



Job Description

Title: School Resource Officer	FLSA Status: Non-Exempt	Created:
Supervisor: Police Captain and School Principal	Supervises: N/A	Revised:
Job Family: Police Services	Bargaining Unit: Police Services	Approved:

JOB SUMMARY:

Under the direction of the Police Captain and in coordination with the School Principal, provide campus safety and maintain order at assigned schools through visual deterrence and the enforcement of laws; work closely with school administration and staff to implement special programs to support crime prevention and safety intervention for staff and students; develop positive relationships between students, faculty and the police; promote a safe gang and drug free environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as a visible and active law enforcement officer on an assigned school campus dealing with law-related areas such as drugs, traffic, trespassing, fighting, and thefts; monitor and patrol school campus property for suspicious activity, unauthorized persons on campus or unauthorized entry after hours; enforce campus rules and regulations.
- Serve as the initial first responder and school safety coordinator for campus emergencies; provide instructions and directions to others as it pertains to law enforcement matters and emergency situations; work with other law enforcement agencies with incidents involving local criminal activity that may impact the safety of the environment for students and staff.
- Prepare written reports, including quarterly statistical and weekly police reports; maintain daily logs; obtain and serve arrest and search warrants as necessary; testify in court as required.
- Serve as mandated reporter for cases of child abuse; notify Child Protective Services as required; refer student attendance issues to review board at Merced Office of Education.
- Respond to calls on crimes against person or property in progress; record and report crimes already occurred, including intrusions, activation of fire alarms and related infractions; perform preliminary investigation at the scene; interrogate witnesses and suspects; gather and preserve evidence; take statements.
- Work closely with the school principal and staff of the school to foster a better understanding of the law enforcement function to maintain a secure learning environment; provide in-service training to help administrators and school staff be better prepared to deal with security-related matters; collaborate with school's administrative team on safety protocols and procedures and to deter criminal and delinquent behavior.
- Meet with parents and students to discuss behavioral issues, delinquent behavior and concerns of substance abuse; conduct home visits to monitor student as necessary; confer and collaborate with Merced County's mental health providers to discuss student issues.
- Conduct courses and workshops for students, staff and parents to promote social awareness, relationship skills, self-management, self-awareness and responsible decision making; monitor and instruct students, visitors, and school personnel on proper and lawful campus or facility behavior; provide assistance to school administrators to define and maintain a respectful code of conduct on school campus.
- Operate a two-way radio and qualify with a department issued firearm.
- Attend meetings, trainings and conferences; conduct trainings for school staff and for the Police Explorer program personnel.
- Drive a vehicle to conduct work in both routine patrol and emergency response modes.

OTHER DUTIES:

- Perform related and special duties as assigned by appropriate supervisory personnel and school administrators.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands 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.

Knowledge of:

- Methods, procedures and practices of effective law enforcement and police work.
- Applicable sections of the State Penal Code, State Education Code, Motor Vehicle Code, Health and Safety Code and other laws related to juveniles.
- Organizational security and police policies, procedures and regulations.
- Health and safety regulations.
- Traffic laws, defensive driving techniques and rules of the road.
- Standard broadcasting procedures of a police radio system.
- Investigation and report writing techniques.
- Report development and record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- First aid techniques.

Ability to:

- Preserve and protect organizational property, personnel and students.
- Enforce applicable laws, rules and regulations.
- Analyze situations quickly and adopt a safe and effective course of actions.
- Detect and report criminal activity and safety hazards.
- Assist in preparing for court cases.
- Operate a vehicle to conduct work.
- Apprehend, restrain and arrest individuals.
- Interview witnesses, complainants and suspects.
- Organize and write clear and concise reports of incidents.
- Operate and maintain a variety of police and safety equipment in a safe and proper manner.
- Administer first aid.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions.
- Observe legal and defensive driving practices.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED.
- Three years of experience as a Patrol Officer.

Licenses, Certifications and other Requirements:

- Valid California class C driver's license.
- Completion of Basic P.O.S.T. certificate.
- Valid C.P.R. certificate.
- Valid Basic First Aid certificate.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Driving a vehicle to conduct work.
- Seasonal heat and cold or adverse weather conditions.
- Evening or variable hours.

Physical Demands:

- Standing or sitting for extended periods of time.
- Dexterity of hands and fingers to operate firearms and other police and safety equipment.
- Walking and running.
- Hearing and speaking to exchange information.
- Seeing to monitor student behavior.
- Physical agility and stamina to apprehend and restrain individuals.
- Bending at the waist, kneeling or crouching to obtain evidence.
- Reaching overhead, above the shoulders and horizontally to search facilities and obtain evidence.
- Carrying, pushing or pulling suspects.
- Climbing fences and working from rooftops.

Hazards:

- Exposure to possible fights and confrontations.
- Contact with dissatisfied or abusive individuals.
- Driving a vehicle during adverse weather conditions.

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.