



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

|                        |                          |
|------------------------|--------------------------|
| 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   |
|--|
| <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                  |