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TO: Dr. Jesse Bacon, Superintendent
FROM: Sarah Smith, Director of School Safety and Mental Health ^{SS}
DATE: May 4, 2026
SUBJECT: Request Creation of Job Descriptions

This memo formally requests the approval and addition of two new job descriptions for the Chief of Police and the School Resource Officer (SRO) position for the Bullitt County Public Schools Police Department.

Position Summary: Chief of Police
Class Code: 7821

Position Summary: School Resource Officer (SRO)
Class Code: 7824

Following the formal approval by the Board during the January session to establish the Bullitt County Public Schools Police Department, I have enclosed the corresponding job descriptions for your review and inclusion on the Board agenda. Funding for these positions is slated to commence from the General Budget for the 2026-2027 fiscal year. Additionally, the Chief of Police position will be sustained from June 1 through June 30, 2026, utilizing unexpended funds from the existing SRO budget.

CC: Troy Wood, Chief Operations Officer
Althea Hurt, Director of Human Resources
Emily Parrot, Classified Personnel, Human Resources

OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION

BULLITT COUNTY PUBLIC SCHOOLS

BULLITT COUNTY PUBLIC SCHOOLS POLICE DEPARTMENT

POSITION: CHIEF OF POLICE - Classified or Degreed Professional

CLASS CODE: 7821

BASIC FUNCTION: Bullitt County Public Schools (BCPS) is establishing its own law enforcement agency and is seeking a **Chief of Police / Director of Law Enforcement (LE) Services**. This individual will be responsible for building, leading, and managing the newly formed school district police department. The Chief will report directly to the Superintendent and the Director of School Safety.

OVERVIEW: The primary mission of the Bullitt County Law Enforcement Agency is to maintain an environment in which the mission, vision, and core values at BCPS are fully implemented. This will be accomplished by enhancing the safety and security of the school community, fostering positive long-term relationships with students and staff, and working collaboratively with other law enforcement agencies.

REPORTS TO: The Director of Safe and Drug Free Schools

RESPONSIBILITIES

ADMINISTRATION AND LEADERSHIP:

1. Serve as the head of the Bullitt County Public Schools Police Department.
 - a. Supervise and participate in a variety of law enforcement activities, Bullitt County Public Schools; exercise authority consistent with statutory obligations and comply with lawful orders.
2. Provide strategic direction and leadership for all law enforcement operations within the school district.
3. Develop and implement departmental policies, including those for use-of-force, in alignment with state laws and best practices.
4. Direct activities including the suppression of criminal activity, apprehension and prosecution of offenders, regulation of non-criminal conduct, preservation of public peace, enforcement of traffic and parking regulations, and conducting investigations.
5. Prepare and complete accurate and thorough reports of crimes, vehicular accidents, and other incidents, ensuring neatness, accuracy, and clarity, and maintain accurate records of activities.

6. Prioritize requests for law enforcement coverage from school administrators and staff, and prepare officer assignment schedules for patrol, athletic events, and extra-curricular events.
7. Oversee all aspects of department management, including budget, personnel, and equipment, including division vehicles.
8. Perform related duties as assigned by the Superintendent or designee.

PERSONNEL MANAGEMENT:

9. Lead the recruitment, selection, and hiring of qualified School Resource Officers (SROs).
10. Provide ongoing training and manage annual professional development for all officers.
11. Conduct performance evaluations and maintain personnel records, assist and provide resource information as needed to assure proper completion of assigned tasks.
12. Instruct and assign officers to investigate and suppress illegal activities.

COMMUNITY AND INTER-AGENCY RELATIONS:

13. Act as the primary liaison between the BCPS police department and other local, state, and federal law enforcement agencies.
14. Work in partnership with the school community, parents, and students to build trust and transparency. Communicate with community partners, staff, parents, and students to exchange information, coordinate activities, resolve issues or conflicts, and maintain positive public relations.
15. Establish and manage communication protocols with external emergency responders for crises.
16. Communicate effectively, both orally and in writing. Work cooperatively with others.

