

# City of Streetsboro



## **POLICE OFFICER - SRO (PART-TIME)**

DEPARTMENT:	POLICE DEPARTMENT
IMMEDIATE SUPERVISOR:	POLICE CHIEF
STATUS:	PART-TIME, NON-EXEMPT, UNCLASSIFIED
SALARY RANGE:	\$28.00/Hourly - \$29.08/Hourly

The Streetsboro Police Department is looking for a Part-time Police Officer to fill the assignment of (SRO) School Resource Officer. The SRO will promote and facilitate training, communication, create and maintaining a safe, secure, and orderly learning environment for students, teachers, and staff

### **Job Duties**

- Report to the assigned School District campus according to the hours duty directed by Police Department and School District
- Document activities on and off assigned campus and maintain a monthly activity report to be turned to the Police Department (PD) supervisor by the (5) fifth day of each month. Keep current on a weekly basis with activity documentation.
- Make all reports (incident, accident, etc...) available to the School District Administrator.
- If sick, notify School District Administrator no later than 0700 hrs.
- Notify the School District Administrator upon leaving the School District campus for any reason.
- Patrol the parking lots ensuring student's safety into the School District upon arrival in the morning and upon leaving the campus in the afternoon, to deter reckless driving, and to make sure only active students enter the campus.
- Improve the School Districts perception as a safe learning environment and deter misconduct by remaining highly visible in the halls, cafeteria, and gymnasium.
- Serve as a role model to students, especially in terms of appropriate attitudes and respect.
- Counsel students daily, either one-on-one or as a group on all School District and non-School District safety topics to include drug abuse prevention education programs.
- Assist the School District administration with anyone who is causing a disruption, truancy issues, and any criminal activities occurring on campus.
- Perform ongoing security checks of the campus and make recommendations to the School District Administrator.
- Function as an information-gathering source for Law Enforcement and Juvenile Officials.
- Assist the School District Administrator in developing and implementing plans and strategies to prevent and handle dangerous situations.
- Assist the School District Administrator in formulating and practicing a School District safety plan.
- Perform a School District safety survey within the first month of each School District year and again mid-year.
- Attend meetings with other SRO's and School District Officials to exchange information and ideas.
- Serve as a liaison between the Police Department, School District personnel, and parents.
- Conduct classroom activities/presentations involving a wide range of topics, including security, crime prevention, drug/alcohol education, and other related issues as approved by the School District Administrator.
- Coordinate all activities with the Police Department and School District Administrators and seeks their advice, and guidance prior to enacting any program within the School District
- Coordinate all Insight program activities with School District Administrators.
- Be familiar with all community agencies, which offer assistance to youths and their families, such as mental health clinics, drug treatment centers, and juvenile authorities, and make referrals to such agencies when necessary.
- Keep names of students and actions taken by School District administration in the strictest of confidence.
- Follow Police Department Chain of Command to create a positive flow of information.
- Follow Police Department policies and procedures while adhering to the School District policies and procedures.

**Qualifications required to apply:**

- Must present of a valid Ohio Driver's License including age (must be at least twenty-one (21))
- Must present proof of a High School Diploma or GED or secondary education diploma
- Must present proof of U.S. Citizenship (Copy of Social Security card or Passport)
- Proof of OPOTA certification or proof of OPOTA registration, (certification required at time of appointment)
- SRO certification (Preferred)
- \*\*Proof of completion of post-secondary education (Associate's or Bachelor's Degree if applicable)
- \*\*Proof of military service with an honorable discharge as stipulated on DD-214 (if applicable)

**Candidates must successfully pass physical fitness test, psychological exam, background check, polygraph test and drug screening prior to appointment.**

\*\*Required for additional credit. Additional Credit: (No more than 20% shall be added to score.) Education Credit: an additional 5% of the applicant's score will be awarded providing the applicant submit proof of an Associate's Degree in a related field or 10% for a Bachelor's Degree from an accredited College or University (any field).

Military Service Credit: an additional 20% of the applicant's score provided the applicant submit a copy of form DD-214 showing an honorable discharge with the application.

**HOW TO APPLY:** Applications are available on the City's website at [www.cityofstreetsboro.com](http://www.cityofstreetsboro.com) u Department/Human Resources/Applications. Forward a completed, signed City employment application; copy of High School diploma/(GED), copy of Driver's License, proof of U.S. Citizenship, OPOTA certification, copy of post-secondary education, military service DD-214 and (3) references to: [Slockhart-reese@cityofstreetsboro.com](mailto:Slockhart-reese@cityofstreetsboro.com) . All documents must be received to be considered for the position.