



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.

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

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