SAFETY AND SECURITY:

17. Ensure the department meets all statutory requirements in Kentucky Revised Statutes 158.441.
18. Direct and assist with school safety assessments and Department of Criminal Justice Training (DOCJT) Risk Assessments.
19. Collaborate with the Director of School Safety to create and execute safety plans, school threat assessments, and other safety initiatives in the district.
20. Assist injured persons and determine appropriate action; respond to emergencies.
21. Attend and conduct parent conferences regarding students' criminal or code-of-conduct violations as needed.
22. Provide proper referrals for incidents occurring outside the officer's area of authority or jurisdiction.
23. Maintain confidentiality of records and information according to established procedures.

QUALIFICATIONS

EXPERIENCE:

- Must have extensive experience in law enforcement, with a proven record of leadership and administration.
- Experience with school-based law enforcement, previous experience as a School Resource Officer, or work with youth is highly desirable.

EDUCATION AND CERTIFICATION:

- Must meet all legal requirements and regulations for establishing a school district police department as outlined by the Kentucky Law Enforcement Council (KLEC) and Kentucky State Police (KSP) Criminal Justice Information Services (CJIS).
- Completion of a certified basic training academy is required.
- Must be able to obtain and maintain an Originating Agency Identifier (ORI) from the Federal Bureau of Investigation (FBI) through the KSP CJIS Section.
- A four-year degree is preferred, or equivalent from accredited leadership academies or training (Southern Police Institute, FBI Leadership, etc.).

SKILLS / KNOWLEDGE:

- Strong communication and interpersonal skills using tact, patience, and courtesy.
- Ability to develop and manage a budget.
- Proficient in policy development and implementation; elements and appropriate actions of state statutes and BCPS policy and procedure. Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Capable of fostering a positive, proactive approach to school safety.
- Knowledge of the assigned District's geographic area, facilities, school personnel, and community members.
- Knowledge of Basic first aid procedures.
- Ability to maintain current knowledge of effective law enforcement techniques and research.
- Elements and appropriate actions of Kentucky Administrative Regulations and BCPS policy and procedure.

LICENSES AND OTHER REQUIREMENTS:

- Valid Kentucky driver's license.

PAY: BCPS Chief of Police Salary Scale, 187 Calendar Days, plus 23 extended days.

BULLITT COUNTY PUBLIC SCHOOLS

BULLITT COUNTY PUBLIC SCHOOLS POLICE DEPARTMENT

POSITION: SCHOOL RESOURCE OFFICER (SRO) - Classified or Degreed Professional

CLASS CODE: 7824

MINIMUM QUALIFICATIONS:

- Meets statutory KRS 158.441 requirements to be a School Resource Officer.
- A four-year degree is preferred but not required

REPORTS TO: BCPS Police Chief

CONSULTS WITH: Building Principal and Safe Schools Director

JOB GOAL: Present on school property as a support to the school as a law enforcement officer, law-related advisor, and law-related instructor.

BASIC FUNCTION: Perform a variety of law enforcement activities for an assigned school district, including enforcing state statutes, protection of life and property, suppression of criminal activity, apprehension and prosecution of offenders, regulation of non-criminal conduct, preservation of public peace, enforcement of traffic and parking regulations, and conducting investigations.

PERFORMANCE RESPONSIBILITIES:

1. Develops a positive, supportive relationship with students and staff, and continues to engage and work with the community.
2. Collaborates with faculty to deliver presentations on law-related education, drug and alcohol prevention, and life skills programs.
3. Encourages individual and small group discussions (in-person or virtual) with students, based upon the material presented in class, to further establish rapport with students.
4. Become familiar with the Bullitt County Code of Acceptable Behavior and its usage, and may serve on the annual committee to assist in the development of the code.
5. Using district criteria contained in the Bullitt County Code of Conduct, the officer will make referrals to counselors when the SRO detects signs of extreme stress/trauma in students that might lead to more severe problems.
6. Works with staff/counselors/family resource coordinators to locate external professional community resources for students.
7. Supervises the school parking slots as well as conducts routine physical campus security as needed.
8. Cooperate with random student drug testing and drug dog agencies to enhance the drug prevention efforts of the school.

