SAFETY OFFICER, PATROL

QUALIFICATIONS

High school diploma or GED
Minimum 23 years of age and possess a valid Mississippi Operators License
Two (2) years security, military or law enforcement preferred
No record of conviction of any felony
Must complete Mississippi Department of Education 40 hours School Safety Officer Basic Course within 2 years after hire
Physically capable of completing the Oleoresin Capsicum and pressure point control training
Good communication skills
Must possess demeanor to work with parents, students, employees, and general public
Must submit to and pass drug-screening test as outlined by district policy
Must be insurable by district insurance carrier
Capable of lifting up to 100 pounds

REPORTS TO

Sergeant

ESSENTIAL FUNCTIONS

Patrols school grounds and buildings in an assigned Patrol Zone to deter and prevent theft, vandalism, and illegal entry.
Makes reports and detains as necessary for questioning unauthorized persons or vehicles for preliminary administrative and criminal investigations.
Responds to special threat situations and assists principals and other staff members in maintaining a safe school environment.
Responds to all calls from the Dispatch Center (CCTV, alarm, etc.) and assists security officers at fixed posts.
Assists with traffic details at school sites during events and coordinates the loading and unloading of buses when requested.
Completes all professional requirements for patrol safety officers prior to work assignment.
Performs other related duties as requested or assigned.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.
**Salary Information**

- **Classification:** Patrol Safety Officer
- **Scale:** Classified
- **Grade:** C
- **Days Employed:** 258 per school year
- **Range:** $9.55 - $16.75

Exception: JPS employees should refer to the Classified Employee Pay Scale Rules of Administration and Implementation.

- **Overtime:** Exempt

**Codes**

- **MS Personnel/Accreditation Data:** 751035 (Security)

JPSD Job Position Title: