

City of Johnson City, Texas School Resource Officer Job Description

Job title: School Resource Officer (SRO)
Department: Police Department
FLSA: Nonexempt

Summary of Position

Fully commissioned police officer who works with and aids the administration and student body of the Johnson City Independent School District (JCISD) schools. Serves as a consultant, instructor and problem solver and generally works to reduce crime through education and the promotion of positive police/student relations.

Organizational Relationships

Reports to: Chief of Police (“Program Supervisor”), or designee
Directs: This is a non-supervisory position.
Other: Has frequent contact with school administrators and personnel and will serve as liaison between the JCISD and the Police Department.

Responsibilities

- a) Protecting the lives and property of DISTRICT students, personnel, and visitors. The SRO will serve and respond to all DISTRICT campuses located within the City of Johnson City;
- b) Enforcing applicable federal, state, and local laws and ordinances;
- c) Investigating criminal activity and accidents occurring at the DISTRICT campuses;
- d) Patrolling areas within or in the vicinity of the geographical boundaries of the DISTRICT to protect all students, personnel, and visitors. Patrol and other law enforcement duties of the SRO shall be performed, in part, with the use of CITY-owned POLICE DEPARTMENT vehicles;
- e) Being a visible presence during the school day in order to assist DISTRICT administration with general public safety services during school hours. The SRO shall not act as a school disciplinarian and will not assume that role; however, if the campus principal or staff person believes an incident involves a violation of the law or threat to public safety, the principal or staff person may contact the SRO who will determine whether law enforcement action is warranted and appropriate;
- f) Maintaining the peace and/or addressing any breaches of the peace, as needed;
- g) Engaging in all law enforcement activities arising from the enforcement of criminal laws or school policies and rules, including, but not limited to, issuing traffic citations, transporting arrested persons, completing follow-up activities, filing of affidavits and complaints, and participating in legal proceedings resulting from the law enforcement services provided in accordance with this Agreement. Violations of school policies and rules, however, that are strictly non-criminal in nature will only be assigned to the SRO for investigation at the specific direction of the Program Supervisor;

- h) Responding to police calls for service on campuses during the course of the regular school day;
- i) Serving as a member of each campus "Safe and Supportive School Program Team," which conducts behavioral threat assessments by reporting individuals who make threats of violence or exhibit harmful, threatening, or violent behavior and gathers and analyzes data to determine the risk level and appropriate intervention;
- j) Helping to mediate disputes on campus, when requested by campus administration, including working with students to help solve disputes in a non-violent manner;
- k) Assisting with the prevention of property loss due to theft or vandalism;
- l) Providing traffic control, as needed;
- m) Assisting the DISTRICT with its Emergency Operations Plan(s);
- n) Assisting with school safety projects and participating in emergency drills, emergency response, and after-action reviews within schools when requested by the DISTRICT;
- o) Providing training for staff, as agreed upon by the School Superintendent and the Program Supervisor;
- p) Serving as a resource for law enforcement education at the request of school staff, such as speaking to classes on the law, search and seizure, drugs, or motor vehicle laws;
- q) Maintaining the confidentiality of student records, as required by FERPA;
- r) Providing assistance to other law enforcement officers with outside investigations concerning students attending the DISTRICT's schools;
- s) Making the principal of a campus aware of any law enforcement action taken on the campus, as soon as practicable and in compliance with the law;
- t) Taking appropriate law enforcement action against intruders and unwanted guests, at a principal or designee's request, who may appear at the school and related school functions, to the extent that the SRO may do so under the authority of the law;
- u) Advising a principal before requesting additional police assistance on campus, when practicable;
- v) Being available for conference with students, parents, and faculty members in order to assist them with law enforcement or crime prevention issues. If, at any time, the SRO may need to visit the home of a student, the SRO shall notify the campus principal and School Superintendent prior to the visit. The purpose, context, and result of the visit will be documented as a call for service, in accordance with POLICE DEPARTMENT policy.
- w) Becoming familiar with all community agencies offering assistance to youths and their families, such as mental health clinics, drug treatment centers, etc.;
- x) Coordinating all security efforts at the DISTRICT's schools, including the coordination of a safety audit of campuses, and developing a long-range plan for campus safety. The plan will incorporate input from school staff, students, and parents;
- y) Assisting principals in identifying situations or school protocol, on campus or during school sponsored events, which have the potential for becoming dangerous situations, and developing action plans, through long-term problem solving, in an attempt to prevent or minimize their impact;
- z) Maintaining detailed and accurate records of the operation of the PROGRAM;
- aa) The SRO shall not be used for regularly-assigned lunchroom duties or for hall monitoring, bus duties, or other monitoring duties. If there is a problem in one of these areas, the SRO may assist the school until the problem is rectified;

- bb) Preparing reports and documentation related to safety and security events occurring within the geographic boundaries of the Johnson City ISD;
- cc) Complying with the DISTRICT's policies and procedures while acting as the SRO on DISTRICT property and at DISTRICT events; and
- dd) Performing other duties that may be assigned from time to time by the School Superintendent or Program Supervisor, provided that the duty is legitimately and reasonably related to the services as described herein and is consistent with federal, state, and local law, DISTRICT policies, procedures, rules, or regulations, and the policies, procedures, rules, or regulations of the POLICE DEPARTMENT; and
- ee) When school is not in session, work patrol shifts, as directed.

