

MSD of Decatur Township School Resource Officer #2

Job Description:

SRO Mission:

The SRO will collaborate with all stakeholders in an effort to educate and improve students' grades, and attendance, while also reducing juvenile delinquency and crime through everyday interventions.

Qualifications

- Must be twenty-one year of age and possess valid driver's license.
- Must have completed 40 hours of school resource officer training. (preferred)
- Must have Indiana Law Enforcement Academy Certification.
- Must be able to pass a yearly physical demand assessment. (ILEA physical training requirements for basic recruits)
- Must have acceptable background check by the Indiana State police.
- Good Health, high moral character, and good attendance record.
- Must be weapons certified and licensed to carry firearms.
- Acquires and maintains CPR and AED certification.
- Requires corrected hearing and vision to normal range.
- Requires occasional lifting or other items weighing up to 50 pounds.

SRO Roles and Responsibilities

An SRO's responsibilities are as follows: One is that of a law enforcement officer. Another is that of a law-related counselor and law-related educator who develops relationships with students. An SRO's primary role, however, is to provide law enforcement-type services to a school to encourage everyone to follow all of the school regulations. SROs investigate allegations of criminal incidents and make referrals of students to juvenile authorities, when necessary. Some specific roles and responsibilities are bulleted below:

- Conduct a daily security inspection of the buildings and grounds
- Monitor Crime statistics
- Design and help implement crime prevention strategies
- Train and educate all stakeholders
- Interact with students on a daily basis to build positive relationships
- To see and be seen in our buildings and at events on campus
- Help lead any implementation of school safety initiatives
- Help coordinate with state agencies when crisis situation occurs

- Serve on School Safety committees and should be aware of current research on effective strategies for increasing school safety
- Create a setting that is safe, and secure, with a focus on prevention and early intervention activities.
- Submits daily log reports on a weekly basis.
- Writes grants and seeks out other sources to fund security initiatives.
- All other duties as assigned

Five core principles of the MSD Decatur Township SRO:

Communicate: The SRO must develop direct and open lines of communication with all stakeholders. Including, Parents, Teachers, Students, Administrators, Community members, other agencies, and other SRO's. This is vital to keep everyone on the same page. To perform the job successfully the SRO must meet with these stakeholders weekly if not daily, to inform as well as be informed regarding student and safety issues.

- The SRO will check in at the middle school daily. The SRO will report to the principal or his or her designee.
- The SRO will have minimum of one meeting a week with the principal or designee to keep informed on current issues.
- The SRO will communicate weekly with the schools parole officer to be informed in regards to students and their issues pertaining to being on probation.
- The SRO will compile monthly data in regards to trends, investigations and important information. This will be put into a monthly newsletter to be shared with administration.
- The SRO will be well versed in operating two-way radio, walkie-talkie, infield situations, radar equipment, surveillance equipment, and breathalyzer.

Educate- The SRO must do their best to stay updated on new information in regards to safety. The SRO must have formal and informal meeting with the stakeholders when applicable to keep them educated about need to know topics and trends.

- The SRO will be in the middle school weekly to educate the students on safety, drug and alcohol dangers and trends and bullying and harassment issues and prevention.
- The SRO will establish a presence at an elementary building each day on a rotational basis.
- The SRO will continue to educate his or her self by staying up to date on school safety and trends.

Public Safety - The SRO should be aware of current research on effective strategies for increasing school safety, and assist the school in implementing research-based strategies.

The SRO should be involved with discipline policies, school safety assessments, physical safety of the school, crisis and emergency management planning, crime prevention or intervention, and other safe school planning processes.

- Investigate allegations of criminal incidents per police department policies and procedures. Enforce state and local laws.
- Develop crime prevention programs and conduct security inspections to deter criminal and delinquent activities.
- Schedule emergency drills in conjunction with other local agencies.
- Work with administration to insure emergency management plan is updated.

- Understand and be able to implement the incident command structure.

- Checks general security of township property, i.e. windows, doors, gates.

- The SRO will hold minimum of one community forum a year on school safety and trends that parents and community members need to be aware of.

