

JOB DESCRIPTION

TITLE: School Resource Officer / Juvenile Resource Officer

QUALIFICATIONS:

- Graduate of Basic Law Enforcement Officer Training Program (full-time only; part-time or reserve basic is ineligible)
- Three years of law enforcement experience

REPORTS TO: Chief of Police

JOB GOAL: To provide for the safety and security of the students, staff, and property within the school system by planning to prevent safety and security problems and by responding immediately to deal with any disruption or criminal activity.

PERFORMANCE RESPONSIBILITIES:

- Provide consulting advice to administrators on plans for safety, emergency preparedness, traffic flow, evacuation, lighting, and video surveillance, as well as other safety/security concerns
- Provide training to students, faculty, administrators, and parent groups regarding safety issues, such as personal safety, fun safety, bus safety, and drug and gang awareness
- Coordinate security for extracurricular activities
- Serve as liaison/facilitator between the school system and local law enforcement agencies to coordinate the law enforcement efforts of the local jurisdiction with regards to the schools
- Create and maintain written case files of criminal acts by students and reports of deprived, abused, or neglected children and shares this information with the school administrator, school social worker, agencies in the law enforcement and judiciary systems, and the local family and children's services department, when appropriate
- Advise school administration regarding what law enforcement measures are appropriate when the school administrator or SRO/JRO believes an incident is in a violation of the law
- Investigate suspected criminal activity on and off school property
- Decide whether a situation requires immediate action, whether to charge a violation, whether to make an arrest, and whether to refer a case to the district attorney for prosecution
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)