
Position:	School Resource Officer I	FLSA:	Non-Exempt
Department/Site:	Police Services	Salary Grade:	21
Reports to/Evaluated by:	Captain Police Services	Salary Schedule:	Classified

SUMMARY

While serving at the district intermediate school level performs proactive security, intervention, law enforcement, and public information duties that provide a safe environment for students, staff and the public while on District or school campus properties. This position protects District property by carrying out proactive programs and traditional law enforcement procedures, enforces California Vehicle Code, State Penal Code, Education Code and District regulations.

DISTINGUISHING CAREER FEATURES

The School Resource Officer I is the entry level position for school site campus safety and security. Incumbents are fully competent to perform all of the duties of the position and have basic P.O.S.T. Certification as well as passed a physical agility test.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The School Resource Officer I is the entry level position. Incumbents are fully competent to perform all of the duties of the position and have acquired training and certification required to detain suspects and have Basic P.O.S.T. Certification. The School Resource Officer I role will be primarily responsible for serving the students, staff and programs of the district intermediate schools, but may be required at times to be dispatched to another school site to fill in or assist in a crisis.

- Patrols designated areas of the District to preserve law and order. Ensures the safety of students, staff and District facilities.
- Enhances day-to day public relations by providing information and assistance to students, staff, and the public in a way that establishes and maintains rapport with the school/student community.
- Anticipates and intervenes in potential and actual incidents where students and/or property may be at risk of harm or damaged.
- Protects District property and facilities by making inspections on foot and in a patrol vehicle. Checks building(s) for physical safety and security. Inspects and monitors the security of doors, windows and gates. Addresses any unusual or suspicious activity.
- Prevents entry and reports presence of unauthorized persons on grounds or in buildings. Investigates situations and disturbances as needed. Issues citations, and contacts local law enforcement agencies to follow up with suspects. Documents incidents relating to observed violations.
- Responds to complaints and hazardous situations. Conducts investigations of reported injuries and accidents. Responds to incidents putting students, staff, and the general public at risk or harm. Interviews victims, complaints and witnesses. Contacts a law enforcement jurisdiction for interrogation of suspects. May testify and present evidence in court.

- Assist in investigations involving incidents such as personal injury and property damage, and auto theft. Gathers evidence.
- Provides security at District and school site functions as required. Opens and closes building and rooms for meetings. Directs traffic and controls parking and safe movement of vehicles in parking areas.
- Detects and reports fire hazards. Extinguishes small blazes and reports fire to the local Fire Department using established emergency communications protocols. Responds to fire and burglar alarms. Summons police and fire department personnel as needed. Directs traffic at fire, special events and other congested situations.
- Contacts and cooperates with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
- Assures proper functioning of equipment. Notifies designated personnel regarding impaired equipment and malfunctions.
- Answers questions from students, staff and the public concerning local and State laws, procedures and activities of the department. Provides information and responds to questions from students, staff, and the public.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills:

This position requires a working knowledge of the methods, practices and procedures of effective law enforcement including those used in patrol, traffic control, investigation and identification. Requires knowledge of the pertinent federal, state, local and district laws and ordinances including applicable sections of the California Penal Code, State Education Code, Motor Vehicle Code, Health and Safety Code Business and Professional and laws related to the area of responsibility. Requires a basic procedural understanding of criminal law and criminal procedures with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the seizure and preservation of evidence. Requires understanding of and skill at applying basic interviewing techniques, vehicle operations and safe driving practices, standard broadcasting procedures using a police radio system, and crowd, vehicle and pedestrian control. Requires sufficient math skills to record distances, numbers, and times. Requires sufficient writing skill to prepare incident reports. Requires sufficient human relation skills to resolve confrontation, affect behavior of others, and convey a positive image of the District.

Abilities:

Requires the ability to perform all of the duties of the position effectively and efficiently with minimal supervision. Must be able to utilize all of the tools and equipment of the position in a safe and responsible manner. Must be able to analyze situations quickly and objectively and determine and take effective action. Must be able to use appropriate defense measures to protect self or others in adverse situations. Requires the ability to meet standards of physical stature, endurance and agility established by the District. Must be able to maintain two-way radio communication with local police authorities, District central dispatch, and site administrators. Must be able to administer first aid in emergency situations. Requires the ability to communicate effectively with students, in a multi-ethnic setting and to interact both formally and informally with District staff, outside agency personnel and the general public.

Physical Abilities:

Incumbent must be able to work inside and outdoors engaged in work primarily of an active nature, and in addition to or concurrently with meeting P.O.S.T. physical suitability requirements. Requires the ability to maintain cardiovascular fitness in order to run, for the purpose of apprehending fleeing suspects, to accomplish crowd control, and to function well under stressful conditions. Requires near and far visual acuity to observe campus activity and read reports and written instructions. Requires hearing for ordinary conversation and to hear other sounds in order to respond to normal and emergency situations. Requires ambulatory ability to stand and walk for extended periods of time, physical strength to carry up to 150 pounds on an occasional basis, and agility to respond to emergency situations.

Education and Experience:

This position requires a High School diploma or equivalent supplemented by specialized training in law enforcement by a recognized academy.

Licenses and Certificates:

Requires a valid California Driver's License. Requires possession of a P.O.S.T. Basic Certification. Requires a current First Aid and CPR cards within a reasonable time after employment.

Working Conditions:

Work is performed indoors and outdoors where safety and health considerations exist from temperature extremes, physical effort, and dangerous incidents.