Clarksdale Municipal School District

School Resource Officer Qualifications and Duties
Job Description

QUALIFICATIONS:

1. School Resource Officer Certification (40 hours through MDE)
2. Commissioned as a law enforcement officer
3. Minimum of three years experience in a law enforcement-related field
4. Broad base of knowledge regarding youth, social issues, and the criminal justice system.
5. Ability to work with youth
6. Knowledge of the court system and presentation of evidence in court proceedings
7. Knowledge of city, county, state, and federal laws
8. Effective oral and written communication skills
9. Ability to deal tactfully and effectively with others
10. Such alternatives or additions to the above qualifications as the Board may find appropriate.

REPORTS TO:

Director of Support Services and Special Projects or Superintendent

JOB GOAL:

To conduct highly responsible law enforcement work under general direction to create and maintain a safe, secure, and orderly learning environment for students, staff, and patrons. Foster an efficient and cohesive program that will build a positive relationship between law enforcement officer and the youth of our community in addition to reducing crime committed by juveniles and young adults.

PERFORMANCE RESPONSIBILITIES:

Personal and Professional Responsibilities

1. Wear an approved uniform during duty hours except on days approved by the school administration (i.e., spirit days).

2. Duty hours will be on school days during school hours. A modified work schedule will be utilized on days of significant evening events (i.e., athletic events, dances, and graduation exercises). Attend away events if requested by school administration.
3. Adapt to a school environment and maintain a commitment to ongoing professional development in working with youth and in a school environment.
4. Maintain sensitivity and respect for school officials' responsibilities. Make a concerted effort to develop and maintain a cooperative atmosphere.
5. Serve as link between the school district, and local law enforcement and social service agencies.
6. Attend parent, faculty, student, and other organizational meetings as requested by the school administration.
7. Work in conjunction with the school administration in the investigation and due process of serious discipline incidents.
8. Assist other law enforcement officers with outside investigations concerning students attending the school system.
9. Assist district administration in the investigation of complaints against staff and worker compensation cases as needed.
10. Keep accurate, legible records and reports.
11. Maintain professional responsibility to serve as a positive role model to students, especially in terms of appropriate attitudes and respect.
12. Attend regular meetings with school administration to exchange information and ideas.
13. Keep all information regarding names and actions taken in the strictest of confidence and in accordance with FERPA.
14. Establish a trusting channel of communication with students, staff, and patrons.
15. Testify in Board of Education hearings, court, and other legal proceedings.
16. Keep current on modern police practices and methods used in crime investigations and the identification and presentation of physical evidence.

17. Alert school administration and appropriate law enforcement agencies of potential problems in the school and community before they occur.
18. Perform other duties and responsibilities as assigned by the school administration. May be re-assigned to other duties on a temporary basis during school holidays, vacations, or police emergencies.

Safety and Security of Facilities and Grounds

19. Protect School Board property, and staff, students, and patrons while on School Board property.
20. Observe, evaluate, and report on traffic around all schools.
21. Monitor security cameras.
22. Assist district administration with fingerprinting/background checks of potential, new, and current employees as needed.
23. Patrol parking lots to ensure staff and students' safety upon arrival on and leaving of school property.
24. Perform ongoing security checks of all school facilities and make recommendations to the school administration.
25. Investigate criminal activity committed on or adjacent to school district property.
26. Deter misconduct by remaining highly visible in the halls, cafeteria, gymnasium, parking areas, etc.
27. Keep current on principles and practices of security supervision.
28. Assist with high school parking permits and vehicle stickers/passes for all employees.
29. Work in conjunction with the district facility safety advisor regarding emergency routes, drills, and waiting areas utilized during emergency situations.
30. Assist the school administration with truancy issues, criminal activities, and anyone causing a disruption on school property.

Educational and Intervention Responsibilities

31. Prepare and conduct classroom activities while maintaining an awareness that each school may require different styles of educational and intervention programs that involve a wide range of topics including security,

crime prevention, drug/alcohol education, citizenship and community responsibility, and other related issues as approved by the school administration. Activities should be fun and interesting as well as informative.

32. Coordinate all educational activities with law enforcement officials, local organizations, and school administration. Seek their advice, permission, and guidance prior to enacting any program or distributing any pamphlets/brochures/handouts within the school.
33. Work cooperatively with other officers and persons from the criminal justice field as approved by school administration to instruct in areas where the School Resource Officer may lack the appropriate skills or knowledge.
34. Provide counseling on a limited basis and be familiar with all community agencies which offer assistance to youth and their families such as, but not limited to, mental health clinics, substance abuse treatment centers, child protective services, domestic violence services, juvenile authorities, and make referrals to such agencies when necessary.
35. Provide crisis intervention for students in stressful situations.
36. Empower students with the knowledge of law enforcement efforts and obligations as well as consequences for violations of the law.
37. Inform students of their rights and responsibilities in order to become better informed, lawful citizens.
38. Intervene in student arguments and talk with all persons involved to avoid altercations.
39. Work in conjunction with the middle and elementary schools on Safety Day events.

Rules, Regulations, and Enforcement

40. Enforce state statutes and city ordinances.
41. Interview victims, witnesses, and suspects in crime and disorder investigations and follow-up investigations in compliance with law and Board policy.
42. The SRO should not take advantage of students and staff as a “captive audience” for routine police investigations

and nonessential interviews by police and others that may be disruptive to the learning environment as the primary purpose of the school is to educate.

43. The SRO will not act as a school disciplinarian; however, the SRO will report any violations of school discipline policy to the appropriate administrator.
44. The SRO should remain visible but should not be used for "regularly" assigned lunchroom duties, hall monitoring, or other monitoring duties.
45. The SRO will not conduct locker checks without probable cause or search warrant, except in emergencies. Any searches, use of K-9, or other activities may be considered obtrusive and, therefore, will be cleared through the appropriate channels prior to initiation.
46. The SRO should not transport a sick or injured child for medical assistance or provide an escort with a police vehicle except in extreme emergency situations.
47. As required by law, the SRO will notify the appropriate agencies and initiate a report if there is knowledge of or "reasonable cause" to suspect a child of being abused or neglected.
48. The SRO will not act as an alcohol detection agent or monitor school entrances. If alcohol is detected by a school official or in the patrol duties of the SRO, appropriate action will be taken.
50. Abide by Board policies, state and federal laws should it become necessary to conduct formal police interviews with students or staff on school property or at school functions under the jurisdiction of the Clarksdale Municipal School District.
51. Make arrests and takes offenders into custody in compliance with state and federal law.
52. Conducts lawful searches of persons and property, confiscates and secures evidence and contraband in compliance with state and federal laws.
53. The SRO shall immediately cease a foot or vehicle pursuit that continues off of school district property except in cases of extreme offenses or threat of safety.