



REVISED: Submitted:
07/01/2024 03/26/2024

JOB TITLE:	SUPERVISOR INTERNAL SECURITY (MAJOR)
DIVISION	CHIEF OF STAFF
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 Executive Administrator (EA) Security and Investigations 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 Safety 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 District 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 EA Security and Investigations

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 Security and Investigations when directed by the EA Security and Investigations 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

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

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

DESIRABLE QUALIFICATIONS

Supervisory experience in law enforcement

Advance preparation in law enforcement

Experience in a diverse workplace