

**Rossville Consolidated School District
Job Description**

Job Title: Classified – Police – Police Officer (Police Officer)
Reports To: Chief of Police (Chief)
Approved By: Board of Education Approval Date: June 9, 2020

Purpose Statement

The primary duty of a Police Officer is to serve Rossville Schools and to enforce all municipal, state, and federal laws. The officer is expected to create relationships with stakeholders (school administrators, parents, students, and the greater community), formulate crime prevention tactics, and make himself or herself available for meetings regarding law enforcement - related topics.

Relationships

It is most important that a Police Officer become acquainted with school officials and understand school priorities and procedures, as well as state and local laws relevant to school safety and order. The Police Officer may also attend faculty meetings, assemblies, and shall visit classrooms. He/she will work with school officials in building positive relationships. The Police Officer shall conduct himself/herself in a manner that will reflect favorably on the School District. Conduct above reproach is mandatory. He/she must be a positive role model, serving as a good example of the professional law enforcement officer. The Police Officer shall show respect for students and parents and display fairness and consistency in handling issues that occur.

Essential Functions

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all duties and responsibilities performed by this position.

1. The Police Officer shall build positive working relationships with school principals, staff, students, and parents to develop a positive law enforcement/education relationship.
2. The Police Officer shall not be involved in the enforcement of disciplinary infractions that do not constitute violations of the law.
3. The Police Officer shall investigate promptly and diligently all cases of criminal activity occurring at assigned schools if assigned by the Chief or Superintendent.
4. The Police Officer shall work within the framework of the local school system to provide conflict resolution and corrective verbal redirection for students.
5. The Police Officer shall provide a positive, visible law enforcement presence within the school community by being appropriately dressed, in full uniform, and at all times identifiable as a police officer.

6. The Police Officer shall act as a resource to students, teachers, staff, and parents for agencies that offer assistance to youths and their families (i.e., mental health clinics, drug treatment centers, wrap-around services, etc.).
7. The Police Officer shall patrol school facilities (grounds, roads, buildings, etc.) for the purpose of providing administrative visibility, maintaining security, and deterring crime.
8. The Police Officer, as assigned by the Chief, shall act as an advisor and provide assistance to school administrators regarding traffic control and parking issues on campus and the surrounding area.
9. The Police Officer shall work in coordination with Chief to present class room instruction to staff and students on law enforcement related topics.
10. The Police Officer, at the direction of the Chief, shall assist in the programs of drug awareness and drug prevention for the purpose of helping students, parents, employees, and the community in the difficult task of fighting drug abuse in our community.
11. The Police Officer, in conjunction with the Chief, shall review crime reports and other reports to assess crime and traffic problems or potential problems at assigned schools and the surrounding area.
12. The Police Officer shall provide coverage for special school functions including sporting events, performances, after-hours meetings, etc.
13. The Police Officer shall work with Chief, staff, and students to resolve school safety issues.
14. The Police Officer, as directed by the Chief shall be a liaison for the school, police, probation, and the community to keep all informed of activities of others who may be at risk or inclined to cause problems or commit crimes.
15. The Police Officer may testify in court proceedings for the purpose of providing information and documentation of illegal activity if so directed by the Chief.
16. The Police Officer shall work with administration, students and families to promote positive student conduct and optimal attendance.
17. The Police Officer shall assist, as directed by the Chief or School Administration, in investigations. School officials will relinquish authority IF necessary or needed.
18. The Police Officer shall perform other duties as assigned by the Chief or the superintendent for the purpose of ensuring the effective and efficient functioning of the work unit.

Uniform and Equipment

The Police Officer will wear a regular police officer uniform. More casual attire may be worn, with the permission of the Police Officer's supervisor, when the Police Officer is participating in school activities that make wearing a uniform impractical.

The Police Officer will be provided with all necessary equipment related to job duties by Rossville Consolidated School District as determined by the Chief of Police.

The Police Officer will be provided with the necessary work material to effectively perform the position.

On-Duty Status

The Police Officer normal work schedule shall be outlined by the Chief of RCSD Police Department. The Police Officer is expected to leave information for school officials and his/her supervisor regarding his/her whereabouts when off campus. The Police Officer shall perform other duties, as assigned by the superintendent or the Chief, or out of necessity as to fulfill the requirements of the position.

When school is not in session (i.e. holidays, summer vacation, etc.) the Police Officer will be notified of his duty assignment.

Training

The Police Officer will be required to meet all requirements set forth by the State of Indiana Law Enforcement Training Board, for continued patrol certification (firearm certification, physical ability, etc.). These required certifications will be offered to the Police Officer in the same manner as any other officer in the state of Indiana.

Additional Requirements

The Police Officer may be asked to meet additional requirements as set forth by the Rossville Consolidated School District.