

# Job Description

Position: School Resource Officer

(This is a sample job description)

## **School Resource Officer Duties and Responsibilities for \_\_\_\_\_ Schools. Officers will:**

- Be able to attend and pass the School Resource Officer Certification class
- Wear Class “A” Uniform while regular school day is in session except on any day the School Administration approves.
- Report to the assigned school campus according to the hours of duty directed by law enforcement agency and school.
- Document activities on and off assigned campus and maintain a monthly activity report to be turned to the police department (PD) supervisor by the 5th of each month. Keep current on a weekly basis with activity documentation.
- Attend most after school home functions such as athletic events, dances, pep rallies, and graduation exercises. Exceptions can be made, if approved in advance, by the School administration and the LE agency.
- Attend away games with the team if requested by School Administrator. Exceptions can be made if other arrangements are made and approved by School Administrator and LE Supervision.
- Make all reports (incident, accident, etc...) available to the LE supervisor ASAP.
- If sick, notify LE Supervisor and School Administrator no later than 0700 hrs.
- Notify the School Administrator upon leaving the school campus for any reason.
- Supervise traffic at the beginning and end of each school day to ensure the safety of all the students.
- Patrol the parking lots ensuring student’s safety into the school 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 schools 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 and non-school safety topics to include drug abuse prevention education.

- Assist the school 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 Administrator.
- Attend parent and faculty meetings when requested by the School Administrator.
- Attend conferences with students, parents, faculty members and the Superintendent of Schools when necessary to assist them with law enforcement issues and or crime prevention.
- Prepare for and give presentations at faculty in-service meetings, parent education evenings, PTA/PTO meetings, and community organizations. Also attend LE functions that the supervisor deems appropriate. (e.g., Department Meetings, Training, Annual Firearm Qualifications etc.)
- Function as an information-gathering source for Law Enforcement and Juvenile Officials.
- Assist the School Administrator in developing and implementing plans and strategies to prevent and handle dangerous situations.
- Assist the School Administrator in formulating and practicing a school safety plan.
- Perform a school safety survey within the first month of each school year and again mid-year.
- Attend monthly meetings with other SRO's and School Officials to exchange information and ideas.
- Serve as a liaison between the Police Department, School personnel, and parents, and/or Sheriff Office.
- 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 Administrator.
- Coordinate all activities with the Police Department and School Administrators and seeks their advice, and guidance prior to enacting any program within the school.
- Coordinate all Insight program activities with School Administrators.
- Must check in at the LE at least daily to get memos, phone messages, and any other items pertinent to their job.
- 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.
- Adhere to the \_\_\_\_\_ School Board and \_\_\_\_\_ law enforcement agency policies at all time.
- Keep names of students and actions taken by school administration in the strictest of confidence.

- Chain of Command should be followed by the law enforcement agencies and school districts to create a positive flow of information.
- SRO should follow his/her law enforcement agency policies and procedures while working with school districts policies and procedures. This may not be easy, but both entities need to be considered for the best interest of the school, staff and students.

**School Resource  
Assistant Chief of Police  
Chief of Police**