS property. ~~The Jefferson County Public School Police Department (JCSPD)~~ has the primary responsibility of providing all police services ~~within~~ on JCPS properties and other locations where it has jurisdiction 24 hours

a day, 365 days a year. Officers are authorized to enforce all applicable laws and ordinances within the boundaries of JCPS property.

Sworn ~~JCPSPD officers members~~ possess law enforcement authority any time they are within the boundaries of Jefferson County, Kentucky. However, all ~~Department JCPSPD~~ officers are ~~will be~~ required to have supervisory approval prior to conducting any law enforcement action off of JCPS property, whether on or off duty. This approval will only be given within narrow parameters pertaining to follow-up investigations of crimes that occurred on JCPS property.

### C. OFF-DUTY EMPLOYMENT

Off-Duty employment requiring law enforcement or the use of ~~Department JCPSPD~~ credentials off of JCPS property is prohibited unless authorized by the Chief of Police or dDesignee. This does not prohibit ~~working in any~~ off-duty employment that does not involve using ~~your~~ law enforcement powers or credentials.

To receive ~~For~~ authorization for to work off-duty employment, an officer must complete and submit an Off-Duty Employment Request form to the Chief of Police or designee.

### D. MUTUAL AID:

- A. Statewide Jurisdiction: An officer may assist another Kentucky law enforcement agency in any matter within the other agency's jurisdiction when officially requested. If practical, the request shall be forwarded to the Chief's office ~~of the requested agency~~ for approval. Once officially requested, the officer shall have full arrest powers in the county (city or town) where he is assisting.
- B. Mutual Aid: An officer ~~Officers~~ may have the authority to enforce the law outside of the ~~Department's this agency's~~ jurisdiction under an existing mutual aid agreement or an emergency mutual aid request. Officers shall be made aware of current mutual aid agreements between the Department ~~this department~~ and other jurisdictions through the dissemination of agency general orders.
- C. Contractual Agreement: Each contractual agreement between the Department ~~this agency~~ and another government agency shall be based on a need for law enforcement services. All requests for contractual agreements shall be reviewed by the JCPS General Counsel ~~agencies legal counsel~~ and the Chief of Police or designee, and shall be approved by the Jefferson County Board of Education. The responsibility for the scheduling details of contractual agreements belongs to a commanding officer designated by the Chief of Police.

*End of Jurisdiction / Mutual Aid Policy*



# JEFFERSON COUNTY PUBLIC SCHOOLS POLICE DEPARTMENT

<b>SOP # 1.09</b>	<b>TRAINING DIRECTIVE</b>
<p><i>This procedure is for internal use only and does not enlarge an employee's civil liability in any way. The procedure should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only for the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
<p>Applicable State Statutes: K.R.S. 15.330-15.350</p>	
<p>KACP Accreditation Standard: 1.3, 21.1, 21.2</p>	
Date Implemented: 8/1/2025	Review Date: 8/1/2025

**I. TRAINING DIRECTIVE**

The Jefferson County Public Schools Police Department (Department) will provide officers with continuous training on the recurring, high risk, critical tasks that an officer will face.

**II. PURPOSE**

The purpose is to direct continuous training for the members of the Department this agency as well as ensure the proper essential documentation of the said training.

**III. PROCEDURE**

Each sworn member of the Department shall the agency will receive an annual block of training on each of the high-risk critical tasks in law enforcement including:

A. Use of force (Response to Active Resistance) to include qualification/certification for of any weapons or special equipment the officer may utilize.

1. Firearms training must be conducted, at a minimum, once per year.

2. Firearms training must meet all other requirements set forth in the Kentucky Revised Statutes.

- B. Pursuit
- C. Emergency operation of vehicles
- D. Search and seizure/Arrest
- E. Biased ~~b~~Based ~~p~~Policing
- F. Care, custody, restraint, ~~s~~s and transportation of prisoners
- G. Domestic violence ~~and & a~~Agency ~~e~~Employee involved ~~d~~d Domestic ~~m~~Misconduct
- H. Off-duty conduct of officers and ~~o~~Off-duty paid details
- I. Sexual harassment/~~e~~External ~~s~~Sexual ~~m~~Misconduct by ~~o~~Officers
- J. Dealing with mentally ill, emotionally disturbed persons, and persons with diminished capacity.

Telecommunicator and ~~civilian~~ Civilian employees ~~shall will~~ receive annual training ~~relating as it relates~~ to their job duties.

**IV. DOCUMENTATION:** All training shall be documented in the following manner:

- A. Each employee shall have a training file that indicates the training programs received by the officer to include:
  - 1. Subject matter of the training
  - 2. Date of the training
  - 3. Number of hours
  - 4. Proficiency scores where applicable
- B. ~~The Department shall Agency will~~ also retain as part of agency records, documentation relating to any external program an employee attends as part of continued training.

**V.** The ~~Department shall agency will~~ maintain a file on all training required by federal, state, and Occupational Safety and Health Administration (OSHA) mandates and shall document that training in accordance with this policy.

