CLOVIS UNIFIED SCHOOL DISTRICT

Position: School Resource Officer
Salary Grade: 33
Salary Schedule: Classified
Department: Police Services
Reports to/Evaluated by: Captain Police Services
FLSA: Non-exempt

SUMMARY

While serving at the district high 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 leads an area service team that is organized and staffed to maximize student attendance, and protects District property by carrying out proactive programs and traditional law enforcement procedures. It also enforces California Vehicle Code, State Penal Code, Education Code, and District regulations.

DISTINGUISHING CAREER FEATURES

The School Resource Officer II is the lead officer for one attendance area of the district. Incumbents are fully competent to perform all of the duties of the position and have Intermediate P.O.S.T. Certification and have additional certifications. The School Resource Officer II position requires two years experience as a School Resource Officer I (prior law enforcement experience may also be considered in some instances). Advancement to School Resource Officer II also requires the ability to provide leadership in a variety of settings to the School Resource Officer I position and the ability to organize and lead a multidisciplinary team assigned to enhance safety, security, and attendance for school sites in a defined geographic region. School Resource Officer II incumbents also perform more administrative duties, and may be dispatched to another school site to fill in for an absentee officer or assist in a crisis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides leadership in a multi-skilled team for maximizing student safety, attendance, and welfare within a designated geographic area of school sites.
- Serves as facilitator for communications between school sites, the Student Services and School Attendance office, and officers/specialists assigned to promote student attendance.
- 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 buildings 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, complainants, and witnesses. Contacts a law enforcement jurisdiction for interrogation of suspects. May testify and present evidence in court.
- Coordinates and supervises security at District and school site functions as required. Opens and closes buildings 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 fires 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 fires, 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. Participates in and may facilitate various task force groups comprised of District and other community service agencies such as, but not limited to, emergency preparedness, gang intervention, etc.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

- Knowledge of: The position requires a working knowledge of the methods, practice, and procedures of effective law enforcement including those used in patrol, crime prevention, traffic control, investigation, and identification. Requires working 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, and business and professional laws related to the area of responsibility. Requires a thorough 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 a working knowledge and skill in a law enforcement skill area such as investigations. Requires understanding of and skill at applying basic interviewing techniques, vehicle operations, 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 relations skill to resolve confrontation, affect behavior of others, facilitate small group processes, guide the work of others, and convey a positive image of the District.

- Ability to: 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 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.
- Education and Experience: The position typically requires a High School diploma or equivalent supplemented by specialized, successful training in law enforcement by a recognized academy. School Resource Officer II requires two years of full time experience as a sworn law enforcement officer and one of these training regiments: Intermediate and one additional Certificate and competencies as defined above.
- Working Conditions: Work is performed indoors and outdoors where safety and health considerations exist from temperature extremes, physical effort, and dangerous incidents. Incumbent must be able to work inside and outdoors while 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. Requires current First Aid and CPR cards.