



REVISED:
07/01/2012

JOB TITLE:	SECURITY INVESTIGATOR
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8748
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Monitors security operations in assigned schools. Plans, organizes and conducts investigations of cases involving District students, staff, and property. Provides special security at locations where a unique event has occurred or has the potential to occur.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Evaluates and determines security needs of students, staff, and facilities during periods of elevated threats and assists in producing security plans for District facilities and develop solutions for physical and internal security situations
- Acts as liaison with Law Enforcement and other emergency service agencies and the schools
- Establishes and maintains a working relationship with police districts and the community around specific school sites
- Responds to calls for assistance, investigates, maintains legal chain of evidence and prepares case files on crimes committed against the District, its staff, students and visitors while at school or on property owned, used or leased by the District
- Prepares Kentucky Uniform Reports and compiles, analyzes, and presents statistical information as requested
- Investigates staff misconduct as requested by the administration
- Provides individual security services as directed by the administration
- Maintains current knowledge of the Kentucky Revised Statutes and crime trends as well as current technological trends in security
- Performs all other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires exposure to marked changes in temperatures and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

- High school diploma or G.E.D.
- Current commission as a Special Law Enforcement Officer or equivalent
- Three (3) years experience in security investigations
- Valid driver's license
- Effective communication skills

DESIRABLE QUALIFICATIONS

Bachelor's degree with emphasis in criminal justice

