

JOB TITLE: School Resource Officer/Police Officer

DEPARTMENT: Police, Town of Rocky Mount

FLSA STATUS: Nonexempt – Salary

JOB SUMMARY: This position is a community oriented policing position that involves working with the Franklin County School system as well as liaison duties between the school, community agencies and the Police department. This position performs general duty law enforcement work to protect life and property in the Town.

MAJOR DUTIES:

- Protect lives and property for the citizens and the public school students.
- To investigate criminal activities committed on or adjacent to school property .
- To counsel public school students in special situations, such as students suspected to be engaged in criminal misconduct, when requested by the principal or the principal designee or by the parent of the student.
- To answer questions that students may have about Virginia Criminal or Juvenile Law.
- To assist other law enforcement officers with outside investigations concerning students attending the school(s) to which the SRO is assigned.
- To provide traffic control during the arrival and departure of students when a school crossing guard is absent.
- Serve as a liaison between the school(s), community agencies and the Police and Sheriff's offices. Disseminate information beneficial to public order and safety.
- To inform the students of their rights and responsibilities as lawful citizens.
- To formulate educational crime prevention programs to reduce the opportunity for crimes against persons and property in the school.
- To participate in campus activities, student organizations and athletic events when invited and feasible.
- To be aware at all times of the responsibility to improve the image of the uniformed law enforcement officer in the eyes of the students and the community.
- Meet with school officials on a regular basis to evaluate the progress of the truancy referral program.

Police Officer, Police

Page 2

- Respond appropriately for truancy related problems in the community and work with the school and families to reduce truancy.
- Respond to citizens and merchants regarding complains about school aged students during the hours of school and perform job responsibilities as outlined in the Patrolman job description as directed by supervision.
- Adhere to all Town of Rocky Mount and Police department policies, as well as applicable school policies.
- Perform other duties as may be assigned by supervision.

**SUPERVISORY CONTROLS:** The Sergeant-Investigations assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include state and federal laws, traffic laws, local ordinances and codes, and department policies and procedures. These guidelines are generally clear and specific, but require some interpretation in application.

**COMPLEXITY:** The work consists of related duties in law enforcement. The variety of job duties and emergency situations contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to respond to requests for police services on an assigned shift. Successful performance ensures the efficient and effective delivery of police services.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, court personnel, attorneys, judges, medical personnel, security guards, business owners, members of the general public, School administration, School staff and law enforcement officers from other agencies.

**PURPOSE OF CONTACTS:** Contacts are typically to gather or exchange information and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, standing, walking, running, bending, crouching, or stooping. The employee frequently lifts light or heavy objects, uses equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color and use the physical force necessary to arrest and restrain persons.

**WORK ENVIRONMENT:** The work is performed indoors, in a vehicle, and outdoors. The employee is exposed to occasional inclement weather, infectious diseases, irritating chemicals, and life-threatening situations. The work may require the use of protective equipment such as masks or gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- Education to be equivalent of graduation from high school. College degree, or courses of credit preferred, particularly in the juvenile justice or human services field, but not required.
- One year successful experience as a law enforcement officer.
- Service record reflecting ability to work effectively with members of the community, including youth.
- Must demonstrate a desire to work as an SRO.
- Shall possess strong communication skills which would enable the officer to function effectively within the school environment.
- Understanding of the Juvenile Court procedures and system.
- Strong problem solving skills.

- Shall be capable of conducting in depth criminal investigations.
- Shall possess even temperament and set a good example for students.