

CITY OF BAY VILLAGE JOB DESCRIPTION

JOB TITLE: School Resource Officer
SUPERVISOR: Sergeants and Lieutenants
FLSA STATUS: Non-Exempt, Non-Bargaining
SCHEDULE: Varied throughout the school year
DATE: February 5, 2019

JOB SUMMARY:

The School Resource Officer provides a safe learning environment and valuable resource, fosters positive relationships, provides guidance and education, and develops strategies to resolve problems affecting students. The School Resource Officer proactively interacts with the school community to ensure the enforcement of city and state laws, preservation of public order, protection of life and the prevention, detection, or investigation of crime. As a liaison between law enforcement and the schools, this position works collaboratively with students, parents, school personnel and community agencies to support teaching and learning in the schools.

ESSENTIAL JOB FUNCTIONS:

Patrols assigned school district areas in order to protect students, staff and their property; enforces state and local laws; promotes compliance with school policies and procedures.

As assigned, monitor student behavior before/after and during school hours, during extra-curricular and other student activities for the purpose of maintaining a safe and positive learning environment and secure facility.

Facilitate Information sharing between school administration and the Police Department.

Develop appropriate working relationships with students and staff and serve as a role model through relationship building skills and a consistent presence.

Attend meetings and conduct courses and workshops for students, staff and parents to promote social awareness, relationship skills, self-management, self-awareness and responsible decision making.

Conduct presentations involving a wide range of topics, including safety, law, crime prevention, drug/alcohol education and prevention, and other related issues as approved by the school administration.

Conduct building security assessments for schools; works with school personnel and other law enforcement personnel to formulate and implement safety plans to prevent/minimize dangerous situations on or near the school campuses and at school-related activities.

Conducts and/or assists with school-related investigations; interviews witnesses and suspects.

Foster communication with residents, business owners/employers, other governmental employees, and school administration, staff, students and parents.

Prepares required reports and paperwork to accurately document work activity.

Attends various trainings, seminars or education classes as needed to enhance and/or maintain job knowledge and skills.

Conducts safe and lawful physical arrests as required.

Operates patrol vehicles during emergency and non-emergency situations.

Responds to service and emergency calls, provides assistance and aid and/or secures additional resources and assistance as necessary.

Prepares for and renders competent and credible testimony during court proceedings when required to do so.

Perform other duties as assigned or required by appropriate supervisory personnel and school administrators.

REQUIRED EDUCATION, BACKGROUND, KNOWLEDGE, SKILLS AND ABILITIES:

United States Citizenship; completion of High School or equivalent GED (AB, BA or BS degree from an accredited college or university preferred); valid Ohio Driver's license; meet state required age requirements; must successfully complete all medical, physical, agility, polygraph and/or psychological examinations administered by the City; possess a State of Ohio OPOTA certification; minimum of five years' experience as a police officer; prior experience as a SRO/DARE officer preferred; LEADS certification, firearm proficiency qualification and any other State of Ohio required licenses and/or certifications.

Required Knowledge, Skills and Abilities:

Local(City Ordinances), state (Ohio Revised Codes) and federal laws and regulations related to law enforcement (i.e. criminal justice/investigative procedures, etc.) including a working knowledge of judicial law in areas of school law, search & seizure, self-incrimination, right to counsel, interrogation and confessions, and the collection and preservation of evidence.

Rules, regulations, policies, procedures, directives, and all general work methods of the Bay Village Police Department and the Bay Village City Schools; Department Mission Statement and Core Values; Employee Handbook; CBA, etc.

Must be able to demonstrate the ability to apply critical thinking skills in rendering solutions to various issues that arise in the schools; must be able to effectively communicate with the public and school personnel; extensive communications (verbal and written) with students, staff and internal/external stakeholders is required; will be responsible for managing behavior of victims, witnesses and others when handling or responding to incidents; requires the use of sound judgment; ability to provide appropriate guidance to students; ability to teach mini-courses to youth and adults on a variety of topics to include government, law and State of Ohio approved prevention education programming.

City geography, streets, neighborhoods, business/commercial locations, buildings, landmarks, and the location and layout of all Bay Village Schools properties.

City and school operations and organizational structures.

Computer software including Microsoft Office (Word, Excel, Outlook, etc.), Computer Aided Dispatch and Records Management System, modern standard office equipment, patrol car radios, cameras/videos, radar/BAC units and computers, investigative tools and equipment, etc. and the ability to operate same.

Ability to identify, analyze and evaluate issues and circumstances, determine the appropriate course of action and execute responses and actions in a safe, timely and lawful manner and consistent with Departmental rules, regulations, policies and procedures.

Ability to establish and maintain effective working relationships and credibility with all Police Department personnel, school personnel, City employees, residents, business personnel and other law enforcement agencies and personnel.

Ability to communicate effectively in written and verbal forms and respond to internal and external inquiries, including while under stress and with individuals under stress.

Ability to safely operate Police Department vehicles.

Possess and maintain the necessary physical and mental attributes required to perform the essential duties of the job.

Ability to perform duties in extreme weather and other hazardous and physically demanding conditions.

Ability to understand and follow verbal and written instructions and directives.

Ability to maintain proficiency with all personally assigned equipment, including firearms, conducted electronic weapons, batons, handcuffs, tourniquets and any other equipment issued or otherwise required.

Ability to maintain confidentiality and handle issues with discretion and sound judgment.

Performs other duties as may be required and/or assigned.

PHYSICAL REQUIREMENTS OF THE JOB:

ACTIVITY	FREQUENCY OF ACTIVITY	ITEMS/WEIGHT INVOLVED	MACHINES/TOOLS
Lifting	occasionally	equipment/injured persons (50-250#)	
Carrying	occasionally	(same as above)	
Reaching	occasionally		
Climbing	occasionally		
Bending	occasionally		
Squatting	occasionally		
Pushing/Pulling	occasionally		
Twisting/Turning	occasionally		
Keyboarding	frequently		computer keyboard
Sitting	frequently		
Standing	frequently		
Walking	frequently		
Crawling	occasionally		
Running	occasionally		

The employee who performs this job needs to possess the following:

(Place an X before each applicable category)

- X Normal hearing with or without corrections.
- X Normal vision with or without corrections.
- X The ability to drive or operate a vehicle with or without corrections.
- X The ability to wear protective equipment including various safety equipment and clothing.

Employee's Signature

Date

Supervisor's Signature

Date