*End of Training Directive Policy*



# JEFFERSON COUNTY PUBLIC SCHOOLS POLICE DEPARTMENT

<b>SOP # 1.12</b>	<b>HIRING PRACTICES</b>
<p><i>This procedure is for internal use only and does not enlarge an employee’s civil liability in any way. The procedure should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this procedure, if proven, can only for the basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i></p>	
<p>Applicable State Statutes: K.R.S. 15.315-.510</p>	
<p>KACP Accreditation Standard: <b>13.1, 13.2</b></p>	
Date Implemented: 8/1/2025	Review Date: 8/1/2025

## I. HIRING PRACTICES

The Jefferson County Public Schools Police Department (~~Department~~) shall hire only those persons qualified for employment under the Kentucky Revised Statutes. ~~The Department This agency~~ seeks the highest level of professionalism and integrity by its members, and recognizes that this commitment begins with the selection of candidates for ~~the Department this agency~~.

## II. PURPOSE

The ~~Jefferson County Public Schools Police~~ Department shall outline and direct the hiring process and practices for employment as a sworn and non-sworn member or civilian employee of this ~~Department agency~~ in accordance with applicable statutes, Board policies, and administrative procedures.

## III. PROCEDURE A. POSTING OF POSITION

The district shall post for School Resource Officer (SRO) vacancies in accordance with following JCPS Human Resources requirements.

## B. SRO HIRING PROTOCOL TEAM & DEVELOPMENT OF INTERVIEW QUESTIONS/RUBRICS

In accordance with Administrative Procedure 02.31 AP.1 School Resource Officer (SROs):

1. The ~~Chief of Police~~~~Chief Operations Officer~~/designee shall ~~will~~ convene appropriate District staff members as an -ad hoc SRO Hiring Protocol Team to develop and implement the process for hiring SROs. The ~~Executive Administrator of Security and Investigations~~ (Chief of Police) shall serve as the chair- of the ~~committee~~. ~~T~~he SRO Hiring Protocol Team, which shall consist of, but not be limited to, members of the following District divisions or departments: Success and Resilience ~~Culture and Climate~~; Opportunity and Access~~Diversity, - Equity and Poverty~~; Exceptional Child Education; Human Resources; and the JCPS Police Department~~Security and Investigations~~. In addition, one or more individuals with recent experience as a District -school principal shall be invited to join the SRO Hiring Protocol Team.
2. The SRO Hiring Protocol Team will develop a set of interview questions that address- pertinent attributes, qualities, and dispositions of SRO candidates, and a screening rubric for the questions, designed to differentiate responses from highly qualified candidates from those of other, less qualified candidates.
3. Interview questions and the related scoring rubric will address the following areas:
  - a. Credentials
  - b. Experience
  - c. Working with individuals from diverse backgrounds
  - d. Law enforcement in schools
  - e. Community awareness
  - f. Desired behaviors consistent with Board Policy 02.31
  - g. Responses to SRO-based scenarios
  - h. Other matters as determined by the Hiring Protocol Team.
4. ~~The SRO Hiring Protocol Team shall make recommendations regarding recruitment strategies to ensure a racially and ethnically diverse applicant pool.~~

## C. SRO SCREENING OF APPLICANTS

In accordance with Administrative Procedure 02.31 AP.1 School Resource Officer (SROs):

1. Upon the closing of a posted job vacancy, the ~~Executive Administrator of Security and Investigations~~ (Chief of Police) shall convene appropriate District staff members as an ad hoc -SRO Screening Committee to review the applications of qualified candidates and select candidates for initial interviews. The ~~Chief of Police~~~~Executive Administrator of Security and Investigations~~/designee shall serve as the chair of the committee. ~~The SRO Screening Committee shall consist of, but not be limited to, members of the following District divisions or departments: Culture and Climate; Diversity, Equity and Poverty; Exceptional Child Education; Human Resources; and the JCPS Police Department~~Security and Investigations.

2. The SRO Screening Committee ~~will~~ shall review all applications for SRO vacancies and develop a list of candidates to undergo initial screenings and interviews.

3. The SRO Screening Committee ~~will~~ shall conduct initial screenings and interviews to develop a slate of candidates to be reviewed by the ~~Executive Administrator of Security and Investigations~~ (Chief of Police), who shall make hiring recommendations to the Superintendent. At their discretion, the ~~Executive Administrator of Security and Investigations~~ (Chief of Police) may consult with appropriate District staff when developing final hiring recommendations.

*End of Hiring Practices*



# JEFFERSON COUNTY PUBLIC SCHOOLS POLICE DEPARTMENT

<b>SOP # 1.13</b>	<b>PLANNING, RESEARCH AND DEVELOPMENT</b>
<p><i>This procedure is for internal use only and does not enlarge an employee’s civil liability in any way. The procedure should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this procedure, if proven, can only be for the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
Applicable State Statutes:	
KACP Standard: 6.1	
Date Implemented: 8/1/2025	Review Date: 8/1/2025

## I. PLANNING, RESEARCH AND DEVELOPMENT

The Chief of Police requires annual analysis of operational activities for operational objectives, workload and population trends, personnel assignments, capital improvements, and equipment needs.