9. Report suspected child abuse, dependency, and neglect to the proper authorities to investigate as directed by the Chief and fill out appropriate forms for child abuse/neglect per the Bullitt County Policy and Procedure.
10. Participates and collaborates with other SROs in the Bullitt County district schools.
11. Deters trespassers from entering or remaining in school buildings without proper authorization, according to established guidelines and procedures.
12. The officer is familiar with the front office staff regarding the utilization and response of the Visitor Entry Protocol system and the appropriate platform the school utilizes.
13. The officer understands and utilizes CPTED (Crime Prevention through Environmental Design) standards and protocols, as well as the Risk Assessment Tool provided by the Department of Criminal Justice Training Center and the State Security Marshal.
14. In order to ensure the peaceful operation of school-related programs, the officer participates in or attends school functions, such as dances and sporting events, graduation ceremonies, whenever possible.
15. Monitor school cameras available from a program on their desktop as well as via an app on their staff mobile device.
16. Works with principals on the development and implementation of the Safe School/School Emergency Plan and the safety or emergency app the district utilizes.
17. The officer shows a presence during student activities/transitions in the hallways, cafeterias, and all areas of the school grounds. Communicates with students while monitoring these areas and develops relationships and trust with students and staff, while maintaining a productive learning environment for students.
18. Reports persons exhibiting undesirable behavior to appropriate school officials, and in the case of criminal issues, acts upon the incident appropriately.
19. Although the SRO will not serve as a disciplinarian, disciplining students is a school responsibility. The officer may work with an administrator who is providing discipline measures when the potential exists that a student has or is about to commit a crime. (This will not prevent the SRO from taking action as a responsible adult or law enforcement attends school-related consultation to administrators on school incidents that occur, and when criminal activity results, proper enforcement of the law and charges will result.
20. Makes himself/herself available for conference or legal involvement with students, parents, and staff to assist them with problems of law enforcement or substance abuse nature.
21. When requested by the principal, attend school-related, council, or administrative meetings to solicit support and understanding of the SRO program. May sit in classrooms or meetings so that teachers can develop a trusting relationship and positive rapport with the SRO.
22. Confers with the principal to develop strategies to prevent and/or minimize dangerous situations on or near the school campus or to involve students in school-related activities.
23. Conducts any necessary formal law enforcement interviews with students or staff on the property or at school functions under the jurisdiction of the school board, pursuant to and in full compliance with school board policies, policies of the police department, and all applicable laws concerning interviews.
24. Coordinates with local law enforcement, fire departments, and EMS agencies in Bullitt County.
25. Help de-escalate conflicts and use restorative practices when appropriate.

26. Participate in threat assessment teams at assigned schools.
27. Attends training activities for school resource officers, as directed by the Superintendent Designee/Director of Safe Schools, or Chief.
28. Affirms his/her role as a law enforcement officer by wearing their uniform, unless doing so would be inappropriate for scheduled school activities.
29. Prepare and complete accurate and thorough reports of crimes, vehicular accidents, and other incidents as necessary.
30. Maintain assigned equipment in proper working condition.
31. Assist other law enforcement officers as needed.
32. Maintain confidentiality of records and information according to established procedures.
33. Assist injured persons and determine appropriate action in a timely manner.
34. Attend and conduct parent conferences regarding student criminal or code of conduct violations as needed.
35. Provide proper referrals for incidents occurring outside the officer's area of authority or jurisdiction.
36. Other duties as assigned by the Chief or Superintendent Designee.

KNOWLEDGE OF:

- Elements and appropriate application of state statutes.
- Geographic area, District facilities, school personnel, and community members of assigned District.
- Applicable sections of the Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience, and courtesy.
- Laws, rules and regulations related to assigned activities.

ABILITY TO:

- Perform a variety of law enforcement duties at an assigned District.
- Prepare and maintain accurate and complete reports of crimes, vehicular accidents, and other incidents.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Determine appropriate action within clearly defined guidelines.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain confidentiality of records and information.

QUALIFICATIONS

EXPERIENCE:

- Must have extensive experience in law enforcement. A resume is required.
- Experience with school-based law enforcement or working with youth is highly desirable.

EDUCATION AND CERTIFICATION:

- Must meet all legal requirements and regulations for establishing a school district police department as outlined by the Kentucky Law Enforcement Council (KLEC) and Kentucky State Police (KSP) Criminal Justice Information Services.
- Completion of a certified basic training academy is required.
- High school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law, supplemented by specialized coursework in law enforcement.

SKILLS:

- Strong communication and interpersonal skills.
- Capable of fostering a positive, proactive approach to school safety.

LICENSES AND OTHER REQUIREMENTS:

- Valid Kentucky driver's license.

PAY: BCPS Classified Salary Scale for 187 Calendar Days.