School Resource Officer (SRO) Job Description

Job Description SCHOOL RESOURCE OFFICER

This is intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. Additional and different duties from those set forth below may be required. The City of Daleville is an equal opportunity employer, and thus no person will be excluded from participation in or be subjected to discrimination on the grounds of race, color, handicap, gender, religion, creed, national origin, or age. Reasonable accommodations will be made for qualified disabled applicants or employees. The City of Daleville reserves the right to withdraw any intent to employ at any time.

POSITION SUMMARY

Responsible for the handling of security, police, fire, and rescue emergencies that may take place at schools in Daleville.

REQUIRED EDUCATION/ LICENSE/ CERTIFICATION

- Possession of valid Alabama driver's license.
- Certified State of Alabama law enforcement officer; NCIC certified; CPR and AED trained.
- Has attained School Resource Officer Training certification.

REQUIRED KNOWLEDGE/ EXPERIENCE

Familiar with all community agencies that offer assistance to youths and their families and guide mental health clinics, drug treatment centers, and other alternative programs. When appropriate, referrals will be made.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Responds to school alarms.
- The liaison between the school and the Director of Public Safety.
- Supervisor of school's crossing guards and ensures their presence during school hours.
- Attends teacher, parent, and student meetings at the schools to solicit support and understanding of the police school resource program.
- Assist and informs on developing plans to prevent and minimize dangers on school premises and events.
- Conduct investigations on students and staff when deemed appropriate as outlined by the policies of the Board of Education.
- Promote awareness and support to the community of law enforcement efforts to ensure school premises and activities have safety as a priority.
- Attends school sporting events and coordinates security and rescue personnel.
- Knowledge of investigative practices and the analysis of evidence for crimes committed within the school.
- Sign petitions on juvenile suspects if warranted with Dale County Youth Services.
- Perform related duties as required.

WORKING ENVIRONMENT

- Work is performed within a school.
- Reactive to emergencies that may occur within the school.
- Required to work evenings and weekends during school activities
- Responds to police emergency calls if a situation warrants additional officer assistance.
- Police School Resource Officers are not school disciplinarians. If the principal believes an incident is a law violation, the SRO will then determine whether further action is appropriate.
- May be exposed to a hostile person or persons and hazardous or stressful situations while completing assignments.
- This position does not entail regularly assigned duties such as the lunchroom monitor or hall monitor.
- Upon the principal's request, law enforcement action will be taken toward intruders and unwanted guests that have entered the premises or school-related activities.