

**Rossville Consolidated School District
Job Description**

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

Purpose Statement

The primary duty of the School Resource Officer (SRO) is to serve Rossville Schools as a police officer 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 the SRO 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 SRO may also attend faculty meetings, assemblies, and shall visit classrooms. He/she will work with school officials in building positive relationships. The SRO 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 SRO 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 SRO shall build positive working relationships with school principals, staff, students, and parents to develop a positive law enforcement/education relationship.
2. The SRO shall not be involved in the enforcement of disciplinary infractions that do not constitute violations of the law.
3. The SRO shall investigate promptly and diligently all cases of criminal activity occurring at assigned schools if assigned by the Chief or Superintendent.
4. The SRO shall work within the framework of the local school system to provide conflict resolution and corrective verbal redirection for students.
5. The SRO 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 SRO shall assist the Chief in the coordination of School Resource Officers from neighboring communities to enhance program delivery and success.
7. The SRO 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.).
8. The SRO shall patrol school facilities (grounds, roads, buildings, etc.) for the purpose of providing administrative visibility, maintaining security, and deterring crime.
9. The SRO, 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.
10. The SRO shall work in coordination with the Chief to present classroom instruction to staff and students on law enforcement related topics.
11. The SRO, 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.
12. The SRO, 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.
13. The SRO shall provide coverage for special school functions including sporting events, performances, after-hours meetings, etc.
14. The SRO shall work with Chief, staff, and students to resolve school safety issues.
15. The SRO, as directed by the Chief, shall assist in the development and updating of school emergency response plans.
16. The SRO, along with 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.
17. The SRO may testify in court proceedings for the purpose of providing information and documentation of illegal activity if so directed by the Chief.
18. The SRO shall work with administration, students, and families to promote positive student conduct and optimal attendance.
19. The SRO shall assist, as directed by the Chief or School Administration, in investigations. School officials will relinquish authority IF necessary or needed.
20. The SRO 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 SRO will wear a regular police officer uniform. More casual attire may be worn, with the permission of the SRO's supervisor, when the SRO is participating in school activities that make wearing a uniform impractical.

The SRO will be provided with all necessary equipment related to job duties by Rossville Consolidated School District.

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

On-Duty Status

The SRO's work schedule shall be outlined by the Chief of RCSD Police Department. The SRO is expected to leave information for school officials and his/her supervisor regarding his/her whereabouts when off campus. The SRO shall perform other duties, as assigned by the Chief or the superintendent, 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 SRO will be notified of his/her duty assignment.

Training

The SRO 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 SRO in the same manner as any other officer in the state of Indiana.

The SRO must maintain certification as a School Resource Officer.

Additional Requirements

The School Resource Officer (SRO) may be asked to meet additional requirements as set forth by the Rossville Consolidated School District.