SERGEANT, SECURITY PATROL

QUALIFICATIONS

Three years experience as Security Guard/Safety Officer or Associate Degree
Experience in supervision
Training in use of firearms desirable
Applicant must submit to and pass drug screening test as outlined by district policy.

REPORTS TO

Zone Commander

SUPERVISES

Security Patrol (B, C Shifts Only)

JOB GOAL

A first line supervisory position that assures policies and procedures are followed by subordinates. Position requires active participation in the duties performed by subordinates.

ESSENTIAL FUNCTIONS

Makes sure all dispatched calls by Communications Division are handled in a timely manner by patrol personnel.
Reviews and signs all reports made by patrol officers and corrects deficiencies.
Assists patrol officer with all major incidents in the zone.
Recommends policies and procedures related to safety and security.
Conducts investigations, prepares incident reports, and makes results available to appropriate school officials and zone commander.
Patrols site location, building, and grounds to prevent theft, vandalism, and illegal entrance.
Handles all calls dispatched by Jackson Public Schools Communications Division.
Inspects vehicle, equipment, and personnel before and after tour of duty.
Assists site managers with crisis management.
Requires working on some weekends and holidays.
Administers roll-call training on any new policy or procedure.
Submits monthly reports to zone commanders.
Picks up and delivers letters and/or subpoenas from Human Resources and District Counsel’s Office to employees.
Transports students home in emergency cases.
Assists J.P.S. social workers on home visits.
Works security details at board meetings and student disciplinary hearings.
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: Sergeant, Security Patrol
Scale: Classified
Grade: F (Not sworn); H (Sworn)
Days Employed: 258 per school year
Beginning Salary $13.00 (F scale); $15.30 (H scale)
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: N3820/N3821/N3822