

School Resource Officer

3.14.2023

Position Title:	School Resource Officer / Safety Director Office	Department: Central
Classification:	Non-certified, Full-time bargain	Status: FLSA nonexempt; non-
Reports To:	Director of Operations	

SUMMARY: To be a visible, active law enforcement figure on the school campus dealing with law enforcement matters and school safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Assist with the development and implementation of the school safety plan.
- Protect against outside threats to the physical safety of the students.
- Prevent unauthorized access to school property
- Secure schools against violence and natural disaster.
- Be visible within the school as an active law enforcement figure on the school campus dealing with law enforcement matters and school code violations originating on the assigned campus.
- Maintain the physical plant of the assigned campus to provide a safe environment as to law enforcement matters and school code violations.
- The SRO will support school administration with discipline as required and escort students to the administration for discipline.
- Be a resource for students as a positive law enforcement figure and role model in the students' environment.
- Be a resource for teachers, parents and students for conferences on an individual basis dealing with individual problems or questions.
- Make appearances before classrooms, parent groups, and other groups associated with school, or community groups through school and as a speaker on a variety of requested topics.
- Share information with the administration about persons and conditions that pertain to school safety concerns.
- Work with the Superintendent or designee developing plans and strategies to prevent and/or minimize dangerous situations which might result in student unrest.
- The SRO shall have campus meetings with the principal and/or the principal's designee weekly, or as otherwise mutually agreed, to coordinate daily activities.
- The SRO shall cooperate and participate as necessary in the school's expulsion hearing process.
- The SRO shall follow and conform to all School Board policies and procedures that do not conflict with the established policies and procedures established by the Gibson County Sheriff's Department for reserve police officers.
- The SRO shall take appropriate law enforcement action against intruders, trespassers,

and unwanted unauthorized individuals who may appear on campus.

- The SRO shall develop a working knowledge of the students that may have behavioral/mental health issues and assist school staff and parents in developing non-criminal justice responses to behavioral/mental health issues.
- The SRO shall wear approved department uniform, formal business attire or business casual attire with appropriate logos and name badges depending on the time of school year, consistent with school activity or program, and pursuant to requests of the school and/or the Gibson County Sheriff's Department.
- The SRO shall wear his/her on duty weapon issued by the Gibson County Sheriff's Department while serving as SRO.
- Serve as building and athletic event security for school events.
- Assist district administration and the Gibson County Sheriff's Department in the employment and assignment of an additional SRO positions using off duty SRO- trained officers.

SUPERVISORY RESPONSIBILITIES:

Under Indiana Code, the SRO shall have the authority to:

1. Make an arrest;
2. Conduct a search or seizure of a person or property using the reasonable suspicion standard
3. Carry an authorized department weapon in accord with department policy; and
4. Exercise other policy powers with respect to the enforcement of Indiana laws.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

1. **Education** - High school graduate or equivalent – SRO must have taken and passed the Indiana Pre-Basic Course and maintain all in-services and State of Indiana mandatory mandates, officers have taken and passed the National Association of School Resource Officers Basic SRO Training Course (40 hours). Additional requirements may be imposed consistent with changes in Indiana law.
2. **Experience as a police officer and commitment to student well-being** – SROs must have a minimum of two years of law enforcement experience and be at least 21 years of age. Experience working with youth and an interest in student success, juvenile justice, child and adolescent development and psychology, and creating a positive school climate are essential.

3. **Success performance** – All candidates should have proven performance as reflected by prior performance evaluations. Candidates should be free of significant disciplinary action.
4. **Training Requirements** - Prior to entering service as an SRO, officers shall complete a minimum of 40 hours of National Association of School Resource Officers Basic Course of initial training that covers responsibilities or and limitations of SROs, MOU, child development, conflict resolution, developmentally informed de-escalation, and crisis intervention techniques, working with youth in a school setting and integrating SROs into a positive school environment. In addition, it is recommended that SROs receive additional training each year on topics such as trending school-based law enforcement topics, child development, adolescent psychology, trauma, conflict resolution, mental health and addition, children with disabilities, juvenile and education law and policy, PBIS and cultural competence.

LANGUAGE SKILLS:

Ability to read and comprehend correspondence, memos, instructions, and documents, such as safety rules, operating and maintenance instructions, and procedure manuals. Exceptional ability to write reports and correspond clearly and concisely using correct grammar, spelling, and punctuation. Ability to speak effectively with staff, students and community.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to perform accounting skills.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES:

Ability to operate personal computers and related software. Ability to operate a fax machine, copier, modems, and telephone. Ability to type at a proficient level. Ability to interact positively with staff and the school community. Ability to communicate clearly and concisely both in oral and written form. Ability to work independently, to function effectively in a multi-task environment, and to interact positively with the public. Ability to maintain confidentiality about school and student business. Ability to establish and maintain effective working relationships with students, staff and community. Ability to maintain high attendance rate. Ability to perform duties with awareness of and compliance with related Board of School Trustees policies and state requirements.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, stand and walk. The employee must be able to see and read close work such as typed or handwritten material and have good depth perception. The employee must be able to hear conversation and to communicate through speech. Occasionally the employee will repeat the same hand, arm or finger motion many times. The employee is occasionally required to squat, stoop or kneel, reach above the head and reach forward. The employee must lift or move up to 50 pounds. The employee must be able to push items of 50 pounds or more, such as pushing materials on a cart.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level may vary depending upon the daily activities within the work environment, such as the number of people in the office. The work environment is frequently interrupted as the employee must meet multiple demands. The employee must constantly work to meet deadlines.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

March 2023