



<b>Job Title:</b>	<b>School Resource Officer</b>	<b>Department/Loc:</b>	<b>Police Department</b>	
<b>FLSA Classification:</b>	<b>Hourly, Non-Exempt</b>	<b>Date Drafted:</b>	<b>05/19/2022</b>	
<b>Reports To:</b>	<b>Community Services Sergeant</b>	<b>Grade:</b>	<b>110</b>	

**Position Summary**

Under the general supervision of the Community Services Sergeant. This Class is to conduct law enforcement duties while assigned to a school. To maintain a police presence on school campus, promote a positive attitude toward law enforcement, and to reduce juvenile crime through education, awareness, and enforcement. Ensures enforcement and compliance with all applicable laws, codes, policies, procedures, and standards relating to law enforcement and the welfare of the students, faculty, and staff. Performs related law enforcement and administrative work. Works under stressful, high risk conditions. Reports to the Community Services Sergeant.

**Position Responsibilities- Essential**

*This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.*

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

- Monitors student behavior during lunch, between classes, and other times as necessary to maintain order.
- Establishes and maintains a police presence on assigned school campus; patrols campus frequently for security and safety.
- Communicates with parents to discuss law violations; refers parents to outside organizations for assistance as appropriate.
- Advises school officials and teachers on various issues pertaining to school safety.
- Participates in school/extracurricular activities as appropriate; coordinates school security.
- Responds to school disturbances and other school emergency situations; investigates school crimes or crimes committed by students.
- Documents all contacts with staff, faculty, and students; maintains incident and activity records and prepares related reports.
- Promotes a positive attitude toward the law and law enforcement officers through frequent personal contact with school youth, teachers, and administrators.
- Identifies gang/drug activity and other potential problem areas; recommends and/or implements corrective action and remedies.
- Participates in in-service, firearms, and range training as needed.
- Performs general law enforcement duties as necessary, including but not limited to patrolling assigned areas of the City, responding to public calls for assistance, maintaining order, apprehending and arresting



suspected law violators and criminal suspects, transporting prisoners, collecting evidence, and participating in investigative operations.

- Prepares cases for prosecution; provides court testimony as necessary.
- Assists in coordinating division activities with those of other divisions, departments, and agencies as appropriate.
- Participates in public relations efforts as necessary to maintain a cooperative and positive relationship between the department and the community.
- Receives and responds directly to citizen inquiries, concerns, and complaints concerning activities and personnel in areas of responsibility.
- Attends periodic training sessions; maintains required level of proficiency in the use of firearms and other law enforcement equipment.
- Prepares various documents, including incident reports, request forms, schedules, statements, traffic tickets, warnings, collision reports, booking reports, summonses, inspection forms, bond forms, receipts, photo and fingerprint logs, arrest warrants, and various other records, reports, memos, logs, correspondence, etc.
- Refers to policy and procedure manual, codes, regulations, laws, maps, statutes, training manual, etc.
- Operates various types of office equipment, machinery, and tools in the performance of duties such as a computer, printer, calculator, radio equipment, telephones, tape recorders, fax machine, and copier. Operates police vehicle, firearms, radar, breath-test equipment, etc.
- Uses office and computer supplies, restraining devices, protective gear, fingerprint kit, cameras, and a variety of other police-issued materials and supplies.

### **Position Responsibilities- Non-Essential/Other**

- Performs general building maintenance as necessary.
- Performs general administrative work as required, including but not limited to attending and conducting meetings, preparing reports and correspondence, entering and retrieving computer data, answering the telephone, copying and filing documents, sending and receiving faxes, etc.
- Performs other related duties and other duties as assigned.

### **Essential Skills and Experience**

- Requires one (1) year experience as a certified police officer.
- Requires good written and verbal communication skills.
- Must display a positive attitude and a calm, professional demeanor.
- Requires good time management skills.
- Must have successfully completed required law enforcement courses and possess required certifications.
- Analytical abilities necessary to make sound, logical decisions quickly, and sound judgment are required to act in the best interests of the citizens and the jurisdiction. Analytical ability to plan work schedules and evaluate work performance.
- License and certifications
  - Valid South Carolina Driver's License
  - Must have completed the South Carolina Criminal Justice Academy (SCCJA) Class 1 LE
  - Must be able to obtain the School Resource Officer certification through the SCCJA or equivalent



**Mental & Physical Demands- ADA Guidelines**

**Physical Demands**

- |                 |            |                        |            |
|-----------------|------------|------------------------|------------|
| • Sit           | Frequently | • Reach Above Shoulder | Frequently |
| • Walk          | Frequently | • Climb                | Frequently |
| • Stand         | Frequently | • Crawl                | Frequently |
| • Handling      | Frequently | • Squat or Kneel       | Frequently |
| • Reach Outward | Frequently | • Bend                 | Frequently |

**Lifting Requirements**

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|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds      | Frequently | • >100 pounds   | Occasionally |
| • 21-50 pounds      | Frequently |                 |              |

**Pushing and Pulling Requirements**

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|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds  | Frequently   |
| • 13 to 25 pounds   | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds   | Frequently |                     |              |

**Definitions**

- *N/A* Not Applicable: Activity is not applicable to this occupation
- *O* Occasionally: Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- *F* Frequently: Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- *C* Constantly: Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

**ENVIRONMENTAL HAZARDS:**

The job risks exposure to no known environmental hazards.

**SENSORY REQUIREMENTS:**

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

*The City has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.*

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Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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