Law Enforcement Officer - Although a less performed role, the SRO is still a law enforcement officer with the authority and duty to handle crimes and make arrests when necessary. It is important to differentiate between school code of conduct violations and crimes. SROs should not be involved in code of conduct violations, but should take the lead on criminal violations. Part of this role is also the responsibility to serve as a liaison between the school and the local police department.

- Ability to interface with law enforcement personnel.
- The SRO must stay up to date on current student handbook information as well as any law changes or additions.
- Keep control of the parking lot (enforce speed limit) and grounds.
- Investigate reports of vandalism, theft, gang activity, and trespassing.

Positive Role Model - One of the most influential roles held by the SRO is that of being a positive role model to students. Students often seek approval, direction and guidance in informal interactions with an SRO that they trust. Some ways for the SRO to be a positive role model include: setting limits by being clear about what is acceptable and unacceptable; setting an example; being honest; being consistent with students, staff and parents; encouraging responsibility; and showing respect for students. The SRO should always try to maintain a professional appearance; be visible and accessible; take concerns seriously and follow through with commitments to take action; participate in and support school functions; maintain a relationship with students' parents; and maintain a relationship with faculty and the school administration.

- Ability to work with all stakeholders in a positive way.
- Ability to deal effectively with public using tact and diplomacy and remain calm in emergency situations.
- The SRO will assist in the middle school cafeteria during lunch to make positive connections with students.
- Anticipate problems and trouble shoot solutions
- Serves as a role model for students in how to conduct themselves as responsible intelligent citizens.

Establishing Positive Relationships

A critical aspect to the success of the school resource officer is the establishment of relationships with school staff and specialists, parents, and especially students. It is important for the SRO to be aware of the services being provided by school specialists such as guidance counselors, school nurses, school psychologists, school social workers, speech pathologists, physical therapists, and occupational therapists. The SRO should establish collaborative working relationships with the specialists and with school staff. Parents are key players in the school community and should be the focus of relationship building by the SRO. The SRO should attend PTA meetings, parent nights and conferences. It would also be useful for the SRO to create a brochure or fact sheet regarding the roles of the SRO; this could be distributed to parents, teachers, students and other community members. Without a doubt, the most important relationships for the SRO to cultivate are relationships with the students. Getting youth actively involved in the School Resource Officer program can help the SRO to build rapport with students; reduce stereotypes of police officers; provide opportunities for youth to be involved in the improvement of their school; and promote crime and delinquency prevention. Some ideas for student involvement include:

- School Safety Surveys** - surveying peers regarding the safety of their school.
- Vandalism Prevention** - using posters/brochures to bolster school pride and to educate.
- Crime Watch** - encouraging students to watch for crime and suspicious activity and report it.
- Drug Abuse Prevention** - educating peers on the dangers of alcohol and drugs.
- Community Clean-ups** - working with peers to paint over graffiti, pick up litter, etc.
- Mentoring** - assisting younger students through tutoring, reading, or spending time.

The School Resource Officer and School Safety

The school resource officer is a key player in all of the components of safe school planning, which include:

- Planning Teams** -The SRO should be included in planning meetings to discuss school safety issues and contribute to decisions about school safety.

- Assessments** - School safety assessments should be performed in the school and community; the SRO can assist or direct the process since he/she should have relationships with students and the community that would add credibility to the efforts.

- Prevention Programming** - The SRO should be aware of the importance of research-based programs. With the results from the assessments, the SRO and the Planning Team can choose programs, which are appropriate to the needs of the school and community.

- Safety Support Team** - The SRO is a critical member of the collaborative interagency team known as the Safety Support Team. This team is to be made up of some or all of the following: school administrator, local law enforcement, SRO, community-based mental health professional, school counselor/psychologist, and a legal advisor. This team meets to address the needs of at-risk youth and to manage individual student cases.

- Crisis Planning** - The SRO should be a key player in the development of the school crisis response plans. The SRO can help facilitate the communications between the school and law enforcement, and can help ensure that all plans are practiced, not only within the school, but also with the involvement of all applicable agencies (law enforcement, parents, media, etc.).