

SCHOOL RESOURCE OFFICER

JD LOCATOR: 5.03.1

Adopted: 9/19/05

Revised: 07/08

REPORTS TO:	High School Principal and Superintendent of Schools
CLASSIFICATION:	Classified
FLSA STATUS:	Non-Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of classified staff. Additional evaluations may be submitted at the discretion of the Assistant Superintendent for Human Resources.

JOB SUMMARY

To conduct highly responsible law enforcement work under general direction to create and maintain a safe, secure, and orderly learning environment for students, staff, and patrons. Foster an efficient and cohesive program that will build a positive relationship between law enforcement officers and the youth of our community in addition to reducing crime committed by juveniles and young adults.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

I. Personal and Professional Responsibilities

1. Wear an approved uniform during duty hours except on days approved by the school administration (i.e., spirit days).
2. Duty hours will be on school days during school hours. A modified work schedule will be utilized on days of significant evening events (i.e., athletic events, dances, and graduation exercises). Attend away events if requested by school administration.
3. Adapt to a school environment and maintain a commitment to ongoing professional development in working with youth and in a school environment.
4. Maintain sensitivity and respect for school officials' responsibilities. Make a concerted effort to develop and maintain a cooperative atmosphere.
5. Serve as link between the school district, and local law enforcement and social service agencies.
6. Attend parent, faculty, student, and other organizational meetings as requested by the school administration.
7. Work in conjunction with the school administration in the investigation and due process of serious discipline incidents.
8. Assist other law enforcement officers with outside investigations concerning students attending the Waynesville R-VI Schools.
9. Assist district administration in the investigation of complaints against staff and worker compensation cases as needed.
10. Keep accurate, legible records and reports.
11. Maintain professional responsibility to serve as a positive role model to students, especially in terms of appropriate attitudes and respect.
12. Attend regular meetings with school administration to exchange information and ideas.
13. Keep all information regarding names and actions taken in the strictest of confidence and in accordance with FERPA.
14. Establish a trusting channel of communication with students, staff, and patrons.

15. Testify in Board of Education hearings, court, and other legal proceedings.
16. Keep current on modern police practices and methods used in crime investigations and the identification and presentation of physical evidence.
17. Alert school administration and appropriate law enforcement agencies of potential problems in the school and community before they occur.
18. Perform other duties and responsibilities as assigned by the school administration. May be reassigned to other duties on a temporary basis during school holidays, vacations, or police emergencies.

II. Safety and Security of Facilities and Grounds

1. Protect School Board property, and staff, students, and patrons while on School Board property.
2. File reports for all traffic accidents occurring on school grounds.
3. Monitor security cameras.
4. Patrol parking lots to ensure staff and students' safety upon arrival on and leaving of school property.
5. Perform ongoing security checks of all school facilities and make recommendations to the school administration.
6. Investigate criminal activity committed on or adjacent to school district property.
7. Deter misconduct by remaining highly visible in the halls, cafeteria, gymnasium, parking areas, etc.
8. Keep current on principles and practices of security supervision.
9. Work in conjunction with the district facility safety advisor regarding emergency routes, drills, and waiting areas utilized during emergency situations.
10. Assist the school administration with truancy issues, criminal activities, and anyone causing a disruption on school property.

III. Educational and Intervention Responsibilities

1. Prepare and conduct classroom activities while maintaining an awareness that each school may require different styles of educational and intervention programs that involve a wide range of topics including security, crime prevention, drug/alcohol education, citizenship and community responsibility, and other related issues as approved by the school administration. Activities should be fun and interesting as well as informative.
2. Coordinate all educational activities with law enforcement officials, local organizations, and school administration. Seek their advice, permission, and guidance prior to enacting any program or distributing any pamphlets/brochures/handouts within the school.
3. Work cooperatively with other officers and persons from the criminal justice field as approved by school administration to instruct in areas where the School Resource Officer may lack the appropriate skills or knowledge.
4. Be familiar with all community agencies which offer assistance to youth and their families such as, but not limited to, mental health clinics, substance abuse treatment centers, child protective services, domestic violence services, juvenile authorities, and make referrals to such agencies when necessary.
5. Assist with crisis intervention for students in stressful situations.
6. Empower students with the knowledge of law enforcement efforts and obligations as well as consequences for violations of the law.
7. Inform students of their rights and responsibilities in order to become better informed, lawful citizens.
8. Intervene in student arguments and talk with all persons involved to avoid altercations.
9. Coordinate crisis intervention scenario with administration and emergency response personnel.