Essential Duties

- Patrols an assigned area, by vehicle or on foot, to prevent crimes and enforce laws and ordinances on non-permanent shifts.
- Responds to emergency calls and routine complaints and disturbances and takes necessary action.
- Directs traffic, escorts traffic, operates traffic radar monitoring equipment and issues traffic citations.
- Conducts initial investigations of traffic accidents and criminal offenses.
- Questions witnesses, complainants, victims and suspects and takes statements and affidavits.
- Keeps records of activities and prepares reports concerning crimes, complaints, accidents, and investigations.
- Serves warrants and makes arrests.
- Pursues and apprehends suspects.
- Responds to the public's calls for assistance and takes necessary action, including performing first aid.
- Processes prisoners, including fingerprinting, photographing, ensuring magistration by a judge, approving City bonds, searching prisoners, recording and securing the prisoner's property, and transporting prisoners to appropriate facility.
- Appears/testifies in court and before grand juries as necessary/required.
- Shares information and works with other law enforcement agencies as directed and appropriate.
- Conducts security checks of businesses and residential areas on patrol route.
- Assists EMS personnel, firefighters, and animal control / code enforcement officers.
- Performs police-community relations activities.
- Tags and logs in evidence.
- Performs upkeep and simple maintenance on Department vehicles.
- Assists with special activities, such as Special Weapons and Tactics (SWAT) operations, weather watches, school traffic monitoring, and funeral escorts.
- May impound vehicles and maintain inventory.
- Performs such other law enforcement, investigative, technical, and educational duties as may be assigned.

- Serves in extension of current duties as required for emergency management, particularly in the areas of staff alerting, communication, public warning, and law enforcement.
- Provides quality customer service to City staff, the public, and all other work contacts.
- Educates the public on issues of crime prevention and awareness, including conducting inspections, classes, and speeches relative to crime prevention, safety education, and community involvement, including Neighborhood Watch programs.

Other Important Duties

- Communicate with youth in a positive manner and dispel myths and misconceptions.
- Enhance the police image by example and through positive youth contacts.

Required Knowledge, Skills, and Abilities

Knowledge of Federal, State and local laws; knowledge of Police Department rules and regulations; knowledge of the use and care of vehicles, firearms, and specialized equipment; skill to drive necessary vehicles adeptly; ability to attend and understand police officer training courses; ability to establish and maintain effective working relationships with co-workers and the general public; and ability to maintain appropriate necessary certification, Texas driver’s license applicable to job responsibilities, and good driving record.

Reading: Read and comprehend procedure manuals, reports, memos, laws, statutes, and ordinances.

Writing: Write accurate and coherent reports.

Math: Basic math to calculate speeding violations, elapsed time, accident reconstruction, etc.

Reasoning: Analyze situations and adopt a quick, effective, and reasonable course of action.

Advanced Theoretical Knowledge: As appropriate for areas of assignment.

Physical Requirements

1. Overall Strength Demand

Sedentary Light to Medium Heavy Very Heavy

2. Frequency for each physical demand listed in essential duties:

Standing	F	Reaching	F	Crawling	R	Vision	C
Sitting	F	Handling	C	Bending	O	Hearing	C
Walking	F	Fine Dexterity	C	Twisting	R	Talking	C
Lifting	O	Kneeling	O	Climbing	O	Lying / Running	O
Carrying	O	Crouching	O	Balancing	R	Pushing / Pulling	O

C-Continuously, F-Frequently, O-Occasionally; R-Rarely

3. Frequency for non-physical demand listed in essential duties:

Time Pressures F	Noisy / Distracting Environment F	Emergency Situations O	Tedious Work Situation O
Irregular Schedule / Overtime F	Works Closely with Others C	Danger / Physical Abuse F	Performs Multiple Tasks Simultaneously F
Frequent Change of Tasks F	Varying Periods of Idle Time O		

C-Constantly (2/3 or more of the time), F-Frequently (1/3 to 2/3 of the time), O-Occasionally (up to 1/3 of the time), R-Rarely (Less than 1 hour per week)

Acceptable Experience and Training

High school graduate, or its equivalent (some college work in criminal justice, psychology, or a related field, and/or previous police experience preferred), or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

Within one (1) year of the hire date, the SRO shall complete an active shooter response training program and all other required SRO training, as required by law and approved by TCOLE.

Certificates and Licenses Required

Basic certification by the Texas Commission on Law Enforcement (TCOLE) and appropriate Texas driver’s license.

Equipment, Machines, Tools and Work Aids

Police vehicle, two-way radio, firearms, vehicular radar, intoxilyzer, handcuffs, body armor, defensive weapons, mobile telephone, and video camera/equipment.

Environmental Factors and Safety Hazards

Exposure to weather extremes, smoke from fires, noise during firearm training or use, occasional risk of bodily harm, and moving traffic near accident sites.