## II. PURPOSE

The purpose of this policy is to address management principles of a general nature that are not addressed in other areas and procedures. The Chief of Police and all supervisors shall ~~Supervisors will~~ focus upon management information, administration reporting, and accountability for Jefferson County Police Department (Department) agency forms. To aid and assist in the future planning and direction of the ~~Jefferson County Public Schools Police~~ Department, it is necessary to establish planning, research, and development procedures requiring ~~which will require~~ the use of annual reports and statistical data.

**III. PROCEDURE**

- A. The Chief of Police and all ~~supervisors~~ Supervisors shall be responsible for the compilation and maintenance of data from the administrative reporting policy.
  
- B. The information shall be reviewed and analyzed annually by the Chief of Police ~~annually~~. The analysis shall be done by operational activities as:
  - 1. Type of activity
  - 2. Location
  - 3. Time
  - 4. Date
  
- C. The Chief of Police shall then develop, and/or revise a multi-year plan which shall include;
  - 1. Goals and objectives for the ~~Jefferson County Public Schools Police~~ Department;<sub>5</sub>
  - 2. Anticipated workloads;<sub>5</sub>
  - 3. School Population and crime trends for the ~~District~~ Jefferson County Public School;<sub>2</sub>
  - 4. Anticipated personnel needs;<sub>5</sub> and
  - 5. Anticipated capital improvements and equipment needs.

*End of Planning, Research and Development Policy*



# JEFFERSON COUNTY PUBLIC SCHOOLS POLICE DEPARTMENT

<b>SOP # 1.01</b>	<b>Allegations of Employee Misconduct</b>
<p><i>This procedure is for internal use only and does not enlarge an employee’s civil liability in any way. The procedure should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this procedure, if proven, can only be for the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
Applicable State Statutes:	
KACP Standard:	
Date Implemented: 03/16/2026	Review Date:03/16/2026

## I. ALLEGATIONS OF ALLEGED MISCONDUCT

The Jefferson County Public Schools Police Department (Department) shall establish written procedures for the receipt, investigation, and resolution of allegations of employee misconduct.

## II. PURPOSE

This procedure sets forth the framework of the processes to be used when the Chief of Police or designee receives an allegation of misconduct by a Department employee

## III. DEFINITIONS

A. "General employment policies" means the rules, regulations, policies, and procedures commonly applicable to Jefferson County Public Schools (JCPS) classified employees that are not unique to law enforcement activities or the exercise of peace officer authority. This definition applies regardless of whether those rules, regulations, policies, and procedures exist or appear in a Department manual or handbook that is solely applicable to a Department officer.

**B. “Law enforcement policies” means only those policies, procedures, rules, and customs of the Department that:**

- 1. Are specific to the conduct of officers in the exercise of law enforcement powers and functions, including, without limitation: use of force, conduct in the course of pursuits, conduct during stops or detentions of citizens, conduct in the course of interacting with, assisting, or questioning of citizens, and investigative conduct;**
- 2. Are carried out in the course of peace officer functions;**
- 3. Are not general employment policies;**
- 4. Include, but are not limited to, the Department Code of Conduct; and**
- 5. May exist in either written form or in the form of unwritten standards, practices, or protocols generally accepted and applied in the law enforcement profession;**

#### **IV. PROCEDURES**

**G. Non-sworn classified employees represented by an employee organization**

Allegations of misconduct by a non-sworn classified employee represented by a Board-approved employee organization shall be handled in accordance with *Board Policy 03.27 Discipline, Suspension and Dismissal of Employees (Classified)*, attendant administrative procedures and practices, and the collectively bargained agreement between the Board and the employee organization.

**H. Non-sworn classified employees not represented by an employee organization**

Allegations of misconduct by a non-sworn classified employee not represented by a Board-approved employee organization shall be handled in accordance with *Board Policy 03.27 Discipline, Suspension and Dismissal of Employees (Classified)* and attendant administrative procedures and practices.

**I. Sworn peace officer employees**

- a. As permitted under KRS 15.520(4)(c), if a Department sworn officer is alleged to have violated a general employment policy of the District, the investigation, administrative processes, and resolution shall conform with *Board Policy 03.27 Discipline, Suspension and Dismissal of Employees (Classified)*, attendant administrative procedures and practices, and the administrative practices of the District Human Resources Division.**
- b. As required under KRS 15.520, if a sworn officer is alleged to have violated a law enforcement policy of the Department, the investigation, administrative processes, and resolution shall conform with the provisions of KRS 15.520 and the procedures and administrative practices of the Department.**

***End of Allegations of Employee Misconduct Policy***