IV. Rules, Regulations, and Enforcement

1. Enforce school policies and regulations, state statutes, and city ordinances.
2. Interview victims, witnesses, and suspects in crime and disorder investigations and follow-up investigations in compliance with law and Board policy.

3. The SRO should not take advantage of students and staff as a “captive audience” for routine police investigations and nonessential interviews by police and others that may be disruptive to the learning environment as the primary purpose of the school is to educate.
4. The SRO will not act as a school disciplinarian; however, the SRO will report any violations of school discipline policy to the appropriate administrator.
5. The SRO will not conduct locker checks without a search warrant, except in emergencies. Any searches, use of K-9, or other activities may be considered obtrusive and, therefore, will be cleared through the appropriate channels prior to initiation.
6. The SRO should not transport a sick or injured child for medical assistance or provide an escort with a police vehicle except in extreme emergency situations.
7. As required by law, the SRO will notify the appropriate agencies and initiate a report if there is knowledge of or “reasonable cause” to suspect a child of being abused or neglected.
8. The SRO will not act as an alcohol detection agent or monitor school entrances. If alcohol is detected by a school official or in the patrol duties of the SRO, appropriate action will be taken.
9. Abide by Board policies should it become necessary to conduct formal questioning or interviews with students or staff on school property or at school functions under the jurisdiction of the Waynesville R-VI School District.
10. Make arrests and takes offenders into custody in compliance with law and administrative procedure.
11. Conducts lawful searches of persons and property, confiscates and secures evidence and contraband in compliance with law and Board policy.
12. The SRO shall immediately cease a foot or vehicle pursuit that continues off of school district property except in cases of extreme offenses or threat of safety.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. School Resource Officer Certification
2. Commissioned as a law enforcement officer
3. Minimum of three years experience in a law enforcement-related field
4. Such alternatives or additions to the above qualifications as the Board may find appropriate

COMMUNICATION SKILLS

1. Ability to write reports and correspondence consistent with the duties of this position.
2. Ability to communicate clearly and concisely in a diverse setting both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to read, analyze, and interpret information.
4. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
5. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.
2. Sufficient math skills to record distances, numbers, and times.

REASONING ABILITY

1. Ability to interpret and apply a common sense understanding to a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to quickly and objectively identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and properly utilize various machines/equipment especially as machines/equipment are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
7. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, city, state, and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
8. Ability to work independently with minimum supervision.
9. Ability to use independent judgment and demonstrates initiative to act without being asked.
10. Ability to use appropriate defense measures to protect self or others in adverse situations.
11. Basic procedural understanding of criminal law and criminal procedures with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the seizure and preservation of evidence.
12. Understanding of and skill at applying basic interview techniques, vehicle operations and safe driving practices, standard broadcasting procedures, and crowd, vehicle, and pedestrian control.
13. Ability to administer first aid in emergency situations.
14. Sensitive to cultural differences among individuals and groups of persons.
15. Sufficient human relation skills to resolve confrontation, affect behavior of others, and convey a positive image of the district.
16. Ability to observe accurately, recalling faces, names, descriptive characteristics, and facts of incidents and places.
17. Broad base of knowledge regarding youth, social issues, and the criminal justice system.
18. Knowledge of the court system and presentation of evidence in court proceedings.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk for extended periods of time; climb stairs; run, sit, climb and/or balance; stoop; kneel; crouch; crawl; use hands to finger, handle, or feel and reach with hands and arms. Ability to listen more closely and acutely than normal daily life to accurately perceive information. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to discern colors and work in a night setting. Employee must maintain appropriate physical standards including agility, physical strength, and

stamina in order to respond to emergency situations, restrain and apprehend suspects, lift, and push or pull individuals or objects weighing up to 100 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may experience potential hazardous and dangerous situations involved in intervening in anti-social, illegal, or violent behavior. Employee must safely work in situations of exposure to blood borne pathogens which may require specialized personal protective equipment. Work is performed indoors and outdoors where safety and health considerations exist from weather extremes, physical effort, and dangerous incidents. The noise level in the work environment is usually moderate.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature

Date

Supervisor's Signature

Date